

Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, February 8, 2022

On January 7, 2022, Governor Pritzker issued the twenty-fifth Gubernatorial Disaster Proclamation for all counties in the State of Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Pursuant to Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

Meeting Location:** Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, will be physically present at the meeting location. **Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.

Access to the Regular Board of Trustees meeting is provided via teleconference online: <https://rockvalleycollege-edu.zoom.us/j/91443872032?pwd=ajgyaFg1ckNjUG40UWFkZmpLQS8wZz09> or by phone at 312-626-6799 using Meeting ID: 914 4387 2032, Passcode: 426954. The meeting will include an opportunity for public comment. Any member of the public who would like to make a public comment can submit their public comment via email to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on February 8, 2022. Public comments submitted via email will be announced during the public comment portion of the meeting.

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Review of Minutes:** Board of Trustees Committee of the Whole January 11, 2022
- F. General Presentations**
- G. Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**
 - 1. Enrollment Report
 - 2. 2023 – 2024 Academic Calendar
 - 3. Medical Assistant Program (Assoc. in Applied Science)
- H. Finance Discussion: Board Liaison Trustee Soltow**
 - 1. Purchase Report (A)
 - 2. Cash and Investment Report
 - 3. Fiscal Year 2022 Second Quarter Vital Signs
 - 4. Tuition Discussion
- I. Operations Discussion: Board Liaison Trustee Kearney**
 - 1. Personnel Report
 - 2. RVC Architect of Record
 - 3. RVC Events Calendar
 - 4. RVC Athletics Update
 - 5. Advanced Technology Center (ATC) Architect Update
 - 6. Advanced Technology Center (ATC) Update
 - Status Update
 - Cost Summary
- J. Other Business:** New Business/Unfinished Business
- K. Adjourn to Closed Session:** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees in accordance with Section 2 (c) (1) and/or 2) Collective negotiating matters per Section 2 (c) (2) and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5) and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11) of the Illinois Open Meetings Act.
- L. Reconvene Open Session**
- M. Next Regular Board of Trustees meeting:** February 22, 2022, at 5:15 p.m.; Remote meeting held via teleconference.
- N. Next Committee of the Whole meeting:** March 8, 2022, at 5:15 p.m.; Remote meeting held via teleconference.
- O. Adjourn**

Jarid Funderburg, Board Chair

FY2022 Weekly Enrollment Update

Board of Trustees Committee of the Whole – February 8, 2022

Term	Unduplicated Headcount				Credit Hours				Budget	
	FY2021	FY2022	Change	% Change	FY2021	FY2022	Change	% Change	Budget	% to Budget
Summer II	2,135	1,972	-163	-7.63%	9,771	8,815	-956	-9.79%	9,408	94%
Fall	5,617	5,296	-321	-5.71%	53,589	51,228	-2,361	-4.41%	53,544	96%
Subtotal (Summer II + Fall)	7,752	7,268	-484	-6.24%	63,360	60,043	-3,317	-5.24%	62,952	95%
Winterim	281	283	2	0.71%	898	940	42	4.68%	NA	--
Spring	5,010	4,806	-204	-4.07%	47,258.5	45,300	-1,958.5	-4.14%	48,715	93%
Subtotal (Summer II + Fall + Winterim + Spring)	13,043	12,357	-686	-5.26%	111,516.5	106,283	-5,233.5	-4.69%	111,667	95%
Summer I	--	--	--	--	--	--	--	--	3,333	--
Total	13,043	12,357	-686	-5.26%	111,516.5	106,283	-5,233.5	-4.69%	115,000	92%

Sources: Summer II Enrollment Ticker (Final 8/3/2021), Fall Enrollment Ticker (Final 12/5/2021), Winterim Enrollment Ticker (Final 1/5/2022), and Spring Enrollment Ticker (02/22/2022) Note: Subtotal headcounts are duplicated across terms.

Important Dates:

- Spring classes began January 8, 2022.
- The last day to drop with a refund was January 19, 2022. Students not in compliance with the Executive Order requiring COVID-19 vaccination/weekly testing also have been dropped.

Academic Calendar for 2023-2024

Background: Rock Valley College is seeking approval for the 2023-2024 Academic Calendar. The College is submitting a full calendar beginning with Summer Session 2023 and ending with Summer Interim 2024, allowing a fiscal and academic year alignment.

Recommendation: It is recommended that the Board of Trustees approve the 2023-2024 Academic Calendar.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ACADEMIC CALENDAR 2023-2024

2023 SUMMER SESSION

EIGHT-WEEK SESSION (28 days plus 2 final exam days)

FOUR-WEEK SESSION (14 days plus 1 final exam day)

SECOND FOUR-WEEK SESSION (14 days plus 2 final exam days)

June 20 (Tuesday) Classes Begin for First 4-week and 8-week Sessions of Summer Session
July 4 (Tuesday) No Classes/College Closed
July 13 (Thursday) Final Exam Day for First 4-week classes of Summer Session
July 17 (Monday) Classes Begin for Second 4-week Session of Summer Session
August 8 (Tuesday) End of Classes
August 9 & 10 (Wednesday, Thursday) Final Exams for Summer Session
August 13 (Sunday) Grades Due By 11:59pm Sunday Night

2023 FALL SEMESTER – Traditional start

August 19 (Saturday) Weekend Classes Begin
August 21 (Monday) Weekday Classes Begin
September 2, 3, 4 (Saturday, Sunday, Monday) No Weekend Classes/College Closed
September 5 (Tuesday) Faculty & Staff Development Day/No Classes/Offices Closed
November 22 (Wednesday) Fall Recess/No Classes/College Open
November 23, 24, 25, 26 (Thursday, Friday, Saturday, Sunday) No Classes/College Closed
December 8 (Friday) End of Weekday Classes
December 9 (Saturday) End of Weekend Classes
December 11 – 16 (Monday–Saturday) Final Exams for Weekday & Weekend Classes
December 17 (Sunday) Grades Due by 11:59pm Sunday Night
December 22, 23, 24, 25 (Friday, Saturday, Sunday, Monday) No Classes/College Closed
December 26, 27, 28 (Tuesday, Wednesday, Thursday) No Classes/College Offices Open
December 29 – January 1 (Friday, Saturday, Sunday, Monday) No Classes /College Closed

2024 SPRING SEMESTER

January 2 (Tuesday) Offices Open
January 12 (Friday) Faculty Development Day/College Open
January 13 (Saturday) Weekend Classes Begin
January 15 (Monday) No Classes/College Closed
January 16 (Tuesday) Weekday Classes Begin
March 10-17 (Sunday–Sunday) Spring Recess - No Weekday or Weekend Classes
March 18 (Monday) Classes Resume
March 28 (Thursday) Faculty & Staff Development Day/No Classes/Offices Open
March 29, 30, 31 (Friday, Saturday, Sunday) No Classes/College Closed
May 4 (Saturday) End of Weekend Classes
May 10 (Friday) End of Weekday Classes
May 11 (Saturday) Final Exams for Weekend Classes
May 13-17 (Monday–Friday) Final Exams for Weekday Classes
May 17 (Friday) at 6pm Commencement Exercises
May 19 (Sunday) Grades Due By 11:59pm Sunday Night

2024 SUMMER INTERIM

FOUR-WEEK SESSION (14 days plus 1 final day)

May 20 (Monday) Classes Begin
May 27 (Monday) College Closed
June 13 (Thursday) Final Exams
June 16 (Sunday) Grades Due By 11:59pm Sunday Night

**Most classes (16-week) begin this week. Check class schedule for specific dates.*

Deadlines vary for courses less than 16-weeks in length. Contact Records and Registration for specific dates.



Medical Assistant AAS

Presented to RVC Board of Trustees Committee of the Whole
February 8, 2022

Amanda Smith, Ed.D.
Vice President of Liberal Arts & Adult Education/CAO

Medical Assistant Program Description

The Medical Assistant is a multi-skilled allied health professional who works primarily in ambulatory settings such as medical offices and clinics. The Medical Assistant functions as a member of the health care delivery team by performing a variety of administrative tasks and assisting with clinical procedures to facilitate the work of the physician. The Medical Assistant is essential for the smooth workflow of the medical office.

Local Need

- Designed as a result of employer requests:
 - Crusader Community Health
 - Mercy Health
 - OrthoIllinois
 - OSF Medical Group
 - UW Health
- Cited growing need for quality Medical Assistants from an accredited program.

Labor Market

National

- The Employment of Medical Assistants is projected to grow 18% from 2020-2030 ([Bureau of Labor Statistics](#)).

Regional

- 3,103 annual openings in our district
- Offers living wage with \$17.44/ hour median earnings ([EMSI](#))

Program Learning Objectives

Students completing the Medical Assistant AAS will be able to:

1. Incorporate clinical and theoretical knowledge while safely performing clinical skills effectively.
2. Apply computer skills while entering varying medical information accurately.
3. Prioritize patient care support activities effectively and efficiently.
4. Combine varying methods of communication to support patient-centered care.
5. Demonstrate the professional behaviors in the Medical Assistant profession.

Questions?

**Application for Permanent Approval of an Occupational Curriculum
Medical Assistant Associate of Applied Science**

Background:

Rock Valley College is establishing a Medical Assistant Associate of Applied Science Degree. Students completing the program will be eligible to take the certification exam and become gainfully employed as a Certified Medical Assistant (CMA) and work in all ambulatory care settings.

The health care industry has a growing market. According to the Bureau of Labor Statistics, employment of medical assistants is projected to grow 18 percent nationally from 2020 to 2030, much faster than the average for all occupations. About 104,400 openings for medical assistants are projected each year, on average, over the decade. This growth is due to an aging workforce, as replacements are needed as employees retire. There is also an aging population, which is increasing the need for preventative medical services. An increasing number of group practices, clinics, and other healthcare facilities will also need support workers, particularly medical assistants, to complete both administrative and clinical duties.

The development of this program was initiated by a group of employers who approached the college, requesting a program to meet this growing need. An advisory committee was created to determine the requested knowledge, skills and abilities to be included in the curriculum.

Recommendation:

It is recommended that the Board of Trustees approve the submission of a proposal to the Illinois Community College Board (ICCB) to approve the Medical Assistant Associate of Applied Science Degree. The ICCB Form 20 proposal includes:

- Part A. Feasibility, Curriculum Quality and Cost Analysis, and
- Part B. Supportive Documentation and Data

Howard J. Spearman, Ph.D.
President

Board Approval:

Secretary, Board of Trustees

Attachment:

Form 20: Application for Permanent Approval Career & Technical Education Curriculum

Form 20: Application for *Permanent* Approval Career & Technical Education Curriculum

**Illinois Community College Board
Application for *Permanent* Approval Career & Technical Education Curriculum Submit One**

Hard Copy & One Electronic Copy

College Name:	Rock Valley College	5-Digit College #:	51101
Contact Person:	Jennifer Mickelson	Phone:	815.921.4257
Email:	j.mickelson@rockvalleycollege.edu	Fax:	

Curriculum Information

AAS Title:	Medical Assistant	Credit Hours:	60	CIP Code:	51.0801
AAS Title:		Credit Hours:		CIP Code:	
Certificate Title:		Credit Hours:		CIP Code:	
Certificate Title:		Credit Hours:		CIP Code:	

Proposed Classification:	District	<input checked="" type="checkbox"/>	Regional	<input type="checkbox"/>	Statewide	<input type="checkbox"/>
Proposed Implementation Date:	Fall 2022					

Submission Includes:	
<input checked="" type="checkbox"/>	Part A: Feasibility, Curriculum Quality And Cost Analysis
<input checked="" type="checkbox"/>	Part B: Supportive Documentation And Data

<i>This Curriculum Was Approved By The College Board Of Trustees On:</i>	Date:
State Approval Is Hereby Requested:	
<i>Required--Chief Administrative Officer Signature</i>	<i>Date</i>

ICCB USE ONLY			
ICCB Approval Date:	AAS:	<29 ch Cert:	30+ ch Cert:
IBHE Approval Date For AAS:			

Please Note: ICCB Use Only Box Must Remain On Front Page Of Application Form.

Career & Technical Education Curriculum Approval Application

PART A: Feasibility, Curriculum Quality and Cost Analysis

Feasibility

1. **Labor Market Need.** Verify that the program is feasible from a labor market standpoint and demonstrate convincing evidence of labor market need.

- a. **Program purpose.**

Students who complete the Associate in Applied Science Degree in Medical Assistant will be eligible to sit for the AAMA exam and become gainfully employed as a Certified Medical Assistant (CMA) and work in all ambulatory care settings (Physician offices). The program will seek the gold standard accreditation CAAHEP which regional employers are requesting.

- b. **Target population.**

This program is intended for individuals seeking entry-level employment as medical assistants. It will also be appropriate for employees in health care who are looking to improve their skills set through specialized education.

- c. **Related occupations.**

This degree program will prepare students to enter the health science career cluster as medical assistants.

- d. **Supply-Demand Information.**

The Health care industry has a growing market. According to the Bureau of Labor Statistics (<https://www.bls.gov/ooh/healthcare/medical-assistants.htm>), employment of medical assistants is projected to grow 18 percent from 2020 to 2030, much faster than the average for all occupations. About 104,400 openings for medical assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

An increasing number of group practices, clinics, and other health care facilities will also need support workers, particularly medical assistants, to complete both administrative and clinical duties. Medical assistants work mostly in primary care, a steadily growing sector of the health care industry.

- e. **Alternate Documentation.**

Additional documentation is provided: EMSI – Program Overview: 2 Health Professions and Related Programs (Emsi Q4 2021 Data Set).

- f. **Planning and Collaboration.**

The proposed curriculum fits into the College's overall plans and goals to meet Career and Technical Education/workforce preparation needs within the district. Rock Valley College understands the need for education that leads to industry-recognized credentials and self-sustaining employment. The Medical Assistant program will benefit not only the students interested in this career field, but also area employers who are looking for a skilled labor force.

1. **Educational & Workforce Partnerships.**

The Medical Assistant program will assist in meeting the needs of the community. Area employers approached the College to request that such a program be designed. A Business Industry Leadership Team model of advisory committee was held to determine the requested knowledge, skills and abilities to be included in the curriculum. This program will meet the needs of individuals seeking skills and a credential to enter the

health care field. It will also meet the needs of area employers who are looking for a skilled workforce in Medical Assistance. Rock Valley College will work closely with the Local Workforce Board to seek approval for funding of this degree for WIOA Title 1 participants.

2. Employer Partners.

The following employers have participated in advisory committees and gave feedback on the development of the curriculum. They will also provide locations for clinicals and externships.

Crusader Community Health, Rockford, IL
Mercy Health, Rockford, IL
Orthollinois, Rockford, IL
OSF Medical Group, Rockford, IL
UW Health, Rockford, IL

3. Employer Input.

Attached.

g Related Offerings:

There are other programs in the area:

- Rockford Career College, *10-month diploma/certificate*
- Rasmussen College, *12-month diploma/certificate*
- RVC: Continuing Education, *Medical Assistant Condensed Curriculum*

However, they are not comparable programs, as they result in a diploma, accredited by Accrediting Bureau of Health Education Schools. The proposed degree will be seeking accreditation from CAAHEP, which regional employers are requesting.

h Regional Programs:

N/A

2. Need Summary.

The Rockford region has a high need for health care workers. Health care and social assistance continues to be a leading industry (Illinois Northern Stateline Economic Development Region 5 Workforce Innovation and Opportunity Act Regional Plan, 2022). This degree will allow students to become a Certified Medical Assistant. It will enable individuals to gain employment with self-sufficient wages.

Curriculum Quality

1. Curriculum Information.

a. Curriculum:

i. Catalog description.

The Medical Assistant is a multi-skilled allied health professional who works primarily in ambulatory settings such as medical offices and clinics. The Medical Assistant functions as a member of the health care delivery team by performing a variety of administrative tasks and by assisting with clinical procedures to facilitate the work of the physician. The Medical Assistant is essential for the smooth workflow of the medical office.

The two-year Associate of Applied Science (AAS) Medical Assistant Program at Rock Valley College prepares graduates in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the entry level Medical Assistant. The program follows the Medical Assisting Education Review Board (MAERB) core curriculum required by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Instruction is delivered in the classroom, skills lab, and clinical setting including a final 200-hour non-paid externship in a physician's office.

ii. Curriculum.

Attached.

- b. Educational alignment:** Describe how the proposed program(s) illustrate a Program of Study. See ICCB's Programs of Study website for more information: [Illinois Programs of Study](#).

i. Academic/Curricular Alignment.

The Medical Assistant program has many opportunities for students to complete some courses as dual credit, thus reducing the amount of time required for completion.

Those courses include:

- ENG 101
- HLT 110
- FWS 237

Additionally, adults who are looking to improve their skills may have the opportunity to transfer in some required credits, i.e. Medical Billing/Coding would satisfy up to four of the required courses in the degree.

ii. Rationale.

N/A.

iii. Relationship to existing curricula at the college:

This program is a separate program from other programs at the college. There are currently classes offered that will be a part of the Medical Assistant program, but they are not part of a separate certificate.

iv. Articulation.

Articulation is not being planned at this time.

v. Academic & Technical Skill Requirements.

1) Academic Entry Skills:

The skills associated with the completion of a high school diploma or equivalency are required to be successful in this program. Students who need remediation may receive support through Instructional Support Services, as well as supplemental instruction.

2) General Education:

This program must follow the Medical Assisting Education Review Board (MAERB) core curriculum, which is required by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the accrediting body. The general education courses were selected to meet the MAERB core curriculum requirements.

3) Technical Skills:

The MAERB Core Curriculum outlines the necessary skills for the program. Appropriate Medical Assistant courses have a skills lab and/or clinical component. Students will be evaluated with a skills performance rubric and a clinical performance rubric. All courses must be completed with a "C" or higher. The program coordinator will seek input from employers regarding satisfaction of graduate performances.

Students will sit for the AAMA exam to become a Certified Medical Assistant. It is not a state or federal requirement, but many employers, including those in our region, do require this certification.

4) Employability Skills:

Employability skills are embedded throughout the entire program. Students begin observing and practicing employability skills as early as the first Medical Assistant course. This continues throughout each Medical Assistant course, and culminates in an externship and concurrent workplace seminar.

vi. Career Development.

Career pathways are discussed throughout all of the Medical Assistant courses. Students will be taught resume building basics for employment in this industry. The final seminar of the program includes topics including mastering professional communication, preparing for your first job, landing the job, and readiness for work.

vii. Course Syllabi.

Attached.

c. Work-Based Learning.

Work-based learning is offered throughout the Medical Assistant program, beginning in the first Medical Assistant course, where the student will participate in a clinical. The clinical will play an increasing part with each Medical Assistant course, culminating in an externship. This will provide an opportunity for completers of this program to be fully prepared to enter the workforce.

d. Accreditation for Programs.

The Medical Assistant program will seek accreditation by CAAHEP. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is a programmatic postsecondary accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) and carries out its accrediting activities in cooperation with 25 review Committees on Accreditation. CAAHEP currently accredits more than 2200 entry level education programs in 32 health science professions. CAAHEP is the gold standard for accreditation Medical Assistant programs.

The program will apply for accreditation after the program has been offered once, as that is included in the requirements for application.

e. Assessment of Student Learning: Describe how the college plans to ensure students will meet the objectives for this program through evaluation of knowledge and skills at both the course and program-level.

i. Student Learning Objectives.

Students completing the Medical Assistant Associate of Applied Science will be able to:

1. Incorporate clinical and theoretical knowledge while safely performing clinical skills effectively.
2. Apply computer skills while entering varying medical information accurately.
3. Prioritize patient care support activities effectively and efficiently.
4. Combine varying methods of communication to support patient centered care.
5. Demonstrate the professional behaviors in the Medical Assistant profession.

All courses included in the program, including general education courses, are aligned with these five student learning objectives.

ii. Assessment of Student Learning Objectives.

Course objectives and program objectives will be assessed through a variety of methods in order to ensure a successful evaluation is obtained. Such assessment methods include:

- Discussion boards
- Skills validation
- Exams
- Clinical evaluations
- Case studies, and
- Clinical papers

f. Continuous Quality Improvement.

i. Describe how the college will utilize continuous quality improvement to ensure the curricula remains rigorous and relevant.

Rock Valley College will use continuous quality improvement to ensure the curricula remains relevant and rigorous. Multiple methods of assessment will be employed, not only in the classroom, but also in the course and program-levels of assessment. The College will also ensure that a program review is completed as required during the five-year cycle to ensure relevance, as well as annual updates on progress toward action items and adjustments that may be needed based on academic and industry insights. The College will continue to connect with area employers to ensure the curricula remains relevant and innovative in meeting industry standards.

ii. Describe how the college will use Assessment of Student Learning information/data to improve the curricula.

The program will actively participate in course and program assessment. The results of the course and program assessment will be reviewed as part of the assessment cycle. If the data indicate that students are not achieving stated objectives, then improvements to the curricula will be implemented and may include changes in materials, pedagogy, or student support.

2. Unique or noteworthy features of the program.

The Medical Assistant program is unique as employers approached RVC, knowing the quality of instruction that the College delivers, and requested that RVC become the leader in preparing Medical Assistant graduates to enter the workforce. RVC will hold the only Associate's Degree Medical Assistant program in Rockford, IL. It will be the only CAAHEP (gold standard) accredited Medical Assistant program in Rockford, IL and will prepare students to sit for the AAMA exam, the gold standard credential for a Certified Medical Assistant. A group of CMA employers met for an Advisory meeting on curriculum development. They outlined the Program Outcomes and identified what they wanted for End of Program Student Learning Outcomes.

3. Faculty Requirements. Describe the number of faculty, existing and new, that will be required to implement and support the program.

a. Faculty Qualifications.

See attached.

b. Faculty Needs.

See attached.

4. Academic Control. Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality.

a. Internal Oversight.

The Medical Assistant program will be a part of the Nursing & Allied Health division. As such, the program will have direct oversight by the dean of the division. This will include responsibilities of hiring and retaining qualified instructors, program content, and program quality. This division is a part of Academic Affairs, and will have oversight by the Vice President of Liberal Arts & Adult Education/Chief Academic Officer.

b. Contractual/Cooperative Agreements.

N/A.

Cost Analysis

Verify the college has the fiscal resources in place or budgeted to support the program in a cost- effective manner. Document the financial feasibility of the proposed program.

1. **Source of Funds.**

The College will utilize institutional funds to support the implementation of the Medical Assistant program. This will be a reallocation of existing resources and built into the next fiscal year's budget. Many of the equipment needs will be shared with other Allied Health programs, so the cost of this program is minimal. Additionally, area employers donated funds to support the development of the curricula, and may also donate start-up costs of the program.

2. **Equipment.**

Much of the equipment is already owned by the College, being used in other Allied Health programs.

3. **Facilities.**

The College has a building that is designed to support the needs of health care programs at RVC. There is adequate space in the building to implement and support the program.

4. **Finance.**

Attached.

Occupational Curriculum Approval Application

PART B: Supportive Documentation and Data

This part of the application is designed to document the program-to-occupational demand connection, the college’s projected enrollment, proposed curricular structure, faculty requirements, and fiscal support.

Occupational Demand

1. a) Labor Market Data. Append any occupational or industry projections data that supports the need for the proposed program(s).

1. b) Occupational Chart. List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.		
Soc Job Codes & Titles * Other Job titles if alternate date also submitted	Annual District Openings*	Employment Projections: Annual Program Completers** (indicate from which surrounding districts)
51.0710 Medical Office Assistant/ Specialist	3,103	253
51.0801 Medical/ Clinical Assistant		

* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES [Illinois Dept. of Employment Security website](http://www.ides.state.il.us/).

** Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

1. c) Enrollment Chart. Provide an estimate of enrollments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).			
	First Year	Second Year	Third Year
Full-Time Enrollments:	Cohort of 10 students	Cohort of 10 students	Cohort of 15 students
Part-Time Enrollments:			
Completions:	0	8	8

NOTE: Provide a separate Enrollment Chart for EACH program if submitting multiple programs in one application.

CURRICULUM STRUCTURE.

2. a) Curriculum Chart. List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk "*" courses with pre-requisites; *Italicize* transferrable courses. **BOLD** new courses.

Program Title: Medical Assistant		Course Prefix/#	Course Title	Credit Hours	Lecture Hours	Lab Hours
General Education Courses (required coursework). Specify Courses.	<i>BIO 100</i>	<i>Intro to Human Biology</i>	3	3	0	
	<i>*CHM 110</i>	<i>General, Organic & Biochemistry</i>	4	3	3	
	<i>*BIO 185</i>	<i>Foundations of Anatomy & Physiology</i>	5	4	2	
	<i>ENG 101</i>	<i>Composition I</i>	3	3	0	
	<i>SPH 131</i>	<i>Fundamentals of Communication</i>	3	3	0	
	<i>FWS 237</i>	<i>Nutrition for Optimum Living</i>	3	3	0	
	Total			21	19	5
Career and Technical Education (CTE) Courses (required coursework)	<i>HLT 110</i>	<i>Medical Terminology</i>	2	2	0	
	<i>PHL 153</i>	<i>Medical Ethics</i>	3	3	0	
	<i>OFF 144</i>	<i>Insurance/Medical Office</i>	1	1	0	
	<i>*OFF 147</i>	<i>Coding</i>	4	4	0	
	<i>OFF 245</i>	<i>Intro to Health Information Technology</i>	3	3	0	
	<i>*OFF 250</i>	<i>Health Care Revenue Cycle</i>	3	3	0	
	*MDA 101	Intro to Medical Assisting	4	4	0	
	*MDA 102	Patho-Pharmacology for the Medical Assistant	3	2.5	1	
	*MDA 103	Medical Assistant Clinical Procedures I	5	3	4	
	*MDA 104	Medical Assistant Clinical Procedures II	5.5	3	5	
*MDA 106	Medical Assistant Seminar	1.5	1.5	0		
Total			35	30	10	
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)	*MDA 105	Medical Assistant Externship	4	0	8	
Total			4	4	8	
CTE Electives						
Total						
Total Credit Hours Required For Completion						

2. b) Curriculum Sequence.

Course	Description	Credit
Full-time Sequence		
Semester 1		
BIO 100	Introduction to Human Biology	3
CHM 110	General, Organic & Biochemistry	4
ENG 101	Composition I	3
SPH 131	Fundamentals of Communication	3
Semester 2		
BIO 185	Foundations of Anatomy & Physiology	5
HLT 110	Medical Terminology	2
MDA 101	Introduction to Medical Assisting	4
PHL 153	Medical Ethics	3
Semester 3		
OFF 144	Insurance Procedures/Medical Office	1
OFF 147	Coding	4
MDA 102	Patho-Pharmacology for the Medical Assistant	3
MDA 103	Medical Assistant Medical Procedures I	5
Semester 4		
OFF 245	Introduction to Health Technology	3
OFF 250	Health Care Revenue Cycle	3
MDA 104	Medical Assistant Medical Procedures II	5.5
FWS 237	Nutrition for Optimum Living	3
Summer		
MDA 105	Medical Assistant Externship	4
MDA 106	Medical Assistant Seminar	1.5

3. c) Contractual/Cooperative Agreements.

N/A

Faculty Requirements

3. a) Faculty Qualifications. Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study (i.e., Cosmetology Instructor Certification to teach Cosmetology).				
Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
CAAHEP requires instructors to be current and competent in the MAERB Core Curriculum, evidenced by education or experience. Associates Degree	Ambulatory Medical Office – Medical Assisting, Nursing	CMA-AAMA, RN	2 years' experience as a CMA-AAMA or RN	Must have instruction in educational theory and techniques; 2 years preferred

3. b) Faculty Needs. Cite the number of faculty, including new and existing faculty that the program will need for each of the first three years noting if they will serve as full-time faculty or part-time.

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty		2-3		2-3		2-3
# of Existing Faculty						
Program Coordinator	1		1		1	

FISCAL SUPPORT

4. a) Equipment. If necessary, append to Part B a list of new (new to the institution or program) equipment to be purchased, shared, or leased to implement the curriculum. Include donations of equipment.

The program will need to purchase an Autoclave, which costs approximately \$5,000.

Finance Chart. Identify projected new direct costs to establish the program over the next three years.

	First Year	Second Year	Third Year
Faculty Costs (Adjunct)	\$2,800	\$2,800	\$2,800
Administrator Costs (Coordinator)	\$71,000 (including benefits)	\$72,000 (including benefits)	\$73,000 (including benefits)
Other Personnel costs (Travel to clinical sites for student evaluations)	\$600	\$600	\$600
Equipment Costs (Autoclave)	\$5,000	NA	NA
Library/LRC Costs	NA	NA	NA
Facility Costs*	NA	NA	NA
Other (Consumable lab supplies for: PPE Medication administrations, instrumentation sterilization, sterile procedures, phlebotomy, 1 st Aid & CPR)	\$5000	NA	NA
CAAHEP Accreditation costs	\$2,300	\$1,200	\$,1200
Total New Costs	\$86,700	\$76,600	\$77,600

* Capital projects that use state funds require prior ICCB approval. Contact ICCB Fiscal Staff with questions.

Purchase Report-A – FY22 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Equipment – (Athletic Equipment: Athletics Administration)

Rovelocity Naperville IL	\$14,138.00*(1)
Brown’s Service Wisconsin Golf Walworth WI	\$14,211.00
Moto electric Vehicles Atlantic Beach FL	\$21,655.00

1. This expense is to purchase a Carryall Utility Vehicle/Gator as an athletic medical transport vehicle for use at all outdoor athletic facilities during practices and games. This vehicle/gator is essential for safely responding to athletic injuries during practices and games. The vehicle/gator allows for the Athletic Trainer not only to store essential training equipment, but transport injured athletes safely to a secure location for evaluation and treatment.

FY22 Capital Budget Expense

B. Printing – (HEERF: General Institutional Expenses)

Action Printing Fond du Lac WI	\$20,435.00*(2)
KK Stevens Publishing Co Astoria IL	\$20,683.00

2. This expense is for printing the Summer Community and Continuing Education class schedule booklet to be mailed to all Winnebago County and Boone County households. The Department of Education has approved the community mailer, including the COVID-19 protocols for Rock Valley College, for the use of funds provided by the Higher Education Emergency Relief Fund act (HEERF).

FY22 Grant Expense

Purchase Report-A – FY22 Purchases

C. Pickup Truck – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay)

Morrow Brothers Ford Greenfield IL

\$38,890.00*(3)

This expense is for a 2022 Ford F-250 4x4 SD regular cab with an eight-foot truck bed and a snow prep package that will allow for a plow to be added for snowplowing. This vehicle will replace a 2006 Ford F-350 SD pickup truck currently being utilized by the Plant Operations Maintenance Department. The 2006 Ford F-350 has mechanical issues and rust. The approximate delivery date for the new vehicle is one month because the dealership already has one on order and is slated to be delivered to them shortly. This purchase uses the State of Illinois bid pricing.

FY22 Capital Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Cash and Investment Report
January 31, 2022

Month End Balance

Operating Cash Accounts

Illinois Bank & Trust	10,609,373
PMA Operating Cash	10,002,474
Petty Cash	3,274
ISDLAF*	27,530,061

Total Operating Cash: 48,145,182

Operating Investments Accounts

PMA Operating	5,662,629
ISDLAF*	2,576,476
CD's and CDARS	4,983,745
Treasuries	3,459,520
ISDLAF Term Series	4,000,000

Total Operating Investments: 20,682,370

Total Operating Cash & Investments: 68,827,552

Total Operating Cash and Investments on December 31, 2021	<u>69,848,911</u>
Total Operating Cash and Investments on January 31, 2022	<u>68,827,552</u>
Total Operating Cash and Investments on January 31, 2021	<u>59,174,467</u>
% of Operating Budget	63.28%
Change in Operating Cash and Investments since December 31, 2021	<u>(1,021,359)</u>

*Illinois School District Liquid Asset Fund

Month End Balance

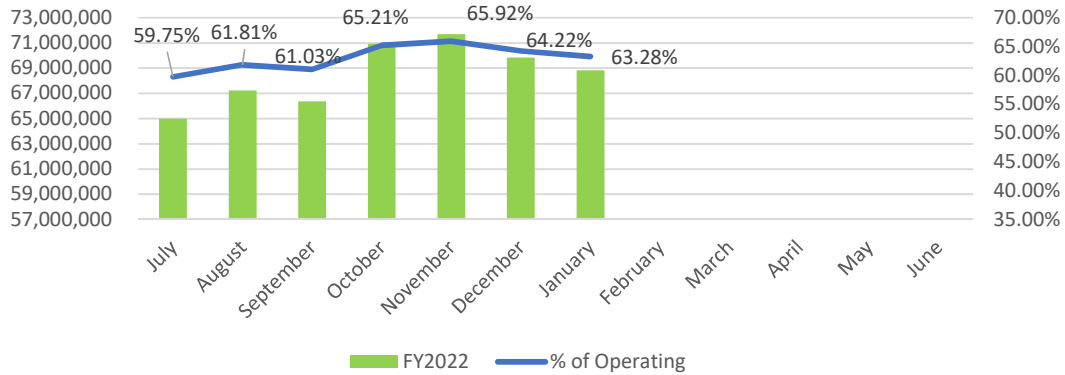
Capital Funds

Debt Service	1,123,697
Life Safety	1,817,318
CDB Escrow	3,925,140
Building Funds	3,971,363
ATC Capital	2,669,840

Total Capital Funds: 13,507,358

Total Capital Funds on December 31, 2021	<u>13,496,844</u>
Total Capital Funds on January 31, 2022	<u>13,507,358</u>
Change in Capital Funds since December 31, 2021	10,514

Operating Cash Balance and % Coverage of FY'22 Operating Budget



Month / Year	Cash & Investments	Capital	Total
January 2022	68,827,552	13,507,358	82,334,910
January 2021	58,933,599	17,961,949	76,895,548
December 2021	69,848,911	13,496,844	83,345,754
December 2020	59,642,700	17,962,058	77,604,758
November 2021	71,696,104	23,491,608	95,187,713
November 2020	59,174,467	23,724,660	82,899,127
October 2021	70,928,131	23,288,062	94,216,193
October 2020	60,310,843	23,527,607	83,838,450
September 2021	66,373,319	26,989,336	93,362,655
September 2020	63,680,363	23,314,770	86,995,132
August 2021	67,229,922	24,163,878	91,393,799
August 2020	57,188,522	26,624,788	83,813,309
July 2021	64,988,026	22,955,921	87,943,946
July 2020	56,297,105	25,271,236	81,568,341
June 2021	65,999,909	22,845,925	88,845,834
June 2020	54,510,977	23,758,781	78,269,758
May 2021	58,904,746	17,697,700	76,602,446
May 2020	50,905,472	19,385,048	70,290,520
April 2021	57,702,722	16,321,268	74,023,990
April 2020	53,537,017	9,820,346	63,357,363
March 2021	57,889,015	16,320,911	74,209,926
March 2020	54,181,766	9,814,807	63,996,573
February 2021	58,371,407	18,029,220	76,400,627
February 2020	57,211,177	10,832,793	68,043,970
January 2021	58,933,599	17,961,949	76,895,548
January 2020	60,673,218	10,821,135	71,494,353



3301 North Mulford Road
Rockford, IL 61114

State of Illinois

Rock Valley College

Community College District 511

2nd Quarter Y-T-D Financial Report
12/31/2021

Submitted: Tuesday, February 8, 2022

Prepared by: Ellen Olson, Chief Financial Officer

Presented by: Ellen Olson, Chief Financial Officer



Table of Contents

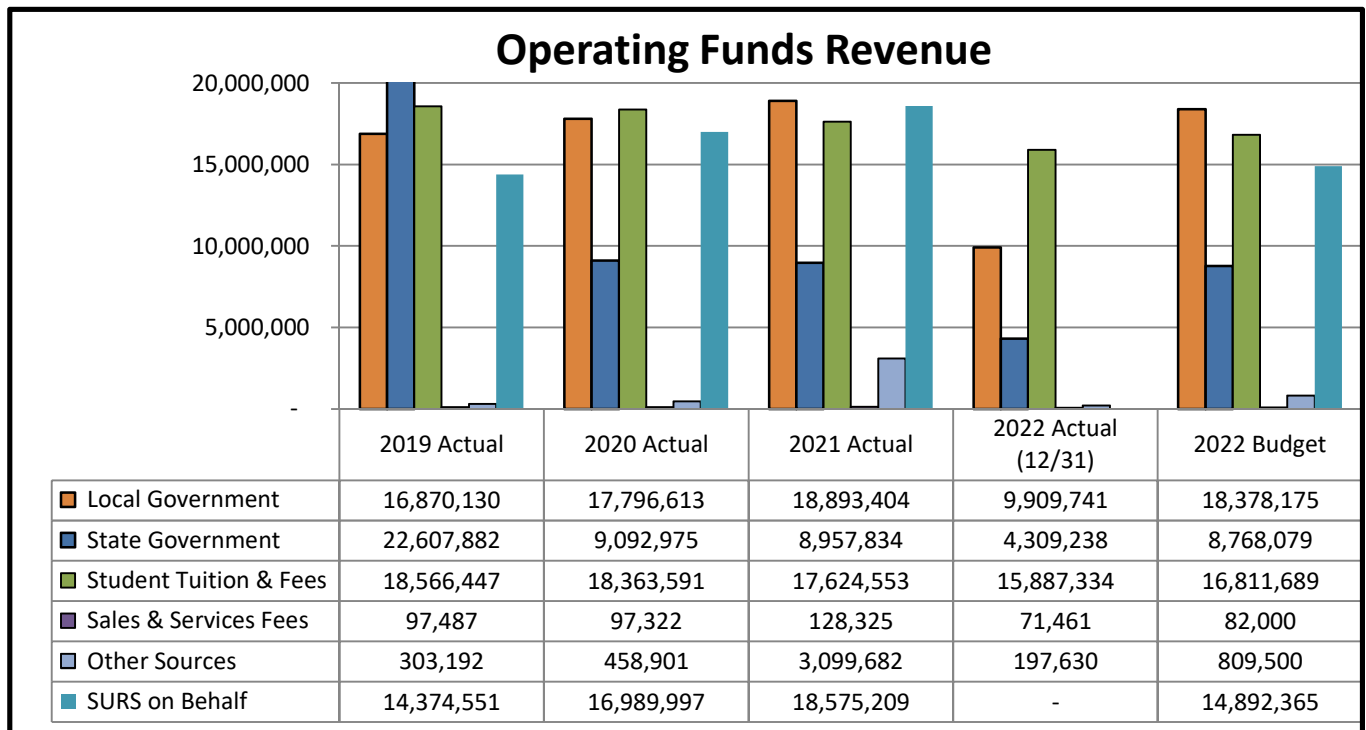
Page #

Cover Sheet	1
Table of Contents	2
Operating Funds (01 & 02)	3 - 6
Payroll Vital Signs	7 - 8
Health Care Vital Signs	9 - 10

Rock Valley College
FY22 Operating Funds 2nd Qtr Y-T-D

Operating (Funds 01 & 02)

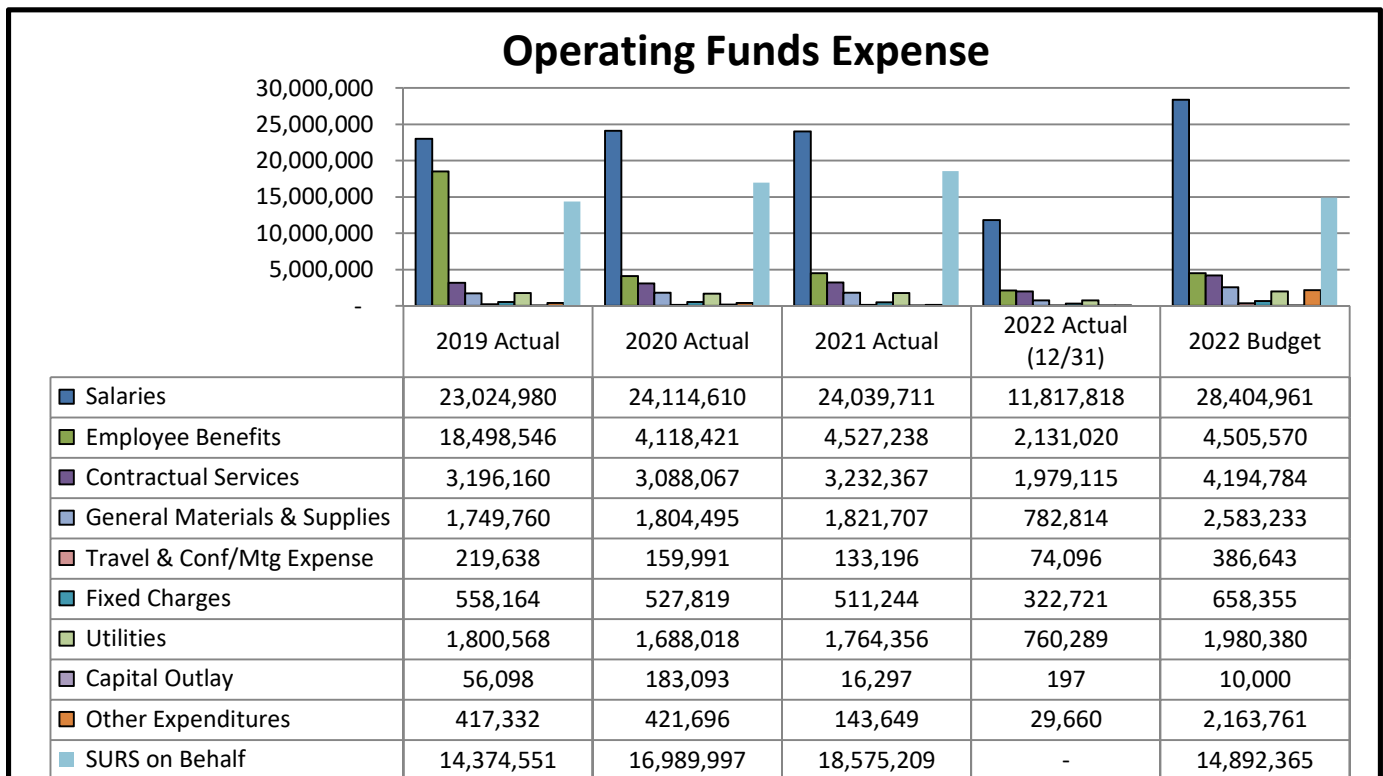
Revenues by Source	Fund 01 Actual 12/31/2021	Fund 02 Actual 12/31/2021	Total Operating Revenue 12/31/2021	2022 Operating Revenue Budget	% Actual to Budget
41 Local Government	\$ 7,896,780	\$ 2,012,961	\$ 9,909,741	\$ 18,378,175	53.92%
42 State Government	3,984,103	325,134	4,309,238	8,768,079	49.15%
43 Federal Governmental	-	-	-	-	
44 Student Tuition & Fees	15,884,554	2,781	15,887,334	16,811,689	94.50%
45 Sales & Services Fees	71,461	-	71,461	82,000	87.15%
46 Facilities Revenue	-	446,308	446,308	845,000	52.82%
47 Investment Revenue	(12,263)	41	(12,223)	337,051	-3.63%
48 Gifts, Grants, & Bequests	85,614	-	85,614	240,000	35.67%
49 Other Sources	91,477	106,154	197,630	809,500	24.41%
SURS on Behalf	-	-	-	14,892,365	0.00%
Total Revenues	\$ 28,001,726	\$ 2,893,378	\$ 30,895,104	\$ 61,163,859	50.51%



Rock Valley College FY22 Operating Funds 2nd Qtr Y-T-D

Operating (Funds 01 & 02)

Expenses by Source	Fund 01 Actual 12/31/2021	Fund 02 Actual 12/31/2021	Total Operating Expense 12/31/2021	2022 Operating Expense Budget	% Actual to Budget
51 Salaries	\$ 10,815,079	\$ 1,002,739	\$ 11,817,818	\$ 28,404,961	41.60%
52 Employee Benefits	1,933,704	197,317	2,131,020	4,505,570	47.30%
53 Contractual Services	1,334,610	644,505	1,979,115	4,194,784	47.18%
54 General Materials & Supplies	647,936	134,877	782,814	2,583,233	30.30%
55 Travel & Conf/Mtg Expense	76,540	(2,444)	74,096	386,643	19.16%
56 Fixed Charges	167,264	155,456	322,721	658,355	49.02%
57 Utilities	(442)	760,731	760,289	1,980,380	38.39%
58 Capital Outlay	-	197	197	10,000	N/M
59 Other Expenditures	29,660	-	29,660	2,163,761	1.37%
SURS on Behalf	-	-	-	14,892,365	0.00%
Total Expenses	\$ 15,004,350	\$ 2,893,378	\$ 17,897,728	\$ 59,780,051	29.94%



Other Financing Sources (Uses)	Fund 01 Actual 12/31/2021	Fund 02 Actual 12/31/2021	Total Operating Expense 12/31/2021	2022 Operating Expense Budget	% Actual to Budget
Transfers from Other Funds					
Transfer to Other Funds	10,700,000		10,700,000	-	N/M
Total Other Financing Sources	\$ 10,700,000	\$ -	\$ 10,700,000	\$ -	N/M
Total Expenses, Including Transfers	\$ 25,704,350	\$ 2,893,378	\$ 28,597,728	\$ 59,780,051	47.84%

Fund 01 Education-Detail

The Education Fund is established by Section 3-1 of the Public Community College Act. It is used to account for the revenues and expenditures of the academic and service programs of the college.

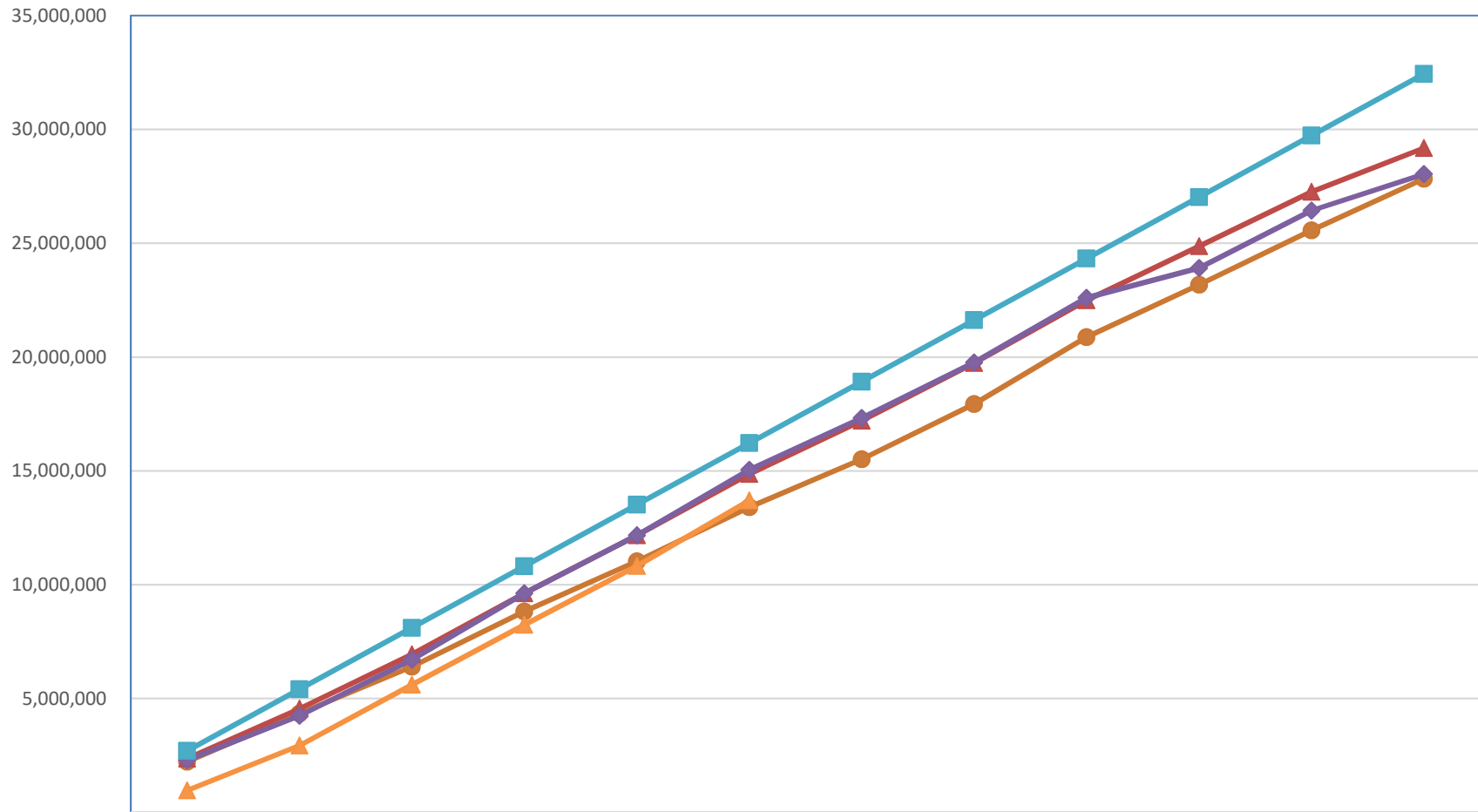
	(Target % = 50%)						
	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Actuals (12/31/21)	% of 2021 Actuals	FY 2022 Budget	% of 2022 Budget
Revenue							
Local Government	\$ 14,368,374	\$ 15,047,276	\$ 16,093,106	\$ 7,896,780	49.07%	\$ 15,648,816	50.46%
State Government	7,629,636	8,435,475	8,303,462	3,984,103	47.98%	8,117,810	49.08%
Federal Government	-	-	-	-	-	-	-
Student Tuition & Fees	16,703,267	18,092,620	16,135,139	15,884,554	98.45%	14,980,587	106.03%
Sales & Service Fees	97,397	97,322	128,325	71,461	55.69%	82,000	87.15%
Facilities Revenue	-	-	-	-	-	-	-
Investment Revenue	1,144,018	929,394	95,063	(12,263)	-12.90%	337,051	-3.64%
Gifts, Grants & Bequests	224,437	230,428	237,359	85,614	36.07%	240,000	35.67%
Other Revenue	121,246	191,571	2,846,338	91,477	3.21%	587,000	15.58%
SURS on Behalf	13,208,898	15,752,154	17,045,429	-	0.00%	13,526,365	0.00%
Total Revenue	\$ 53,497,273	\$ 58,776,240	\$ 60,884,221	\$ 28,001,726	45.99%	\$ 53,519,629	52.32%
Expenses							
Salaries	\$ 21,210,945	\$ 22,326,700	\$ 22,063,594	10,815,079	49.02%	\$ 26,163,652	41.34%
Employee Benefits	3,687,785	3,747,521	4,118,476	1,933,704	46.95%	4,101,765	47.14%
Contractual Services	1,669,860	1,918,517	1,874,496	1,334,610	71.20%	2,342,084	56.98%
General Materials & Supplies	1,382,545	1,459,192	1,427,947	647,936	45.38%	2,020,533	32.07%
Travel & Conf/Meeting Exp	220,605	165,765	129,560	76,540	59.08%	393,568	19.45%
Fixed Charges	385,142	363,655	347,293	167,264	48.16%	442,355	37.81%
Utilities	3,903	1,423	3,351	(442)	-13.18%	4,345	-10.17%
Capital Outlay	12,001	181,857	16,297	-	0.00%	10,000	0.00%
Other Expenditures	417,332	421,696	129,014	29,660	22.99%	2,163,761	1.37%
SURS on Behalf	13,208,898	15,752,154	17,045,429	-	0.00%	13,526,365	0.00%
Total Expenses	\$ 42,199,015	\$ 46,338,481	\$ 47,155,458	\$ 15,004,350	31.82%	\$ 51,168,427	29.32%
Contingency	29,500	-	-	-	-	2,883,808	-
Other Financing Sources (Uses)							
Transfers from Other Funds	-	-	-	-	-	-	-
Transfer to Other Funds	(11,050,000)	(5,000,000)	-	(10,700,000)	-	532,606	-
Total Other Financing Sources (Uses)	(11,050,000)	(5,000,000)	-	(10,700,000)	-	532,606	-
Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)	\$ 218,759	\$ 7,437,760	\$ 13,728,763	\$ 2,297,375	-	\$ -	-
Beginning Fund Balance	\$ 15,560,213	\$ 15,778,972	\$ 23,216,732	\$ 36,945,495	-	\$ 15,560,213	-
Change in Fund Balance	218,759	7,437,760	13,728,763	2,297,375	-	-	-
Ending Fund Balance	\$ 15,778,972	\$ 23,216,732	\$ 36,945,495	\$ 39,242,870	-	\$ 15,560,213	-

Fund 02 Operations & Maintenance-Detail

The Operations & Maintenance Fund is used to account for the expenditures for the improvement, maintenance, repair, or benefit of buildings and property, including the costs of interior decorating, installation and repair of fixtures, rental of building and property, payment of insurance premiums upon buildings, and utilities.

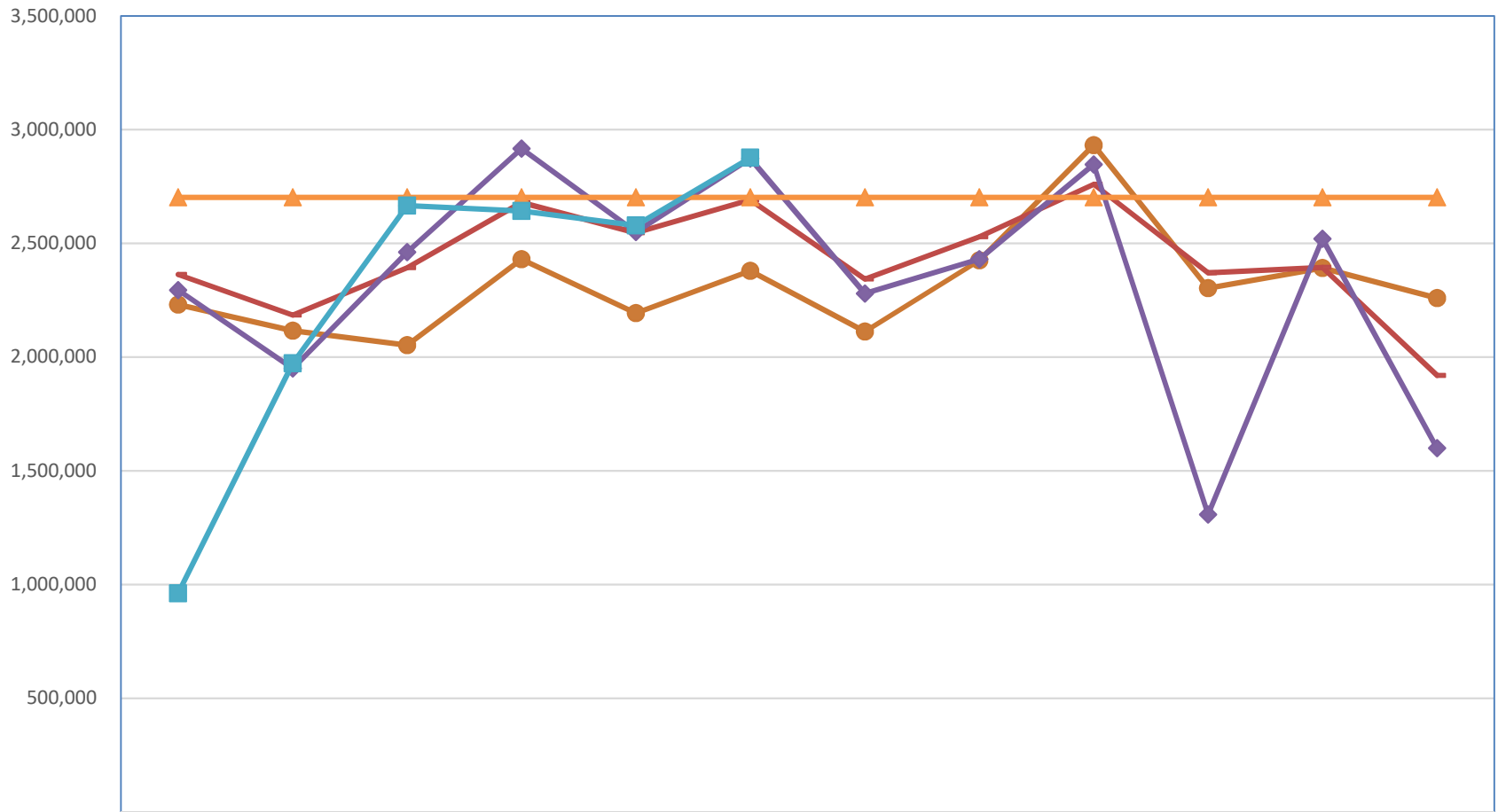
	FY 2019	FY 2020	FY 2021	FY 2022	% of 2021	FY 2022	% of 2022
	Actuals	Actuals	Actuals	Actuals (12/31/21)	Actuals	Budget	Budget
(Target % = 50%)							
Revenue							
Local Government	\$ 2,501,756	\$ 2,617,545	\$ 2,800,298	\$ 2,012,961	71.88%	\$ 2,729,359	73.75%
State Government	603,695	657,500	654,371	325,134	49.69%	650,269	50.00%
Federal Government	-	-	-	-	-	-	-
Student Tuition & Fees	1,863,175	925,295	1,489,414	2,781	0.19%	1,831,102	0.15%
Sales & Service Fees	90	-	-	-	N/M	-	N/M
Facilities Revenue	1,005,311	999,246	882,193	446,308	50.59%	845,000	52.82%
Investment Revenue	603	3,965	117	41	35.09%	-	N/M
Gifts, Grants & Bequests	-	-	-	-	-	-	-
Other Revenue	181,946	263,718	253,343	106,154	41.90%	222,500	47.71%
SURS on Behalf	1,165,653	1,237,843	1,529,780	-	0.00%	1,366,000	0.00%
Total Revenue	\$ 7,322,229	\$ 6,705,110	\$ 7,609,516	\$ 2,893,378	38.02%	\$ 7,644,230	37.85%
Expenses							
Salaries	\$ 1,814,035	\$ 1,736,301	\$ 1,976,117	\$ 1,002,739	50.74%	\$ 2,241,309	44.74%
Employee Benefits	436,211	370,642	408,762	197,316.71	48.27%	403,805	48.86%
Contractual Services	1,526,301	1,169,550	1,357,871	644,505	47.46%	1,852,700	34.79%
General Materials & Supplies	367,215	344,555	393,760	134,877	34.25%	562,700	23.97%
Travel & Conf/Meeting Exp	(967)	(5,774)	3,636	(2,444)	-67.22%	(6,925)	35.29%
Fixed Charges	173,023	164,164	163,951	155,456	94.82%	216,000	71.97%
Utilities	1,796,665	1,686,595	1,761,006	760,731	43.20%	1,976,035	38.50%
Capital Outlay	44,097	1,235	-	197	N/M	-	N/M
Other Expenditures	-	-	14,635	-	N/M	-	N/M
SURS on Behalf	1,165,653	1,237,843	1,529,780	-	0.00%	1,366,000	0.00%
Total Expenses	\$ 7,322,233	\$ 6,705,110	\$ 7,609,516	\$ 2,893,378	38.02%	\$ 8,611,624	33.60%
Contingency							
Other Financing Sources (Uses)							
Transfers from Other Funds	-	-	-	-	-	967,394	-
Transfer to Other Funds	-	-	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-	967,394	-
Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)	\$ (4)	\$ -	\$ 0	\$ (0)		\$ -	
Beginning Fund Balance	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
Change in Fund Balance	(4)	-	0	(0)		-	
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	

Rock Valley College FY22 Payroll Year-to-Date



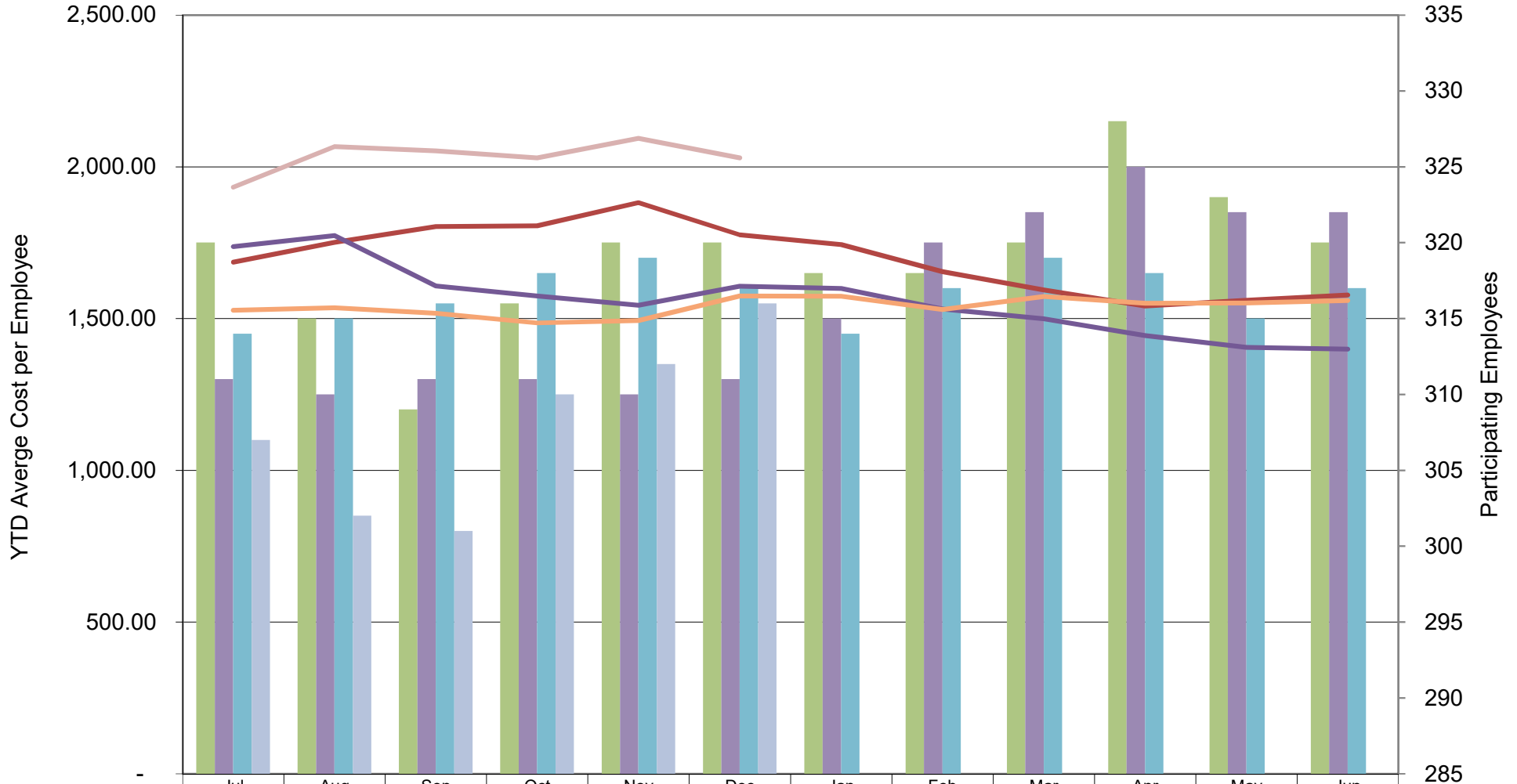
	July	August	September	October	November	December	January	February	March	April	May	June
FY19 Actuals	2,230,757	4,347,131	6,400,135	8,831,017	11,024,85	13,404,61	15,516,99	17,942,12	20,874,67	23,178,69	25,571,23	27,831,24
FY20 Actuals	2,363,755	4,548,769	6,941,711	9,621,485	12,168,50	14,859,79	17,203,77	19,732,41	22,492,80	24,863,87	27,257,78	29,177,52
FY21 Actuals	2,294,726	4,244,818	6,706,844	9,623,834	12,174,04	15,046,85	17,326,77	19,757,95	22,605,23	23,913,77	26,434,59	28,034,58
FY22 Budget	2,702,707	5,405,414	8,108,121	10,810,82	13,513,53	16,216,24	18,918,94	21,621,65	24,324,36	27,027,07	29,729,77	32,432,48
FY22 Actuals	962,081	2,934,747	5,601,203	8,243,258	10,822,58	13,699,19						

Rock Valley College FY22 Payroll by Month



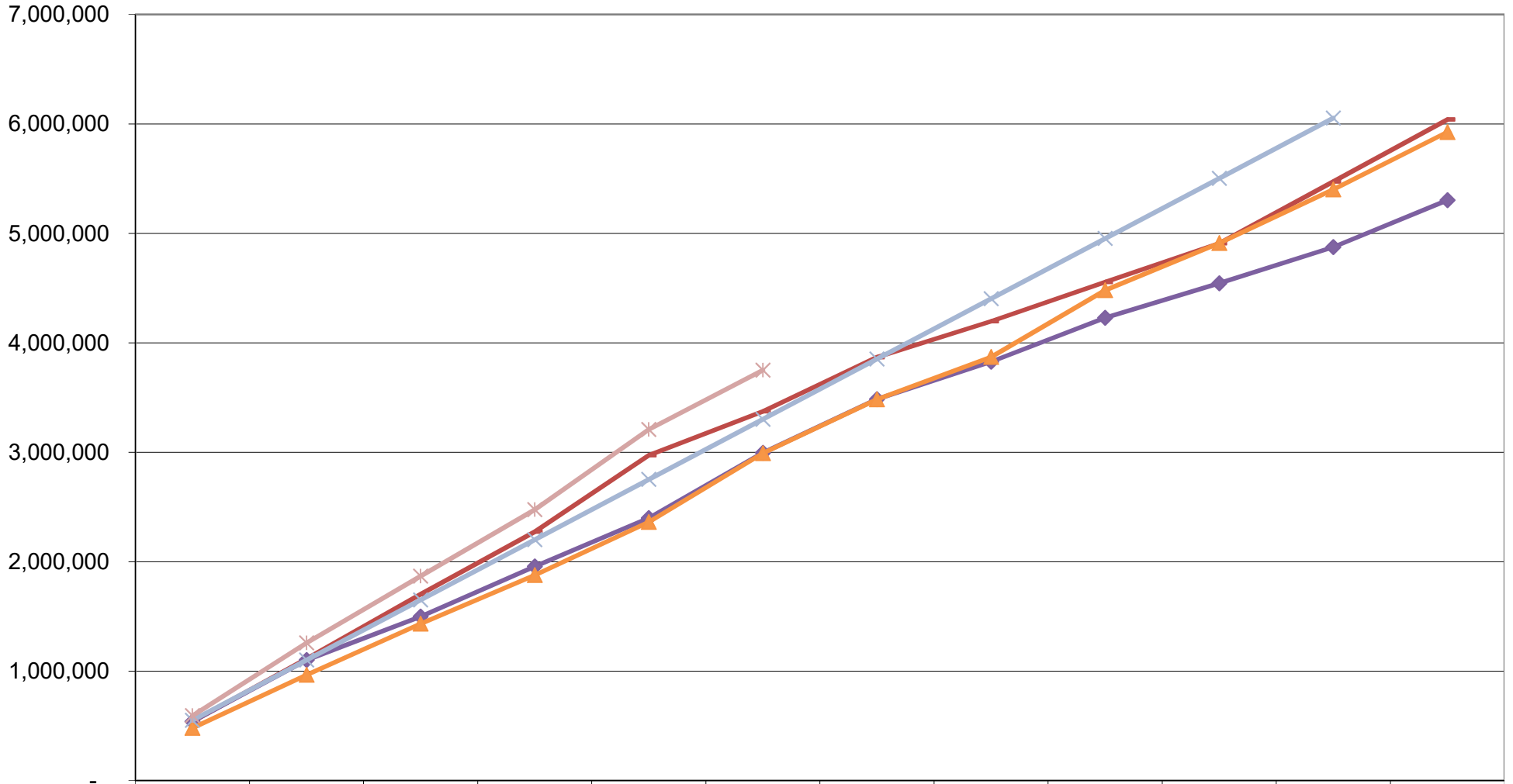
	July	August	September	October	November	December	January	February	March	April	May	June
—●— FY19 Actual	2,230,757	2,116,374	2,053,005	2,430,882	2,193,837	2,379,757	2,112,385	2,425,128	2,932,548	2,304,019	2,392,542	2,260,011
—●— FY20 Actual	2,363,755	2,185,014	2,392,942	2,679,774	2,547,020	2,691,294	2,343,971	2,528,645	2,760,390	2,371,070	2,393,906	1,919,747
—◆— FY21 Actual	2,294,726	1,950,092	2,462,026	2,916,990	2,550,209	2,872,814	2,279,917	2,431,184	2,847,274	1,308,544	2,520,823	1,599,983
—▲— FY22 Budget	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707
—■— FY22 Actuals	962,081	1,972,666	2,666,456	2,642,055	2,579,329	2,876,612						

Rock Valley College Health Care Costs - Year-To-Date Average Cost per Participating Employee



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY19 Participants	320	315	309	316	320	320	318	318	320	328	323	320
FY20 Participants	311	310	311	311	310	311	315	320	322	325	322	322
FY21 Participants	314	315	316	318	319	317	314	317	319	318	315	317
FY22 Participants	307	302	301	310	312	316						
FY19 Actuals	1,686.25	1,751.31	1,802.94	1,805.60	1,881.93	1,775.86	1,744.12	1,654.40	1,594.37	1,541.50	1,560.12	1,578.14
FY20 Actuals	1,737.32	1,773.66	1,607.72	1,574.17	1,544.01	1,606.46	1,599.17	1,531.75	1,499.03	1,444.35	1,405.39	1,399.26
FY21 Actuals	1,527.79	1,535.82	1,517.10	1,485.53	1,493.89	1,574.47	1,573.64	1,529.73	1,572.55	1,550.68	1,551.37	1,559.78
FY22 Actuals	1,932.84	2,066.52	2,053.00	2,029.73	2,093.81	2,029.36						

Rock Valley College Health Care Costs - Year-To-Date



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY19 Actual	539,601	1,112,082	1,701,975	2,275,074	2,973,479	3,374,159	3,868,474	4,196,591	4,554,551	4,909,165	5,472,347	6,040,559
FY 20 Actual	540,308	1,101,441	1,498,397	1,956,688	2,397,848	2,994,437	3,484,581	3,827,848	4,228,767	4,543,917	4,873,903	5,303,201
FY21 Actual	479,727	966,029	1,433,663	1,876,231	2,363,336	2,989,928	3,482,475	3,870,226	4,480,190	4,910,989	5,401,861	5,925,591
FY22 Budget	550,389	1,100,778	1,651,167	2,201,556	2,751,945	3,302,334	3,852,723	4,403,112	4,953,501	5,503,890	6,054,279	
FY22 Actuals	593,383	1,258,512	1,868,230	2,476,271	3,207,723	3,750,252						

Proposed FY 2023 Tuition Increase

Background: Currently, Rock Valley College tuition and fees are listed in the below table.

	Current LAS Rate	Current CTE Rate
Tuition	\$115.00	\$140.00
Technology Fee	\$ 10.00	\$ 10.00
Student Activity Fee	\$ 7.00	\$ 7.00
Total	\$132.00	\$157.00

LAS = Liberal Arts and Sciences CTE = Career and Technical Education

Per Section 110 ILCS 805/6 of the *Public Community College Act* and Illinois Community College Board (ICCB) Rule 1501.505, the In-District student tuition may not exceed one-third of the per capita cost as defined in the chargeback reimbursement calculation. The College’s estimated fiscal year 2021 per capita cost is \$541.40 resulting in a one-third per capita cost of \$180.85, pending audit of the certified credit hours. The College’s per capita cost for fiscal year 2020 was \$433.81, resulting in a one-third per capita cost of \$144.60.

The College’s administration recommends increasing tuition by \$5.00 per credit hour. The weighted average of these rates still falls below the one-third estimated per capita cost for fiscal year 2021 of \$180.85 and the \$144.60 for fiscal year 2020.

	Proposed LAS Rate	Proposed CTE Rate
Tuition	\$120.00	\$145.00
Technology Fee	\$ 10.00	\$ 10.00
Student Activity Fee	\$ 7.00	\$ 7.00
Total	\$137.00	\$162.00

Recommendation: It is recommended that the Board of Trustees approve a \$5.00 per credit hour tuition increase, effective July 1, 2022, Fiscal Year 2023.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Personnel Report

Recommendation: The Board of Trustees approves the following personnel actions:

A. APPOINTMENTS

_____, Vice President of Industry Partnerships and Community Engagement, full-time with benefits, exempt, grade G, \$ _____, prorated for the balance of the calendar year, effective _____, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees



Architect of Record

Presented to RVC Board of Trustees Committee of the Whole
February 8, 2022

Rick Jenks, Vice President of Operations

Background Information

- The last time RVC conducted a request for qualifications (RFQ) for architect services was 2012.
- The last architect of record was SGA Architects in Rockford.
- The last time we used them was in 2014.
- Due to fiscal concerns, we have not had as many capital projects in recent years.

Background Information Continued

- Since 2014 we have utilized firms that we have worked with for small projects.
- Under the Local Government Professional Services Selection Act (50 ICLS 510), the political subdivision can utilize a firm with a past satisfactory relationship.
- Larger projects went through a selection process (RFQ) for the architect.
- Any Capital Development Board (CDB) project already has architect selection in its processes and procedures.

Reasons for Architect of Record

- Available for smaller capital projects. The college needs professional services assistance to bid properly.
- Assist RVC in evaluating and reviewing any property acquisitions or rental agreements, present or future.
- Assist in future planning or development of capital project plans or projections.
- Available for any emergency inspections or damage analysis in an accident or natural disaster (tornado damage assessment).
- Board has authorized several capital projects that will require an architect, and more projects will be needed.

Recommendations

- Conduct an RFQ for a new architect of record.
 - Will allow for new firms to bid for services to the college.
 - The process will follow the Local Government Professional Services Selection Act.
- The new firm will be utilized for projects estimated to be less than one million dollars.
- Larger projects and CDB projects will still utilize a separate RFQ process for each project.

Process and Timeline

- February 9, 2022 – RVC will release RFQ for firms to review.
- February 23, 2022 – Submittals will be due and opened by the college.
- February 24 through March 4, 2022, the college will review the submittals and choose approximately three firms to interview pre-selection criteria.
- March 7 through March 11, 2022, the college will conduct interviews with the firms chosen.

Process and Timeline Continued

- March 14 through March 16, 2022, the committee selects an architectural firm.
- March 16 through March 18, 2022, RVC negotiates the price with the firm.
- March 22, 2022, the final firm information is presented at the March Board Meeting.
- March 22, 2022, final board approval is requested.

Questions?

ROCK VALLEY COLLEGE 2022 - AT-A-GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
February					
02/01/22	Black History Month Kickoff - SC 1118, 12pm	x	x		
02/01/22	First Tuesday Lecture - ERC 0214, 6pm	x	x		x
02/03/22	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
02/03/22	Men's Basketball Game - PEC 1100, 7pm	x	x	x	x
02/04/22	Ebony Breakfast - SC 1118, 9am	x	x		
02/04/22	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
02/05/22	HBCU College Fair - SC 1118, 8am	x	x		x
02/07/22	Black History Month Panel Discussion - SC 1118, 12pm	x	x		x
02/08/22	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
02/08/22	Men's Basketball Game - PEC 1100, 7pm	x	x	x	x
02/10/22	Phi Theta Kappa Valentine Fellowship - SC 1118, 3pm	x	x		
02/11/22	Men's Basketball Game - PEC 1100, 5pm	x	x	x	x
02/12/22	RVC Jazz Festival - ERC 0214, 8am	x	x		x
02/15/22	Road to Success can be Rough Guest Speaker - SC 1118, 2pm	x	x		
02/15/22	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
02/15/22	Men's Basketball Game - PEC 1100, 7pm	x	x	x	x
02/16/22	NIU Engineering Internship Fair - WTC 1000, 4pm	x	x		x
02/17/22	Stillman Valley High School Seniors - ATC Visit - ATC 6103, 9am	x			x
02/18/22	WYSE/ACAS Competition - ERC 0214, 7:30am	x	x		x
02/23/22	Health Care & Wellness Community Panel - SC 1118, 12pm	x	x		x
02/24/22	WEI Skilled Trades Career Fair - SC 1118, 2pm	x	x		x
02/25/22	Black Student Union Divine 9 Greek Step Show - SCCE 0285, 7pm	x	x		x
02/28/22	Black History Month Close Out - SC 1118, 1:30pm	x	x		
March					
03/01/22	First Tuesday Lecture - ERC 0214, 6pm	x	x		x
03/07 - 03/12	NJCAA Men's Basketball National Tournament - PEC 1100, TBD	x	x	x	x
03/10/22	RPS 205 All City Art Festival - CLI Ground Floor, 9am	x	x		x
03/14/22	Montessori Private Academy Visit - SC 1222, 9am	x	x		x
03/15/22	ISRC Spring Conference - SC 1118, 8am	x	x		x
03/17/22	Harper Motorcycle Program Starts - HSC & PKLT, 6pm	x	x		x
03/18/22	Sister to Sister Conference - SCCE 0285, 8am	x	x		x
03/18/22	Phi Theta Kappa Induction Ceremony - SC 1118, 7pm	x	x		x
03/24/22	Women's History Month Craftivism Event - PEC 0110, 1pm	x	x		x
03/25/22	OSF and RRVBC Blood Drive - PKLT 3 & HSC 1212, 9am	x	x		x
03/30/22	Women's History Month Panel Discussion - SC 1118, 12pm	x	x		
April					
04/04/22	Student Commencement Speaker Auditions - SC 1118, 3pm	x	x		
04/05/22	First Tuesday Lecture - ERC 0214, 6pm	x	x		x
04/13/22	Explore RVC @ ATC - ATC 6103, 4pm	x	x		x
04/14/22	Explore RVC @ RVCD - RVCD 6202, 4pm	x	x		x
04/19/22	RVC & Community Orchestra Concert - ERC 0214, 7pm	x	x		x
04/21/22	Cap and Gown Distribution Day - PKLT 06, 9am	x	x		x
04/22/22	Explore RVC @ Stenstrom - SCCE 0285, 4pm	x	x		x
04/26/22	Explore RVC @ Allied Health - HSC 1000, 4pm	x	x		x
04/27/22	RVC Jazz Ensemble - ERC 0214, 7pm	x	x		x

Rock Valley College
Board of Trustees Committee of the Whole
February 8, 2022
Athletics Update

Men's Basketball:

RVC Men's Basketball is currently 13th in the NJCAA DIII National Rankings and #2 in the Region. The Region tournament is February 18 and 20. RVC has a chance to host, depending on the seed, as the highest seed has home-court advantage. In addition, RVC is set to host the NJCAA DIII Men's Basketball National Tournament March 9-12.

Women's Basketball:

RVC Women's Basketball is currently ranked #10 in the country and currently the #1 team in Region IV. Region Tournament is February 18 and 20. RVC has a chance to host, depending on the seed, as the highest seed has home-court advantage. RVC Women's Basketball player Camron Blank was named the NJCAA National Player of the Week for January 17-23.

Baseball/Softball

RVC baseball and softball have begun spring practices (indoor) and are excited about the upcoming season. Baseball begins its season February 19/20 in Southern Illinois. Softball begins its season on March 3 at the Rosemont, Illinois Dome. RVC Softball is ranked #1 in the pre-season NJCAA ranking for the 8th consecutive year.

Men's Bowling

The team has completed 10 of the 11 regular season tournaments for this season and is currently ranked in the Top 40 of all colleges in the country (4-year, 2 NJCAA, NAIA, club, etc.).

Women's Bowling

The team has completed 9 of the 11 regular season tournaments for this season and is currently ranked in the Top 50 of all colleges in the country (4-year, NJCAA, NAIA, club, etc.)

NJCAA National Championship

March 3-5, 2022 - Royal Scot - Lansing, MI

Both teams will be heading to Lansing, MI, for the NJCAA National Championship. The Men will be seeking their second National Championship, and the Women will be looking to bring home their first.

USBC Sectionals

March 12-12, 2022 - TBD site

Both teams are in an excellent position to make the USBC Sectionals. All college bowling teams in the country have one big National Championship. The Top 80 Men's teams and the Top 64 Women's teams make Sectionals. The Top 4 teams at each Sectional (4 Sectionals) advance to the Intercollegiate Team Championship April 20-23, 2022, in Addison, IL.

Other Sports

All other sports are set to begin off-season workouts in February while actively recruiting potential student-athletes for the 2022-2023 school year.



Architect Fees for ATC

Presented to RVC Board of Trustees Committee of the Whole
February 8, 2022

Rick Jenks, Vice President of Operations

Background Information

- On July 28, 2020, Rock Valley College entered into an IGA agreement with Belvidere School District #100 (BR7734).
- In the IGA, District #100 stated they would manage portions of the ATC project, including utilizing the Ollmann, Ernest, Martin Architect (OEM) firm.
- District #100 and OEM signed a contract in August 2020 (AIA form B101-2017) listing responsibilities and fees for the architect, in which RVC is listed as a third-party beneficiary. The contract was attorney reviewed.
- Notabilities are articles 6.1, 11.1, and 11.5.
- Article 11.1 lists the fee rate at 6 percent of the work cost.
- Article 6.1 defines the work cost as the contractor's bid price, modified by any change orders then executed. The cost of work also includes the reasonable value of labor, materials, and equipment donated to, or otherwise furnished by, the owner.
- Article 11.5 breaks out the percentage for each phase of the project.

Amounts Related to Cost of Work

Low Base Bid	\$5,858,000.00	6.00%	\$351,480.00
*Alternate Roof	\$666,900.00	6.00%	\$40,014.00
Alternate Bid Seal Coat and TMPA	\$330,900.00	6.00%	\$19,854.00
*Mill and Overlay New Asphalt Existing Parking Lot	\$177,500.00	6.00%	\$10,650.00
Change Orders	\$1,020,415.00	6.00%	~\$61,224.90
Credit for Security System	-\$375,000.00	4.50%	<\$16,875.00>
Reduction for removal of contingency	-\$500,000.00	6.00%	<\$30,000.00>

(~ means approximate)

Total Fee (Basic Fee) **\$436,347.90**

Total Fee (Basic Fee) accepted alternates only. * items cost removed ***\$385,683.90**

Other Information

Schematic / Design Development 40 % of Project	\$436,347.90	40.00%	\$174,539.16
Construction Documents 45 % of Project	\$436,347.90	45.00%	\$196,356.56
Procurement Phase 5 % of Project	\$436,347.90	5.00%	\$21,817.40
Construction Admin 10 % of Project	\$385,683.90	10.00%	\$38,568.39
Total Fees for Project		100%	\$431,281.51

Current Reimbursable

AIA Contract	\$64.99	*1.05	\$68.24
Reproductions	\$4,900.76	*1.05	\$5,145.80
Postage	\$0.00	1.05	\$0.00
Travel	\$0.00	1.05	\$0.00
Mileage	\$0.00	0.56	\$0.00
Total			\$5,214.04

*Denotes 5% markup per Contract

Total Owed	\$436,495.55
Amount paid to OEM	\$339,838.20

Final Numbers

Amount Owed			\$436,495.55
Board Approval Amount Original	BR 7734	\$100,000.00	
Additional Fee Approval	BR 7792-B	\$273,000.00	
Total Approval			<u>\$373,000.00</u>
Amount Needing Approval			~\$63,495.55

- This number is approximate as we finalize change order amounts.
- The cost will come out of the Furniture Fixtures & Equipment Fund as the majority of additional change order work was for welding increase and the additional CNC work.

(~ means approximate)

Questions?

ATC PROGRESS UPDATE

02/8/22 BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING

ITEM	NOTES	TARGET DATE	COMPL
Concrete Floor	Completed		7/30/2021
Plank Tile Flooring	Completed		8/19/2021
Electrical Work	Completed		8/20/2021
IT Installation & Wiring	Completed		8/25/2021
Audio Visual	Completed	11/24/2021	12/9/2021
Additional CNC Electrical Work	Completed Equip. on site - Waiting for remaining equipment		1/7/2022
CNC Overhead Door	Completed	12/10/2021	12/10/2021
Interior Overhead Door	Awaiting Parts for Door	TBD	
Door Hardware	Completed		9/21/2021
Building Inspections	Completed	10/6/2021	9/29/2021
Certificate of Occupancy	Complete & Received	10/6/2021	9/30/2021
Flex Lab Equipment	Completed	11/30/2021	1/7/2022
CNC Machining Equipment	DELAYED - 4 machines Delivered 1/25, 4 machines TBD	TBD	
Auxiliary Welding Equipment	Completed		9/30/2021
Auxiliary CNC Machining Equipment	Completed		9/30/2021
Welding Equipment	Completed	12/10/2021	12/10/2021
Office Furniture	Completed	11/12/2021	11/19/2021
Classroom/Comp/Lounge Furniture	Completed	10/12/2021	10/12/2021
TVs & Display	TV's on-site, 1/2 brackets have arrived. Remainder due 2/11	2/25/2022	
Room Signage	Completed	11/30/2021	12/3/2021
Clocks	Completed	10/15/2021	10/18/2021
Lockers	Complete Arrived week of 1/17 all are installed		1/27/2022
Restroom Accessories	Completed	11/15/2021	11/15/2021
Traffic Signs	Completed	10/6/2021	10/6/2021

Advanced Technology Center Cost Summary

<u>1400 Big Thunder Blvd OZ, LLC</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	<u>Comments</u>
Building Acquisition	2,000,000.00	2,001,758.00	(1,758.00)	Board Report #7733, additional closing costs

<u>Stenstrom & Sons Construction</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	
Total Contract Value:	5,887,000.00	5,171,934.25	715,065.75	Board Report #7774-B and #7774-C
<i>Building Construction</i>	4,069,931.00	3,866,434.45	203,496.55	
<i>FFE for Building Construction</i>	1,317,069.00	1,246,971.90	70,097.10	
<i>Construction Allowance</i>	500,000.00	58,527.90	441,472.10	

<u>District 100</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	
Total Approved	418,000.00	407,863.21	10,136.79	Board Report #7767-C
Equipment	7,000.00	0.00	7,000.00	
Signage	13,000.00	18,109.50	(5,109.50)	
Permits & Fees	25,000.00	12,155.71	12,844.29	
Architect & Engineering	100,000.00	92,437.00	7,563.00	
Architect & Engineering (Additional Scope)	273,000.00	285,161.00	(12,161.00)	Board Report #7792-B

Total Project Construction:	8,305,000.00	7,581,555.46	723,444.54
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<u>Furniture, Fixtures & Equipment (FFE)</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	<u>Comments</u>
Total Approved*	4,400,185.69	3,237,232.34	1,162,953.35	

Total Project FFE:	4,400,185.69	3,237,232.34	1,162,953.35
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BUDGET

	<u>Budget</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining to be Spent</u>	<u>Remaining in Budget</u>
ATC Building	8,305,000.00	8,305,000.00	7,581,555.46	723,444.54	0.00
ATC Equipment & FF&E*	5,300,000.00	4,400,185.69	3,237,232.34	1,162,953.35	899,814.31
ATC Operational Costs*	347,039.00	347,039.00	300,718.51	46,320.49	0.00
ATC Tuition	1,500,000.00	1,500,000.00	173,104.50	1,326,895.50	0.00
	15,452,039.00	14,552,224.69	11,292,610.81	3,259,613.88	899,814.31

*Expenditures \$10,000 and greater have been approved by the Board

Total Funds Available	15,728,870.42
Funds Unallocated	276,831.42

ATC CHANGE ORDERS

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #1	Steel stud framing of the soffit columns	14,021.00	7,717.00		BR #7785-G, PR #759G
Change order #2	Replace plumbing fixtures and flush valves in existing restrooms	9,172.00	9,172.00		BR #7785-G, PR #759G
Change order #3	Provide 3 ADA hand washing stations in labs	2,407.00	1,010.00		BR #7785-G, PR #759G
Change order #4	Credit to reuse existing door frames	(7,050.00)	(7,050.00)		BR #7808-D, PR #762D
Change order #7	Reinforcement in concrete topping over the precast in the Metrology lab	2,514.00	2,514.00		BR #7808-D, PR #762D
Change order #8	Elimination of the exit sign for a credit	(230.00)	(230.00)		BR #7808-D, PR #762D
Change order #9	Changing the overhead door from glass to steel in 1314 storage room for a credit (PR- 002)	(4,680.00)	(4,680.00)		BR #7808-D, PR #762D
Change order #10	Revisions to eliminate water service to building (PR-003)	(6,678.00)	(7,062.00)		BR #7808-D, PR #762D
Change order #11	Revisions to hardware (PR-004)	24,153.00	23,880.00		BR #79822-B, PR #765B
Change order #12	Changes per State Plumbing Inspector's rough in inspection (PR-005)	7,792.00	7,792.00		BR #7808-D, PR #762D
Change order #13	Extend walls of Modular Conference Room 1115 to ceiling (PR-006)	428.00	428.00		BR #7808-D, PR #762D
Change order #14	Force main piping material in-lieu of scheduled piping material (RFP-007)	3,139.00	3,139.00		BR #7808-D, PR #762D
Change order #15	Flue extension to RTU-15 as directed by OEMA (RFI-010)	526.00	526.00		BR #7808-D, PR #762D
Change order #16	Remove existing damaged drywall in Men's & Women's restroom & replace with new moisture resistant drywall	10,634.00	9,358.00		BR #7808-D, PR #762D
Change order #17	Ceiling grid and tile in storeroom 1157 (RFI-44)	1,204.00	1,204.00		BR #7817-E, PR #763E
Change order #18	Saw cutting and patching floor at the front entrances	1,433.00	1,433.00		BR #79822-B, PR #765B
Change order #19	Add drywall ceiling in existing women's restroom 1149 (PR-009)	1,363.00	1,363.00		BR #7817-E, PR #763E
Change order #20	Install new Astro 2x4 ceiling tiles in existing grid. (PR-008 Option A)	21,303.00	0.00	REJECTED BY ARCHITECT	Not Approved
Change order #21	Install new USG Radar second look (old) 2x4 ceiling tiles in existing grid. (PR-008 Option B)	18,322.00	0.00	REJECTED BY ARCHITECT	Not Approved

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #22	Credit for 2x2 USG Radar second look 2x2 ceiling tile in lieu of 2x2 Astro ceiling tile. (PR- 008 Option A base bid rooms only)	(5,830.00)	0.00	REJECTED BY ARCHITECT	Not Approved
Change order #23	Credit for providing cable tray and PVC cable in lieu of pipe and wire for Welding Room 1502, plus provide cable tray in lieu of pipe and wire for CNC (- 960+320=640)	(640.00)	(640.00)		BR #7817-E, PR #763E
Change order #24	Revision to IT Network Rack, additional data port and plywood on walls for mounting equipment	823.00	823.00		BR #79822-B, PR #765B
Change order #25	Provide power to the 3 overhead doors at the loading dock (RFI-43)	9,867.00	7,473.00		BR #7817-E, PR #763E
Change order #26	Reduced length of marker boards	(1,055.00)	(1,055.00)		BR #7817-E, PR #763E
Change order #27	Add small wall to cover plumbing piping in storeroom 1608 (RFI-17)	1,256.00	1,256.00		BR #7817-E, PR #763E
Change order #28	Add drywall from top off existing wall in welding room to roof deck. (RFI-41 Alternate 1)	5,371.00	5,371.00		BR #7817-E, PR #763E
Change order #29	Add drywall from top of existing wall to bottom of duct work. (RFI-41 Alternate 2)	2,452.00	0.00	REJECTED BY ARCHITECT	Not Approved
Change order #30	Credit for eliminating floor finish in TDT waiting area	(1,247.00)	(1,247.00)		BR #7822-B, PR #765B
Change order #31	Vinyl plank flooring for front lobby	13,988.00	13,316.00		BR #7822-B, PR #765B
Change order #32	Credit for eliminating the installation of lockers	(3,705.00)	(3,705.00)		BR #7822-B, PR #765B
Change order #33	Remove existing conduit stubs on exterior front wall from old signage	1,615.00	1,615.00		BR #7822-B, PR #765B
Change order #34	Skim coating of the front vestibule walls to minimize different textures	946.00	946.00		BR #7822-B, PR #765B
Change order #35	Five access panels in restrooms 1601 & 1603	1,553.00	1,553.00		BR #7822-B, PR #765B
Change order #36	New diffusers & grills in restrooms 1601 & 1603 because of new hard ceiling	2,054.00	1,716.00		BR #7822-B, PR #765B
Change order #37	Credit for eliminating the welding gas shut off valves which are now being provided by Praxair	(1,503.00)	(1,503.00)		BR #7822-B, PR #765B

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #38	Replaced a large number of couplings on existing sprinkler system that were leaking	3,296.00	3,296.00		BR #7822-B, PR #765B
Change order #39	Demolition of curbing and Installation of new ADA ramp and crosswalk for bus stop	7,350.00	5,088.00		BR #7822-B, PR #765B
Change order #40	Installation of 10 X 10 overhead door on the exterior wall of CNC Lab	23,467.00	23,467.00		BR #7822-B, PR #765B
Change order #41	Remove 5 old additional electrical boxes no longer in use in office 1139, Patch and paint.	832.00	832.00		BR #7822-B, PR #765B
Change order #42	Provide electrical receptacles to each IT rack for UPS system	149.00	149.00		BR #7822-B, PR #765B
Change order #43	Drain sprinkler system and relocate 2 sprinkler heads that conflict with the new ceiling grid in open office area 1121	626.00	626.00		BR #7946-D
Change order #44	Provide one additional vertical wire manager for the second floor IDF rack due to the number of cables	1,350.00	1,350.00		BR #7946-D
Change order #45	Credit for eliminating parking lot signs which will now be provided by RVC Police to meet IDOT requirements	(530.00)	(530.00)		BR #7946-D
Change order #46	Demo existing wall and reconstruct around mop sink basin in equipment room 1608 which has rotted through the steel studs	4,047.00	3,387.00		BR #7946-D
Change order #47	Change on demand water heating for restrooms 1109 & 1109 to meet plumbing inspector code requirements	890.00	890.00		BR #7946-D
Change order #48	Credit to provide 6" stainless steel base in lieu of 12" stainless steel base in Welding Lab	(1,710.00)	(1,710.00)		BR #7877-B
Change order #49	Grind and remove epoxy sealer and reapply a densify sealer on all concrete areas	9,879.00	9,879.00		BR #7877-B
Change order #50	To disconnect the duct heaters and remove diffusers & supply ducts to IT network rooms	5,412.00	5,412.00		BR #7851-D
Change order #51	Additional electrical for the CNC lab to accommodate additional machines	122,364.00	122,364.00		BR #7851-D
Change order #52	Replace the outside fire connection per the fire inspection report	993.00	993.00		BR #7851-D
Change order #53	Furnish & install new Bradley hand washing stations in the large restrooms	15,235.00	0.00	REJECTED, due to cost and long lead time. Will retrofit for less than \$6,000 with another contractor solution	

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #54	Install new expansion tank on the existing hot water heater per the state plumbing inspection	3,033.00	3,033.00		BR #7851-D
Change order #55	Install new hot water heater per the state plumbing inspection	6,931.00	5,891.00		BR #7851-D
Change order #56	Stainless Steel security bench with handcuff rail for the Police office 1101	214.00	0.00		BR #7877-B
Change order #57	Replace the double check valve with an RPZ back flow device per the state plumbing inspection	9,767.00	9,767.00		BR #7851-D
Change order #58	Relocate 2 light fixtures in conference room that conflict with modular glass walls	543.00	543.00		BR #7851-D
Change order #59	Cap plumbing, remove light fixture & patch drywall in office area	1,770.00	1,770.00		BR #7851-D
Change order #60	Provide smaller alternate benches in single restrooms	(4,375.00)	(4,375.00)		BR #7877-B
Change order #61	Install tamper switch on existing RPZ fire sprinkler valve per the state plumbing inspector request	2,253.00	2,253.00		BR #7877-B
Change order #62	Provide 16 additional data drops in computer lab 1310 due to increasing the seating capacity to 40	6,833.00	6,833.00		BR #7877-B
Change order #63	Furnish & install RG-11 coax from MDF to each IDF and 120V power, RG-11 coax and data cables to two lobby TV displays	8,932.00	8,932.00		BR #7877-B
Change order #64	Installation of SOOW cord drops in lieu of rigid conduits for 6 CNC lathe machines	5,203.00	5,203.00		BR #7877-B
Change order #65	Installation of access panel to new transformers above the Metrology Lab from the CNC Lab	1,412.00	1,412.00		BR #7877-B
Change order #66	Diagnose and rework controls in 4 existing Carrier HVAC roof top units and replace control boards	2,794.00	2,794.00		BR #7877-B
Change order #67	Install taller overhead door in CNC lab to Flex lab 1514	24,053.00	24,053.00		BR #7877-B

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #68	Install 2 electrical circuit with disconnect to the welding filter exhaust fan motor and welding filter VFD	5,517.00	5,517.00		BR #7877-B
Change order #69	Install electrical circuit with disconnect to the exhaust fan for the welding oxygen acetylene table	4,576.00	4,576.00		BR #7877-B
Change order #70	Install electrical circuit breakers, circuit breakers, plugs and receptacles on welders	6,743.00	6,743.00		BR #7877-B
Change order #71	Changes to the fire alarm devices due to the Welding partitions blocking them	1,161.00	1,161.00		BR #7877-B
Change order #72	Compressed air drops to equipment in CNC, Welding and Mechatronics	26,777.00	26,777.00		BR #7877-B
Change order #73	Installation of SOOW cord drops in lieu of rigid conduits the manual lathes and mills.	2,546.00	2,546.00		BR #7877-B
Change order #74	Installation of two 120V weatherproof duplex receptacles in the exterior tank farm for the fume and exhaust system	1,562.00			BR #7892-C
Change order #75	Pull and replace rotted electrical wiring between two parking lot lights	2,343.00		REJECTED BY OWNER. Not part of construction contract. RVC will handle repairs.	
Change order #76	Connect the fire sprinkler valve tamper switch on exterior fire suppression system at tank farm	2,085.00		REJECTED BY OWNER. RVC will install.	
Change order #77	Cut open and frame existing wall for supply and return ductwork of the welding fume exhaust system	1,334.00			BR #7892-C
Change order #78	Installation of electrical drop for the large format shear in Welding Lab	TBD		Submitted 1/5/22. Under review.	Verbal approval rec'd 1/5/22
Change order #100	Assignment of Praxair to Stenstrom for the Welding Lab Fume & Exhaust	71,777.79	58,527.90	Assigned to Stenstrom \$679,564.79, increase due to project management \$71,777.79	BR #7851-D
	Total	463,670.79	425,882.90		