

Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING
5:45 p.m. Tuesday, February 14, 2023
NOTE: LATER START TIME FOR THIS MEETING ONLY

On February 3, 2023, Governor Pritzker issued the thirty-ninth Gubernatorial Disaster Proclamation for all counties in 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. Under 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, or his designee as chief administrative officer, 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 Board of Trustees meeting is provided via teleconference online <https://rockvalleycollege-edu.zoom.us/j/94528900226?pwd=RWRPS2lTWTN6R3E4cFIWTUIYdWdmQT09> or by phone at 312-626-6799 using Meeting ID: 945 2890 0226 Passcode: 161755. The meeting will include an opportunity for public comment. Any public member 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 14, 2023. 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. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2), all in accordance with the Illinois Open Meetings Act.
- F. Reconvene Open Session**
- G. Review of Minutes:** Committee of the Whole January 10, 2023
- H. General Presentations**
 - 1. Strategic Plan Review
- I. Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**
 - 1. Enrollment Update
- J. Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow**
 - 1. Purchase Report(s) (A and B)
 - 2. Cash and Investment Report
 - 3. FY2023 Second Quarter Vital Signs
 - 4. FY2024 Tuition Discussion
 - 5. FY2023 Fund Transfers Based on FY2024 Project Plans
- K. Operations Discussion: Board Liaison Trustee Kearney**
 - 1. Personnel Report
 - 2. Memorandum of Understanding (MOU) Faculty Association Sick Leave Time Donation
 - 3. Memorandum of Agreement (MOA) Support Staff Association (SSA)
 - 4. Advanced Technology Center (ATC) Closeout
 - 5. Rock Valley College Events Calendar
- L. Other Business:**
 - 1. New Business
 - 2. Unfinished Business
- M. Adjourn to Closed Session;** to discuss 1) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act.

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5:45 p.m. Tuesday, February 14, 2023
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N. Reconvene Open Session

O. Next Regular Board of Trustees meeting: February 28, 2023, at 5:15 p.m.; Meeting will be held virtually via teleconference or in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus when Illinois statute permits.

P. Next Committee of the Whole meeting: March 14, 2023, at 5:15 p.m.; Meeting will be held virtually via teleconference or in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus when Illinois statute permits.

Q. Adjourn

Gloria Cudia, Board Chair

**Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114**

**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:45 p.m. Tuesday, January 10, 2023
MINUTES**

On December 08, 2022, Governor Pritzker issued the thirty-seventh Gubernatorial Disaster Proclamation for all counties in 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. Under 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.

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Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened remotely by teleconference on Tuesday, January 10, 2023. The meeting was called to order at 5:46 p.m. by Board Chair Gloria Cudia.

Roll Call

The following members of the Board of Trustees were present at roll call:

Ms. Gloria Cudia	Ms. Crystal Soltow
Mr. Robert Trojan	Mr. Paul Gorski
Mr. John Nelson	Ms. Lynn Kearney

The following Trustee was absent at roll call: Mr. Ryan Russell, Student Trustee.

Also Present: Dr. Howard Spearman, President; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; Mr. Rick Jenks, Vice President of Operations; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Amanda Smith, Vice President of Liberal Arts & Adult Education; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Interim Assistant to the President; Ms. Tracy Luethje, Assistant to the Vice President of Operations; Attorney Joseph Perkoski, Robbins Schwartz.

Communications and Petitions

There were no public comments, communications, and/or petitions.

Recognition of Visitors

Dr. Spearman recognized trustee candidate Kristen Simpson was attending the meeting.

Review of Minutes

There were no comments on the minutes from November 15, 2022, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2023 Enrollment Update. Ms. Snider stated that enrollment is 96% of the goal for the Spring 2023 semester that begins on January 14, 2023. Ms. Snider noted that she feels confident that the College will meet the goal for Spring 2023. Discussion ensued.

2. Career and Technical Education Running Start Memorandum of Understanding Rockford Public Schools (RPS) District #205

Dr. Hansen Stewart, vice president of industry partnerships and community engagement, presented the Career and Technical Education Running Start Memorandum of Understanding with Rockford Public Schools (RPS) #205. Dr. Stewart stated that Career Running Start is a new program that will allow qualified students from RPS District #205 to attend RVC for their senior year of high school. Students take dual credit courses that meet the requirements for a high school diploma and an RVC certificate in Fundamentals of Mechatronics, Certified Manufacturing Associate, Industrial Welder, or 30 credits toward the Aviation Maintenance Program certificate. The Career Running Start program will be administered through the Early College Office at RVC in conjunction with RPS District #205.

The financial arrangement between RVC and RPS District #205 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Career Running Start student and pay the College the cost associated with this tuition and fees calculation, not to exceed \$460,000 during the term of this agreement. There is no cost to the students, as RPS District #205 will cover all costs, including books, supplies, and fees. The District's financial assistance helps reduce the overall cost of college for students and their families. Discussion ensued.

Finance Discussion: Board Liaison Trustee Trojan/Trustee Soltow

2. Purchase Reports

Ms. Olson presented the purchase reports.

Purchase Report A – FY 2023 Amendments:

- | | | |
|--|----------------|-------------------|
| A. Supplies – (Other Capital Outlay: LED Upgrades) | | |
| 1. Steiner Electric | Loves Park, IL | \$ 12,000.00 (1)* |
| B. Supplies – (Other Capital Outlay: LED Upgrades) | | |
| 2. Lift Works | Rockford, IL | \$ 9,800.00 (2)* |

Discussion ensued on Purchase Report A, item A, and item D.

Purchase Report B – FY 2023 Purchases:

A. Squad Car – (Operations & Maintenance Fund – RVC Police, Other Capital Outlay)		
1. Morrow Brothers Ford	Greenfield, IL	\$ 44,985.00 (1)*
B. Software – (Maintenance Services Other IT Equipment – IT Administration)		
2. SonicWall, Inc.	Milpitas, CA	\$ 46,908.00 (2)*
C. Supplies – (Instructional Supplies General: Path Grant, Instructional Equipment: Path Grant)		
3. Pocket Nurse	Monaca, PA	\$ 20,000.00 (3)*
D. Equipment – (Theatre Stage Materials – Starlight Theatre)		
4. Full Compass Systems	Madison, WI	\$ 12,540.00 (4)*
Knight Sound & Lighting	Stow, OH	\$ 13,102.00
MainStage	Milwaukee, WI	\$ 14,832.00
E. Equipment – Theatre Stage Materials: Starlight Theatre)		
5. Barbizon Lighting Company	Chicago, IL	\$ 12,008.00 (5)*
Sweetwater Music Instruments & Pro Audio	Fort Wayne, IN	\$ 13,196.00
Sound Productions	Irving, TX	\$ 13,316.00
F. Printing – (Print/Copy Commercial Services: Unrestricted/Non-Chargeback Postage Unrestricted)		
6. Meridian	Loves Park, IL	\$ 12,008.00 (6)*
G. Commencement Regalia – (Education Fund – Graduation and Commencement, Other Contractual Services)		
7. Jostens	Waterford, WI	\$ 17,500.00 (7)*
Oak Hall	Salem, VA	\$ 17,900.00
Discussion ensued on Purchase Report B, items B, C, and F.		

3. Cash and Investment

Ms. Olson presented the Cash and Investment Report through December 31, 2023. Total operating cash and investments are \$76,593,409. Total capital funds are \$17,140,956. Since November 30, 2022, the change in capital funds has been <\$1,174,965>. Therefore, the difference in the operating cash and investments since November 30, 2022, was \$411,927. Ms. Olson stated that the total operating cash and investment funds were 72.49% of the Fiscal Year 2023 operating budget. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kearney

1. Dental Hygiene Clinic Coordinator Memorandum of Agreement

Mr. Jim Handley, vice president of human resources, presented the Dental Hygiene Clinic Coordinator Memorandum of Agreement (MOA). Mr. Handley stated that on June 28, 2022, the RVC Board of Trustees and the RVC Faculty Association entered into an MOA to conduct a temporary pilot program for a new Dental Hygiene Clinic Coordinator position. The MOA stated that the pilot program would occur between July 1, 2022, and June 30, 2022. Once the MOA was approved, a candidate search commenced, and as a result of the search, a candidate was selected in July 2022 and approved by the Board to start work on August 13, 2022, which was after the originally planned start date of the pilot.

Because the intention of the Dental Hygiene Clinic Coordinator pilot was to thoroughly evaluate the position over the course of one full year, and because the selected candidate started several weeks after the date referenced in the original MOA, an Amendment to the MOA revising the dates that the pilot will be evaluated

has been prepared for consideration by the Board of Trustees. All other terms and conditions of the original MOA remain intact.

It is recommended that the Board of Trustees approves the Amendment to the Dental Hygiene Clinic Coordinator MOA, revising the dates of the pilot to occur between August 13, 2022, and August 11, 2023, to fully evaluate the new Dental Hygiene Clinic Coordinator position. Discussion ensued.

2. Personnel Report

Mr. Jim Handley presented the Personnel Report for January 2023. There is one appointment (revised), Kenosha Holland (Dental Hygiene Faculty–Clinic Coordinator), and two departures, Jasper Allgood (resigned) and Maureen Taylor (retiring).

3. Facilities Master Plan Update

Mr. Rick Jenks, vice president of operations, presented the Facilities Master Plan Update. Mr. Jenks stated that in July 2018, RVC commissioned the Larson and Darby architect firm to create a new Facilities Master Plan (FMP). The plan was revealed in 2021 and is known as the 2021 FMP. This plan was developed before the COVID-19 pandemic and the recent changes in the upper management of RVC. These two factors created a need to update the plan to meet the new needs of the College. The original plan is on file with the Illinois Community College Board (ICCB) as required per section 1501.602 Administrative Rules. RVC has had conversations with the ICCB regarding RVC's plan to update the information. In July 2022, the FMP Committee was formed. The FMP Committee consists of 15 members from the College and Board of Trustees. Mr. Jenks explained the steps the FMP Committee has taken and completed to date, including a summary of the College's findings. Mr. Jenks explained the current and next steps that the FMP Committee takes with a final Board approval in July of 2023.

Mr. Jenks explained that after the FMP is complete, the information will be used for a Comprehensive Maintenance Plan to determine the yearly capital expenses needed to maintain RVC buildings. RVC will work with the Board of Trustees and leadership to develop capital project plans and timelines and update any deferred maintenance requests with the State of Illinois. Mr. Jenks stated that utilizing the FMP will update and add projects to the Illinois Capital Resource Allocation and Management (RAMP) Program. RVC will be able to review the Comprehensive Maintenance Plan annually. Discussion ensued.

4. RVC Illinois Board of Higher Education (IBHE) Equity Plan Update

Mr. Keith Barnes, vice president of equity and inclusion, presented the RVC IBHE Equity Plan Update. Mr. Barnes stated that on June 7, 2022, Governor Pritzker signed House Bill 5464, which amends the IBHE Act. The Act requires state public universities and community colleges to develop and implement equity plans and practices to increase the access, retention, completion, and student loan repayment rates for minority students, rural students, adult students, women, and people with disabilities who are traditionally underrepresented in education programs and activities. The IBHE, in collaboration with the Illinois Community College Board (ICCB), will guide the implementation of the new equity plans. The equity plan derives from goal #2 under pillar #4 of the Rock Valley College Strategic Plan, which addresses diversity, equity, and inclusion. Mr. Barnes's goal is to merge the three plans and develop the fiscal year 2023 Diversity, Equity, and Inclusion (DEI) report in June 2023. Mr. Barnes explained that RVC would form an Equity Council that will convene in September, January, and April of every year to monitor the Equity Plan and gather information to enter on a quarterly status report. Discussion ensued.

5. Board Policy 3:10.030 Access to Personnel Files

Mr. Handley presented the Board Policy 3:10.030, Access to Personnel Files. Mr. Handley stated that Board Policy 3:10.030 currently states that employees may examine items in their personnel file with a 24-hour written notice to the Vice President of Human Resources or designee. In addition, the Illinois Personnel Records Review Act states that an employer shall provide an employee with an inspection opportunity. The inspection will

be within seven working days after the employee makes the request. If the employer can reasonably show that such a deadline cannot be met, the employer shall have an additional seven days to comply.

The Administration recommends that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies to waive the requirement of two readings of this board policy revision and that the Board of Trustees approves the amendment to Board Policy 3:10.030 to comply with the Illinois Personnel Records Review Act. Discussion ensued.

6. Repeal Board Policy 4:10.180 Communicable Disease, Students – Second Reading

Mr. Handley presented the Repeal of Board Policy 4:10.180; Communicable Disease, Students. Mr. Handley stated that on August 25, 2009, the Rock Valley College Board of Trustees approved and enacted Board Policy 2:20.080, “Communicable Diseases,” which applies to RVC staff, students, and the community. Policy 2:20.080 was subsequently revised on April 8, 2014. Administrative Procedures for Policy 2:20.080 were implemented on March 12, 2020, and changed on September 1, 2021.

On April 8, 2014, the Board adopted Policy 4:10.180, “Communicable Diseases, Students,” which only applies to College students. Board Policy 4:10.180 was never revised and had no Administrative Procedures. Board Policy 4:10.180 should be repealed because Board Policy 2:20.080 already addresses communicable diseases concerning students, thus making Policy 4:10.180 redundant as to the subject matter. Further, Policy 4:10.180 is outdated and inconsistent with Policy 2:20.080 and its updated Administrative Procedures.

The Administration recommends that the Board of Trustees repeal Board Policy 4:10.180, under Board Policy 1:10.080, through a unanimous vote of all voting Board members.

7. RVC College Events Calendar

Mr. Handley presented the RVC on-campus events calendar for January and February 2023.

New Business / Unfinished Business

Dr. Spearman stated that he could respond to Trustee Trojan’s question on Purchase Report B, Item F, on the results of the Foundation’s annual appeal letters. Ms. Brittany Freiberg, RVC Foundation chief development officer, responded directly to Dr. Spearman and clarified that, to date, the RVC Foundation has received \$123,328.00 in response to those appeal letters. There was no unfinished business.

Adjourn to Closed Session

At 7:05 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting 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), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 7:50 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees meeting will be held on January 24, 2023, at 5:15 p.m.; Meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus when Illinois statute permits.

Board of Trustees Retreat

The Board of Trustees Retreat will be held on January 28, 2023, at 8:30 a.m. virtually via teleconference.

Next Committee of the Whole Meeting

The next Committee of the Whole meeting will be held on February 14, 2023, at 5:15 p.m.; Meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus when Illinois statute permits.

Adjourn

At 8:19 p.m., a motion was made by Trustee Kearney, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Robert Trojan, Secretary

Gloria Cudia, Chairperson

DRAFT

FY2023 Weekly Enrollment Update

Board of Trustees Committee of the Whole – February 14, 2023

Term	Unduplicated Headcount				Credit Hours				Budget	
	FY2022	FY2023	Change	% Change	FY2022	FY2023	Change	% Change	Budget	% to Budget
Summer II	1,968	1,942	-26	-1.32%	8,795.5	8,456	-339.5	-3.86%	9,000	94%
Fall	5,290	5,387	97	1.83%	51,147	50,812.5	-334.5	-0.65%	51,100	99%
Subtotal (Summer II + Fall)	7,258	7,329	71	0.98%	59,942.5	59,268.5	-674	-1.12%	60,100	99%
Winterim	281	376	95	33.81%	935	1,227	292	31.23%	900	136%
Spring	4,857	5,361	504	10.38%	45,555	47,166	1,611	3.53%	45,000	105%
Subtotal (Summer II + Fall + Winterim + Spring)	12,396	13,066	670	5.40%	106,432.5	107,661.5	1,229	1.15%	106,000	102%
Summer I	--	--	--	--	--	--	--	--	4,000	--
Total	12,396	13,066	670	5.40%	106,432.5	107,661.5	1,229	1.15%	110,000	98%

Source: Summer II Enrollment Ticker (Final 08/02/22), Fall Enrollment Ticker (Final 12/09/22), Winterim Enrollment Ticker (Final 01/09/23), and Spring Enrollment Ticker (02/06/2023)

Important Dates:

- Spring 14th Day was January 31, 2023.
- Summer I registration opens March 1, 2023.

Purchase Report-A – FY2023 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Supplies – (Maintenance Supplies: Boiler House)

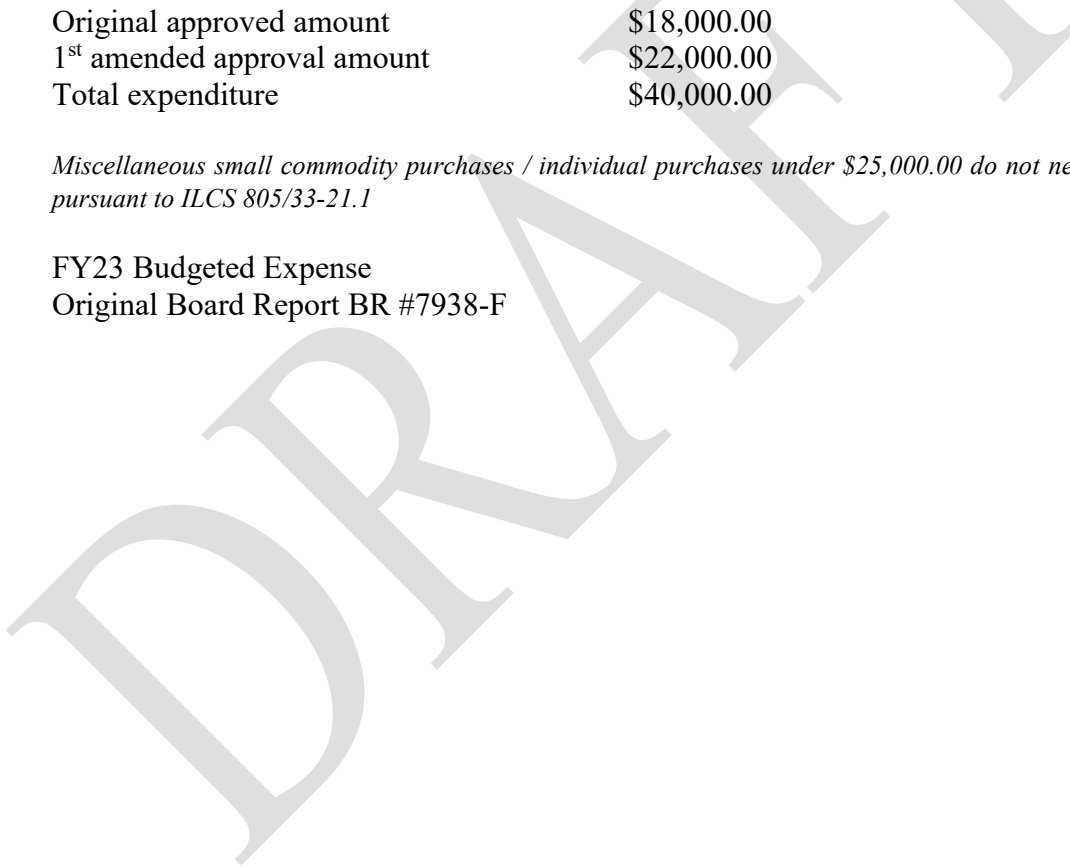
Global Water Technologies South Holland II **\$22,000*(1)**
(Formerly known as Lakeland Chemical)

1. This amendment is for the chemical treatment of the boilers, chillers, and HVAC equipment. In the past, the chemicals utilized by RVC were purchased from several vendors; however, due to extremely high prices in chemical and transportation costs related to supply chain issues, the Plant Operations and Maintenance Department (POM) researched pricing options. Switching from using several vendors to just one will allow RVC to receive the lowest pricing for the different products needed.

Original approved amount	\$18,000.00
1 st amended approval amount	\$22,000.00
Total expenditure	\$40,000.00

Miscellaneous small commodity purchases / individual purchases under \$25,000.00 do not need to be bid pursuant to ILCS 805/33-21.1

FY23 Budgeted Expense
Original Board Report BR #7938-F



Purchase Report-A – FY2023 Amendments

B. Services – (Maintenance Services Plant Operations Equipment: Plant Maintenance)

Helm Electric Freeport II **\$20,000.00*(1)**

1. This amendment is for electrical services that include parts, repairs, and installation. Helm Electric is the current unit bidder electrical repair company for RVC (RVC Bid number 21-08). Increased operational expenses due to electrical material costs from supply chain issues, combined with additional electrical needs have caused a need to increase the blanket purchase order amount. Additional work includes repairs to the wiring of exterior lights in parking lots and the wiring of new upgraded machinery from the Workforce Equity Initiative (WEI) grant.

Original approved amount	\$60,000.00
1 st amended approval amount	\$20,000.00
Total expenditure	\$80,000.00

Miscellaneous small commodity purchases / individual purchases under \$25,000.00 do not need to be bid pursuant to ILCS 805/33-21.1

FY23 Budgeted Expense
Original Board Report BR #7938-F

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B – FY2023 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Food – (Food: Workforce Equity Initiative 2023)

Walmart Rockford IL

\$20,000.00*(1)

1. This expense is for gift cards under the Workforce Equity Initiative (WEI) Grant. The grant provides economically challenged students support to achieve certification and employment by providing resources such as food, transportation, and childcare. Gift cards in the amount of twenty-five dollars (\$25.00) are issued to students/participants on a bi-weekly basis until their certification completion. All invoices and receipts are tracked and submitted to the Rock Valley College Accounts Payable Department for documentation.

FY23 Grant Expense

B. Transportation – (Gas: Workforce Equity Initiative 2023)

Kelley Williamson Rockford IL

\$18,000.00*(2)

2. This expense is for gift cards under the Workforce Equity Initiative (WEI) Grant. The grant provides economically challenged students support to achieve certification and employment by providing resources such as food, transportation, and childcare. Gas Gift cards in the amount of twenty-five dollars (\$25.00) are issued to students/participants on a bi-weekly basis until their certification completion. All invoices and receipts are tracked and submitted to the Rock Valley College Accounts Payable Department for documentation.

FY23 Grant Expense

C. Instructional Equipment – (Summer Bridge Grant – Capital Instructional Equipment, Workforce Equity Initiative – Capital Instructional Equipment)

Airgas USA LLC Rockford IL

\$57,200.00*(3)

3. Bid #23-03 was opened on February 2, 2023, to purchase two (2) Miller AugmentedArc® Augmented Reality Welding Simulators with heavy-duty transportation cases. This equipment will enhance the College's Welding curriculum by providing a unique learning experience to students. The simulators will also create opportunities to introduce welding to younger students without the safety concerns of using a real welder. While only one bid was received, Airgas has been a proven vendor for many years with the College and has actively supported the College's Welding Department.

FY23 Grant Expense

Purchase Report-B – FY2023 Purchases

D. Software – (Higher Education Emergency Relief Fund (HEERF): General Institutional Expense; IT Maintenance Services: Software Support)

Soft Docs SC LLC Columbia SC \$12,875.00*(4)

4. This expense was part of the Ellucian Colleague Managed Services upgrade to provide a solution for printing checks, purchase orders, and payroll forms as needed for Colleague. This is the second (2) year of a five-year agreement.

FY23 Grant / Budgeted Expense

E. Software – (IT: Maintenance Services: Software Support)

LingK Danville CA \$10,000.00*(5)

5. This expense is for the software renewal related to the Customer Relationship Management (CRM) project. This will be the second (2) year of a five-year agreement.

FY23 Budgeted Expense

F. Equipment – (Capital Service Equipment: Equipment)

Reinders Mundelein IL	\$132,450.00*(6)
Spartan Distributors Sparta MI	\$133,955.00
MTI Brooklyn Center MN	\$137,245.64

6. This expense is a Toro Groundsmaster 5900 lawn mower for the Plant Operations and Maintenance (POM) Department. This mower has three (3) cutting decks with an overall cutting width of 192 inches (16ft). Toro and Jacobson are the only two manufacturers of wide-cutting mowers over 12 feet. Historically, Jacobson mowers have had engine, support, and part supply issues. In the past, the college purchased two Jacobsons and had numerous engine and service issues. This is a sole source item since it can be purchased only from a Toro area distributor. The Illinois area distributor is Reinders. The next two closest distributors are Spartan and MTI in Michigan and Minnesota. This was originally going to be purchased in March of 2022; however, mowers were not available due to supply chain issues. Reinders contacted the College to advise that they have one mower available and would hold it pending Board approval. The other distributors would have to order the item with an unknown delivery time.

FY23 Capital Expense

Purchase Report-B – FY2023 Purchases

G. Equipment – (Risk management: Emergency management)

Pearson Plumbing and Heating	Rockford IL	\$15,945.00*(7)
Helm	Freeport IL	\$20,496.00
Nelson Carlson	Rockford IL	\$20,863.00

7. This expense is for the installation and parts of an emergency shower/eye wash station in the new electric vehicle lab as required by Occupational Safety and Health Administration (OSHA). The installation will include plumbing and drainage. This expense qualifies for payment utilizing the newly established Tort fund.

FY23 Tort Expense

H. Instructional Supplies – (Instructional Supplies General: Department of Commerce and Economic Opportunity (DCEO) Illinois Film Office (IFO))

2nd Cine Inc	Love Park IL	\$51,800.00*(8)
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8. This expense is for two (2) four-week workforce training courses taught this winter and spring. The cost includes the instructor fee and the rental of equipment needed for the course. This is considered a sole source item because the instructor is the only person in the Rockford area authorized to teach in the film production unions and has the equipment needed to teach the course. This expense is covered by the Department of Commerce and Economic Opportunity (DCEO) Illinois Film Office (IFO) grant.

FY23 Grant Expense

Purchase Report-B – FY2023 Purchases

I. Supplies – (Instructional Supplies General: PATH Grant, Instructional Equipment: PATH Grant)

Avante Health Solutions Louisville KY	\$28,750.00*(9)
Covidien Sales LLC Mansfield Ma	\$29,560.00
Soma Tech Intl Bloomfield CT	\$29,950.00

9. This expense is for a Puritan Bennett 980 ventilator for the Respiratory Care Department. In July 2022, the Projects for Assistance in Transition from Homelessness (PATH) Grant from the Illinois Community College Board (ICCB) awarded \$469,542.00 to the College to support healthcare education. The funds from this grant are to be used to purchase supplies and equipment.

FY23 Grant Expense

J. Supplies – (Instructional Supplies General: PATH Grant, Instructional Equipment: PATH Grant)

Outfront Medical LLC Tabernacle NJ	\$13,000.00*(10)
Soma Tech Intl Bloomfield CT	\$25,400.00

10. This expense is for a Philips V60 Ventilator and a Carefusion Avea Ventilator for the Respiratory Care Department. In July 2022, the Projects for Assistance in Transition from Homelessness (PATH) Grant from the Illinois Community College Board (ICCB) awarded \$469,542.00 to the College to support healthcare education. The funds from this grant are to be used to purchase supplies and equipment.

FY23 Grant Expense

K. Textbooks – (Instructional Supplies General: Early Childhood Access Consortium (ECACE))

Barnes & Noble Rockford IL	\$19,266.00*(11)
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11. This expense provides textbooks for students enrolled in Early Childhood classes (ECE) under the Early Childhood Access Consortium for Equity Grant (ECACE).

FY23 Grant Expense

Purchase Report-B – FY2023 Purchases

L. Instructional Membership & Fees – (Miscellaneous Expenditures: Workforce Equity)

AAPC Salt Lake City UT **\$41,470.00*(12)**

12. This expense is for the credentialing, exams, and membership for fifty-five (55) students enrolled in courses for the following professions: Medical Coding, Billing, Auditors, Practice Managers, Documentation Specialists, Compliance Officers, and Revenue Cycle Managers. This vendor is the nation’s largest education and credentialing organization. All members of the AAPC must agree to abide by the AAPC Code of Ethics, which ensures high levels of professionalism, integrity, and ethical behavior. The total amount requested covers the cost of membership fees (\$11,275.00), practicum fees (\$10,450.00), and exam fees (\$19,745.00).

FY23 Budgeted Expense

M. Construction (Capital Expense)

TBD **\$x.xx*(13)**

13. Bid #23-01 was released on January 23, 2023, for the Advanced Technology Center (ATC) Phase II plan. This includes; 1) the replacement of the existing roof and new air handling unit to better control the humidity inside the Computer Numerical Control (CNC) lab; 2) Remove and replace several areas of the parking lot at the ATC; 3) The construction of a new simulator lab for heavy equipment operation and the Truck Driver Training (TDT) program. Bid #23-01 will be opened on February 14, 2023, and results will be brought to the February 28th Board meeting.

FY23 Capital Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Cash and Investment Report
January 31, 2023

Month End Balance

Operating Cash Accounts

Illinois Bank & Trust	8,050,337
PMA Operating Cash	10,194,757
Petty Cash	3,274
ISDLAF*	13,375,743

Total Operating Cash: 31,624,110

Operating Investments Accounts

PMA Operating	494,479
ISDLAF*	1,651,398
CD's and CDARS	24,675,974
Treasuries	17,319,285
ISDLAF Term Series	740,712
FHLB Discount Notes	-

Total Operating Investments: 44,881,849

Total Operating Cash & Investments: 76,505,959

Total Operating Cash and Investments on December 31, 2022	<u><u>76,593,409</u></u>
Total Operating Cash and Investments on January 31, 2023	<u><u>76,505,959</u></u>
Total Operating Cash and Investments on January 31, 2022	<u><u>68,827,552</u></u>
% of Operating Budget	<u><u>72.40%</u></u>
Change in Operating Cash and Investments since December 31, 2022	<u><u>(87,450)</u></u>

**Illinois School District Liquid Asset Fund*

Month End Balance

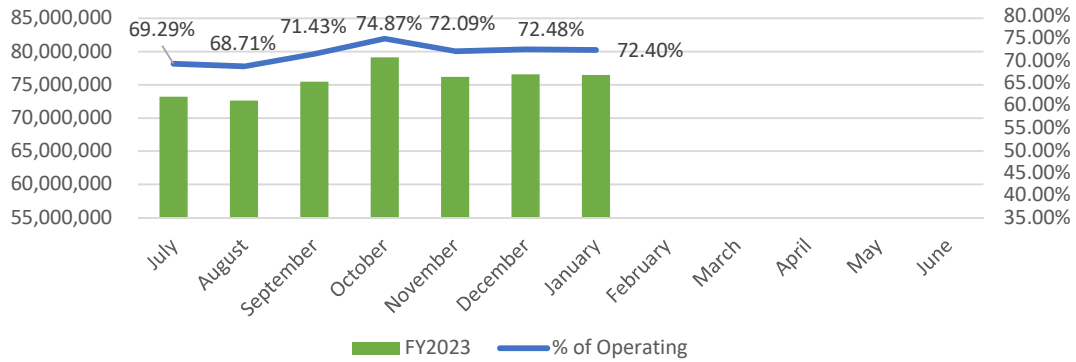
Capital Funds

Debt Service	509,404
Life Safety	1,849,019
CDB Escrow	4,165,425
Building Funds	4,039,870
ATC Capital	903,335

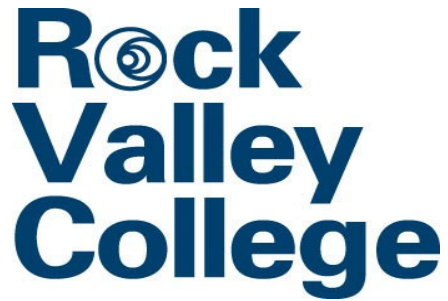
Total Capital Funds: 11,467,053

Total Capital Funds on December 31, 2022	<u><u>17,140,956</u></u>
Total Capital Funds on January 31, 2023 Change	<u><u>11,467,053</u></u>
in Capital Funds since December 31, 2022	<u><u>(5,673,903)</u></u>

Operating Cash Balance and % Coverage of FY'23 Operating Budget



Month / Year	Cash & Investments	Capital	Total
January 2023	76,505,959	11,467,053	87,973,012
January 2022	68,827,552	13,507,358	82,334,910
December 2022	76,593,409	17,140,956	93,734,364
December 2021	69,848,911	13,496,844	83,345,754
November 2022	76,181,482	18,315,921	94,497,403
November 2021	71,696,104	23,491,608	95,187,713
October 2022	79,115,154	18,105,076	97,220,230
October 2021	70,928,131	23,288,062	94,216,193
September 2022	75,483,681	19,659,183	95,142,864
September 2021	66,373,319	26,989,336	93,362,655
August 2022	72,609,823	20,355,497	92,965,321
August 2021	67,229,922	24,163,878	91,393,799
July 2022	73,227,608	19,835,297	93,062,906
July 2021	64,988,026	22,955,921	87,943,946
June 2022	72,894,073	20,046,781	92,940,853
June 2021	65,999,909	22,845,925	88,845,834
May 2022	67,022,029	14,717,680	81,739,710
May 2021	58,904,746	17,697,700	76,602,446
April 2022	64,250,129	13,129,795	77,379,925
April 2021	57,702,722	16,321,268	74,023,990
March 2022	63,583,011	13,360,996	76,944,007
March 2021	57,889,015	16,320,911	74,209,926
February 2022	67,637,051	13,516,541	81,153,592
February 2021	58,371,407	18,029,220	76,400,627
January 2022	68,827,552	13,507,358	82,334,910
January 2021	58,933,599	17,961,949	76,895,548



3301 North Mulford Road
Rockford, IL 61114

State of Illinois
Rock Valley College
Community College District 511
2nd Quarter Y-T-D Financial Report
12/31/2022

Submitted: February 14, 2023

Prepared by: Ellen Olson, Vice President of Finance and Chief Financial Officer

Presented by: Ellen Olson, Vice President of Finance and Chief Financial Officer



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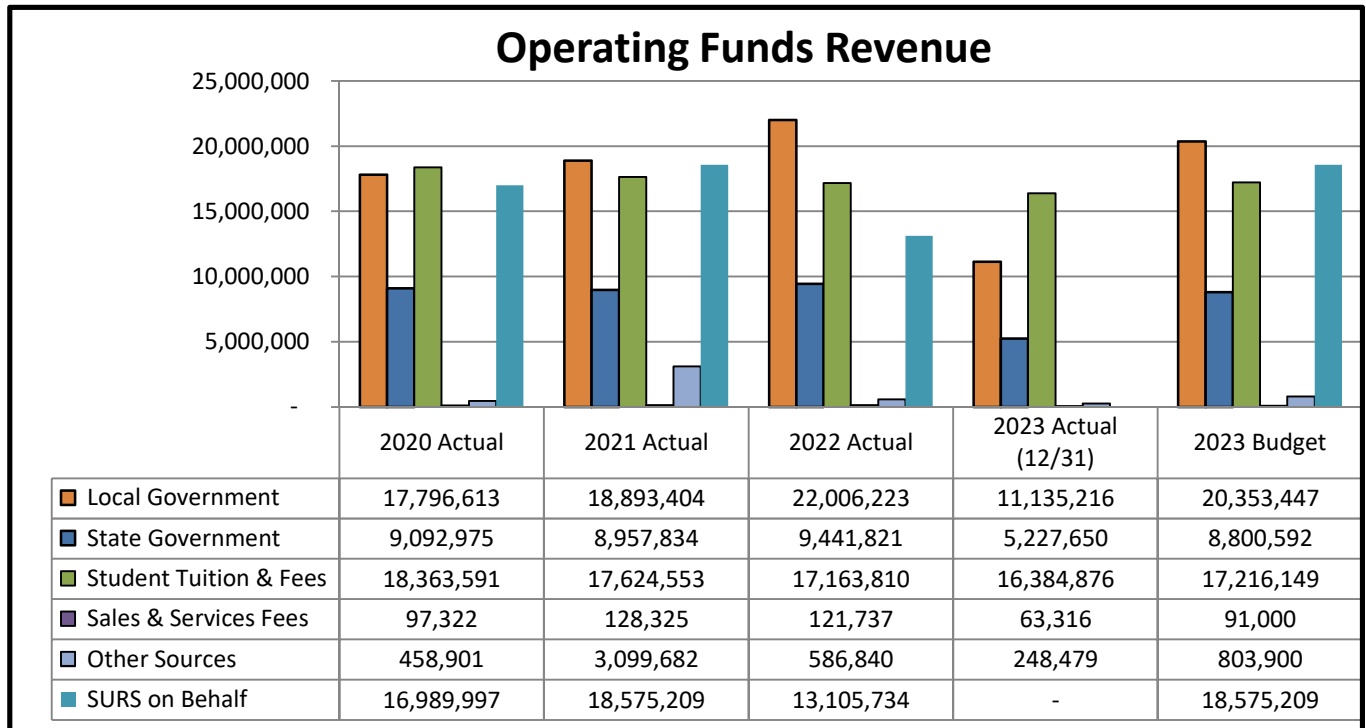
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Rock Valley College FY23 Operating Funds 2nd Qtr Y-T-D

Operating (Funds 01 & 02)

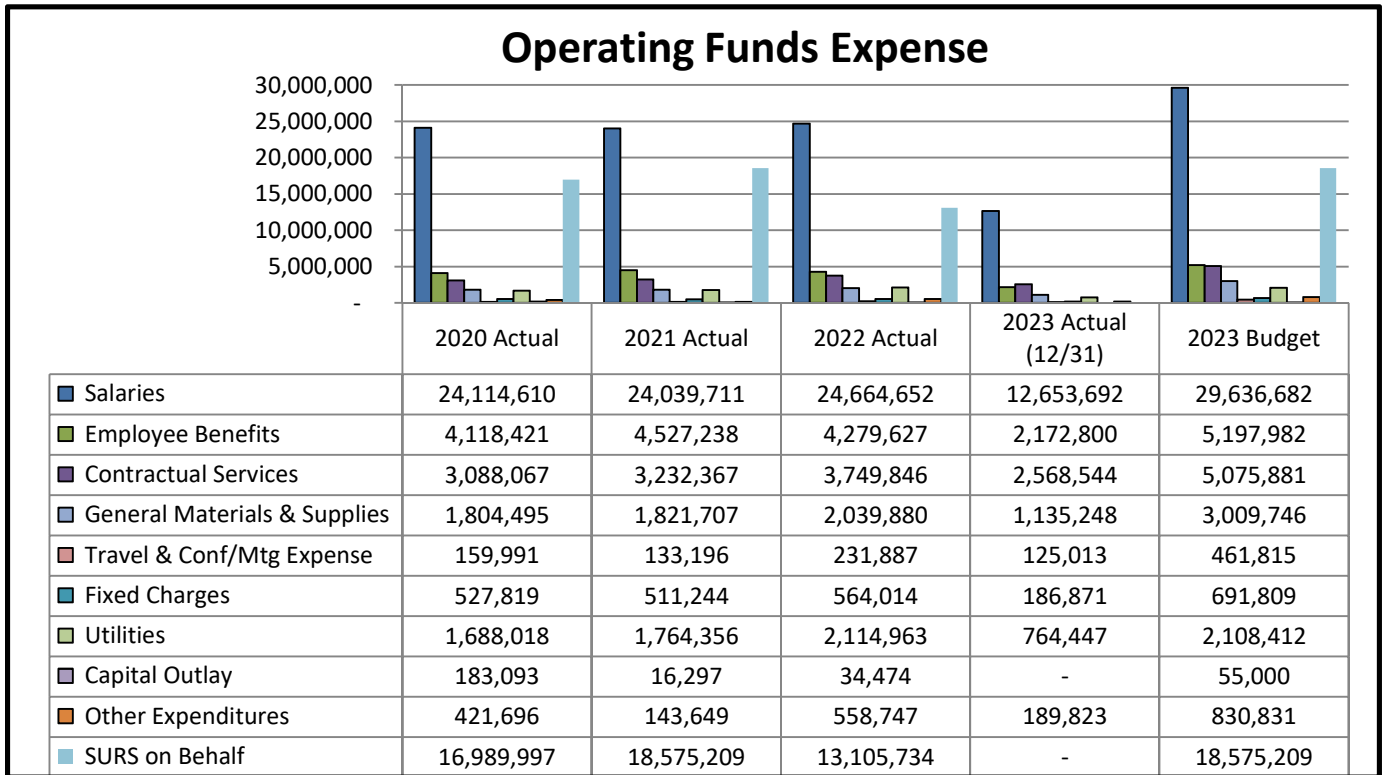
Revenues by Source	Fund 01 Actual 12/31/2022	Fund 02 Actual 12/31/2022	Total Operating Revenue 12/31/2022	2023 Operating Revenue Budget	% Actual to Budget
41 Local Government	\$ 9,243,256	\$ 1,891,959	\$ 11,135,216	\$ 20,353,447	54.71%
42 State Government	4,839,421	388,229	5,227,650	8,800,592	59.40%
43 Federal Governmental	-	-	-	-	
44 Student Tuition & Fees	16,302,065	82,811	16,384,876	17,216,149	95.17%
45 Sales & Services Fees	63,316	-	63,316	91,000	69.58%
46 Facilities Revenue	-	521,847	521,847	968,000	53.91%
47 Investment Revenue	698,049	1,051	699,100	33,000	2118.48%
48 Gifts, Grants, & Bequests	131,222	-	131,222	308,257	42.57%
49 Other Sources	101,322	147,158	248,479	803,900	30.91%
SURS on Behalf	-	-	-	18,575,209	0.00%
Total Revenues	\$ 31,378,651	\$ 3,033,055	\$ 34,411,706	\$ 67,149,554	51.25%



Rock Valley College
FY23 Operating Funds 2nd Qtr Y-T-D

Operating (Funds 01 & 02)

Expenses by Source	Fund 01	Fund 02	Total	2023	% Actual to Budget
	Actual 12/31/2022	Actual 12/31/2022	Operating Expense 12/31/2022	Operating Expense Budget	
51 Salaries	\$ 11,591,341	\$ 1,062,351	\$ 12,653,692	\$ 29,636,682	42.70%
52 Employee Benefits	2,004,574	168,226	2,172,800	5,197,982	41.80%
53 Contractual Services	1,736,025	832,520	2,568,544	5,075,881	50.60%
54 General Materials & Supplies	935,390	199,858	1,135,248	3,009,746	37.72%
55 Travel & Conf/Mtg Expense	124,730	282	125,013	461,815	27.07%
56 Fixed Charges	176,163	10,708	186,871	691,809	27.01%
57 Utilities	5,337	759,110	764,447	2,108,412	36.26%
58 Capital Outlay	-	-	-	55,000	N/M
59 Other Expenditures	189,823	-	189,823	830,831	22.85%
SURS on Behalf	-	-	-	18,575,209	0.00%
Total Expenses	\$ 16,763,384	\$ 3,033,056	\$ 19,796,439	\$ 65,643,367	30.16%



Other Financing Sources (Uses)	Fund 01 Actual 12/31/2022	Fund 02 Actual 12/31/2022	Total Operating Expense 12/31/2022	2023 Operating Expense Budget	% Actual to Budget
Transfers from Other Funds					
Transfer to Other Funds	-	-	-	-	N/M
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	N/M
Total Expenses, Including Transfers	\$ 16,763,384	\$ 3,033,056	\$ 19,796,439	\$ 65,643,367	30.16%

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.

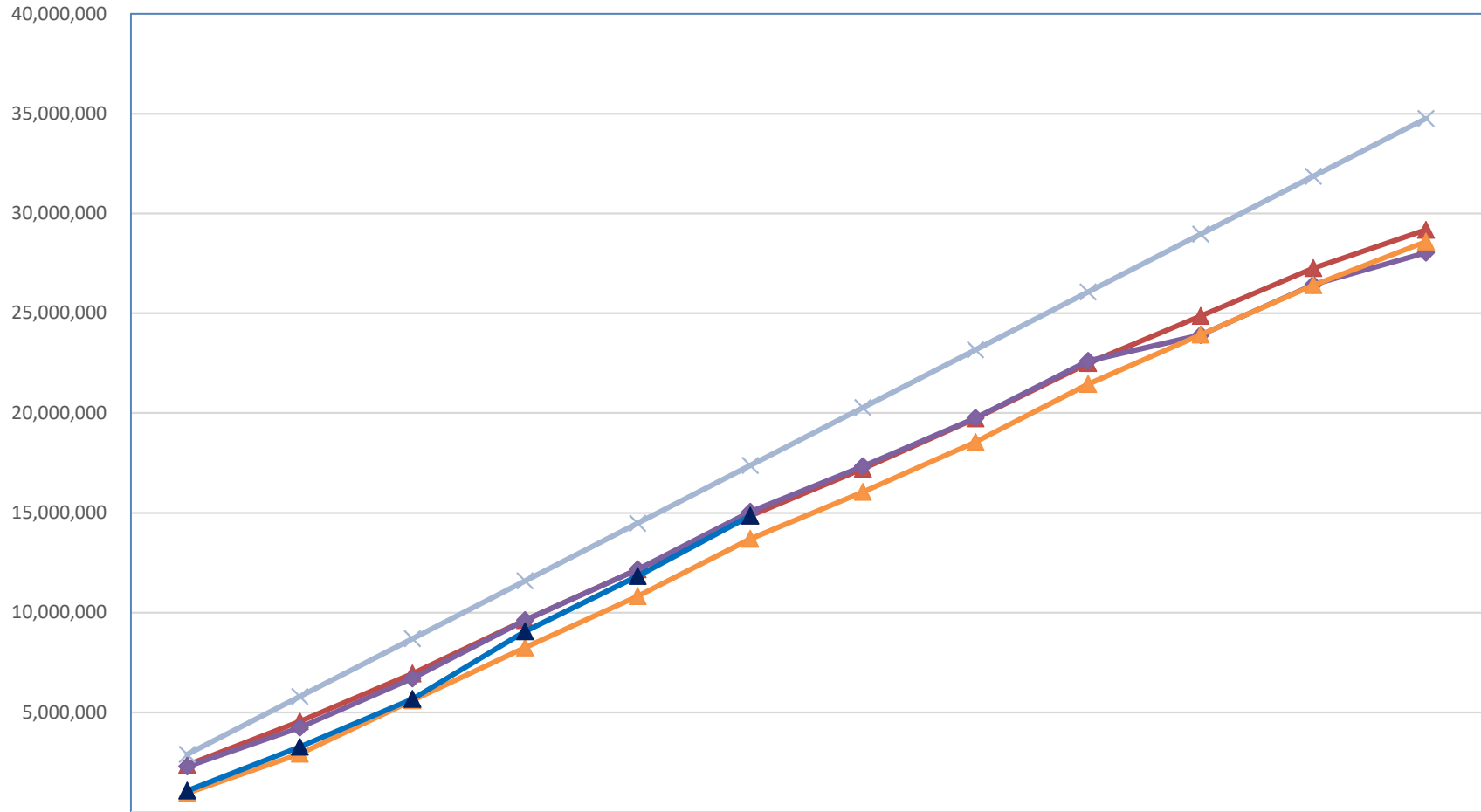
	(Target % = 50%)						
	FY 2020 Actuals	FY 2021 Actuals	FY2022 Actuals	FY 2023 Actuals (12/31/2022)	% of 2022 Actuals	FY 2023 Budget	% of 2023 Budget
Revenue							
Local Government	\$ 15,047,276	\$ 16,093,106	\$ 18,136,578	\$ 9,243,256	50.96%	\$ 16,456,640	56.17%
State Government	8,435,475	8,303,462	8,759,445	4,839,421	55.25%	8,117,810	59.61%
Federal Government	-	-	-	-		-	
Student Tuition & Fees	18,092,620	16,135,139	16,002,715	16,302,065	101.87%	15,236,149	107.00%
Sales & Service Fees	97,322	128,325	121,737	63,316	52.01%	91,000	69.58%
Facilities Revenue	-	-	-	-		-	
Investment Revenue	929,394	95,063	(20,405)	698,049	N/M	33,000	2115.30%
Gifts, Grants & Bequests	230,428	237,359	228,504	131,222	57.43%	308,257	42.57%
Other Revenue	191,571	2,846,338	369,383	101,322	27.43%	584,000	17.35%
SURS on Behalf	15,752,154	17,045,429	11,885,594	-	0.00%	17,045,429	0.00%
Total Revenue	\$ 58,776,240	\$ 60,884,221	\$ 55,483,551	\$ 31,378,651	56.55%	\$ 57,872,285	54.22%
Expenses							
Salaries	\$ 22,326,700	\$ 22,063,594	\$ 22,476,246	11,591,341	51.57%	\$ 27,201,796	42.61%
Employee Benefits	3,747,521	4,118,476	3,899,236	2,004,574	51.41%	4,679,805	42.83%
Contractual Services	1,918,517	1,874,496	2,209,868	1,736,025	78.56%	2,973,246	58.39%
General Materials & Supplies	1,459,192	1,427,947	1,583,239	935,390	59.08%	2,449,046	38.19%
Travel & Conf/Meeting Exp	165,765	129,560	227,071	124,730	54.93%	472,140	26.42%
Fixed Charges	363,655	347,293	370,456	176,163	47.55%	463,809	37.98%
Utilities	1,423	3,351	6,471	5,337	82.47%	5,345	99.85%
Capital Outlay	181,857	16,297	34,474	-	0.00%	10,000	0.00%
Other Expenditures	421,696	129,014	554,735	189,823	34.22%	830,831	22.85%
SURS on Behalf	15,752,154	17,045,429	11,885,594	-	0.00%	17,045,429	0.00%
Total Expenses	\$ 46,338,481	\$ 47,155,458	\$ 43,247,390	\$ 16,763,384	38.76%	\$ 56,131,447	29.86%
Contingency	-			-		1,506,187	
Other Financing Sources (Uses)							
Transfers from Other Funds						-	
Transfer to Other Funds	(5,000,000)		(13,371,085)	-		(234,651)	
Total Other Financing Sources (Uses)	(5,000,000)	-	(13,371,085)	-		(234,651)	
Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)							
	\$ 7,437,760	\$ 13,728,763	\$ (1,134,924)	\$ 14,615,267		\$ -	
Beginning Fund Balance	\$ 15,778,972	\$ 23,216,732	\$ 36,945,495	\$ 35,810,571		\$ 33,816,734	
Change in Fund Balance	7,437,760	13,728,763	(1,134,924)	14,615,267		-	
Ending Fund Balance	\$ 23,216,732	\$ 36,945,495	\$ 35,810,571	\$ 50,425,837		\$ 33,816,734	

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.

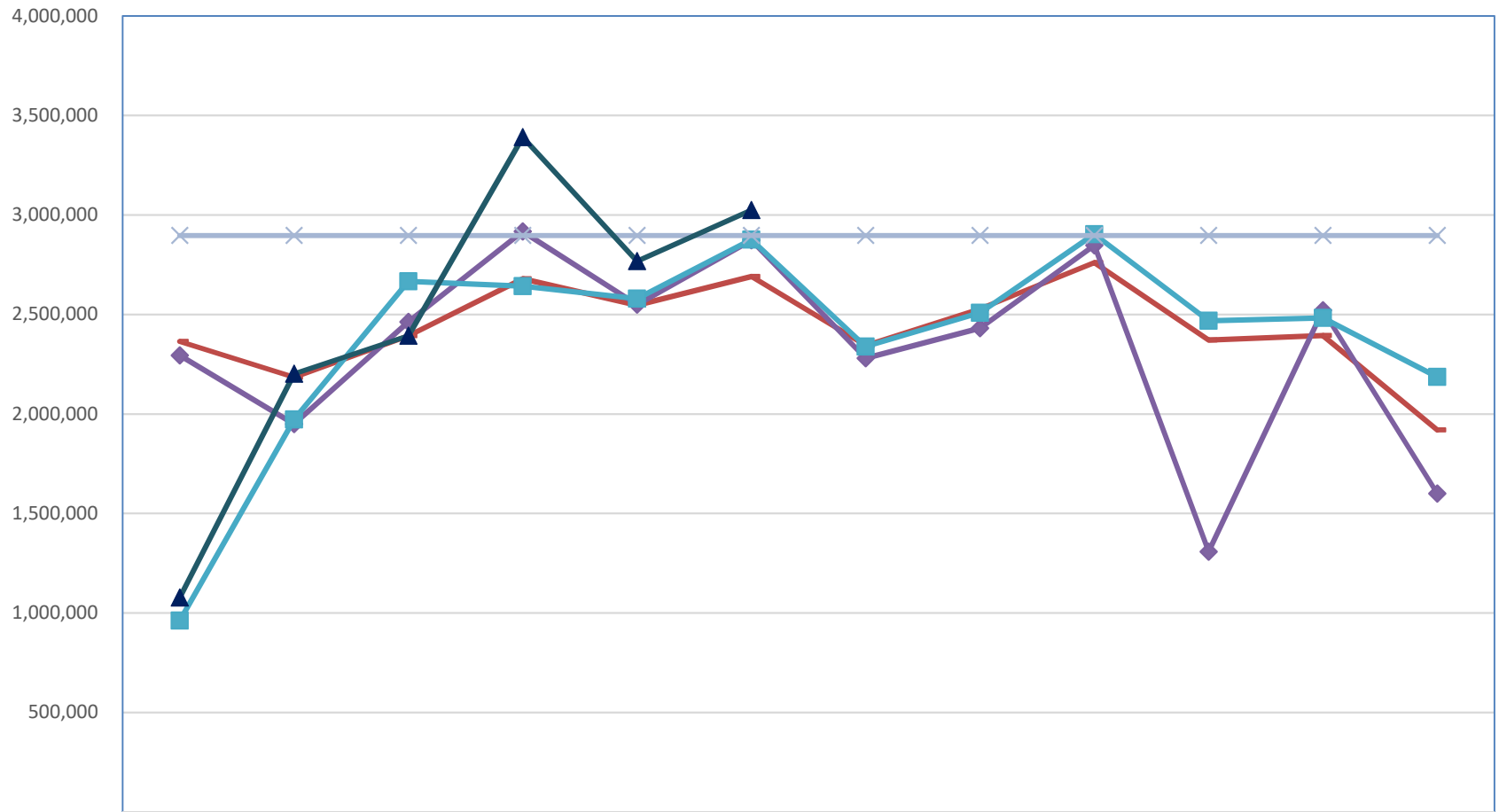
	FY 2020	FY 2021	FY2022	FY 2023		(Target % = 50%)	
	FY 2020	FY 2021	FY2022	FY 2023	% of 2022	FY 2023	% of 2023
	Actuals	Actuals	Actuals	Actuals	Actuals	Budget	Budget
				(12/31/2022)			
Revenue							
Local Government	\$ 2,617,545	\$ 2,800,298	\$ 3,869,644	\$ 1,891,959	48.89%	\$ 3,896,807	48.55%
State Government	657,500	654,371	682,376	388,229	56.89%	682,782	56.86%
Federal Government	-	-	-	-		-	
Student Tuition & Fees	925,295	1,489,414	1,161,095	82,811	7.13%	1,980,000	4.18%
Sales & Service Fees	-	-	-	-	N/M	-	N/M
Facilities Revenue	999,246	882,193	782,452	521,847	66.69%	968,000	53.91%
Investment Revenue	3,965	117	163,270	1,051	0.64%	-	N/M
Gifts, Grants & Bequests	-	-	-	-		-	
Other Revenue	263,718	253,343	217,456	147,158	67.67%	219,900	66.92%
SURS on Behalf	1,237,843	1,529,780	1,220,140	-	0.00%	1,529,780	0.00%
Total Revenue	\$ 6,705,110	\$ 7,609,516	\$ 8,096,435	\$ 3,033,055	37.46%	\$ 9,277,269	32.69%
Expenses							
Salaries	\$ 1,736,301	\$ 1,976,117	\$ 2,188,406	\$ 1,062,351	48.54%	\$ 2,434,886	43.63%
Employee Benefits	370,642	408,762	380,390	168,226	44.22%	518,177	32.46%
Contractual Services	1,169,550	1,357,871	1,539,978	832,520	54.06%	2,102,635	39.59%
General Materials & Supplies	344,555	393,760	456,641	199,858	43.77%	560,700	35.64%
Travel & Conf/Meeting Exp	(5,774)	3,636	4,816	282	5.86%	(10,325)	-2.73%
Fixed Charges	164,164	163,951	193,558	10,708	5.53%	228,000	4.70%
Utilities	1,686,595	1,761,006	2,108,493	759,110	36.00%	2,103,067	36.10%
Capital Outlay	1,235	-	-	-	N/M	45,000	N/M
Other Expenditures	-	14,635	4,013	-	N/M	-	N/M
SURS on Behalf	1,237,843	1,529,780	1,220,140	-	0.00%	1,529,780	0.00%
Total Expenses	\$ 6,705,110	\$ 7,609,516	\$ 8,096,435	\$ 3,033,056	37.46%	\$ 9,511,920	31.89%
Contingency	-	-	-	-		-	
Other Financing Sources (Uses)							
Transfers from Other Funds	-	-	-	-		234,651	
Transfer to Other Funds	-	-	-	-		-	
Total Other Financing Sources (Uses)	-	-	-	-		234,651	
Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)	\$ -	\$ 0	\$ 0	\$ (0)		\$ -	
Beginning Fund Balance	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
Change in Fund Balance	-	0	0	(0)		-	
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ (0)		\$ 0	

Rock Valley College FY23 Payroll Year-to-Date



	July	August	September	October	November	December	January	February	March	April	May	June
▲ 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 Actuals	962,081	2,934,747	5,601,203	8,243,258	10,822,58	13,699,19	16,038,11	18,546,35	21,449,89	23,917,52	26,399,85	28,585,82
× FY23 Budget	2,896,689	5,793,379	8,690,068	11,586,75	14,483,44	17,380,13	20,276,82	23,173,51	26,070,20	28,966,89	31,863,58	34,760,27
▲ FY23 Actuals	1,077,558	3,279,929	5,672,882	9,063,654	11,831,53	14,855,88						

Rock Valley College FY23 Payroll by Month



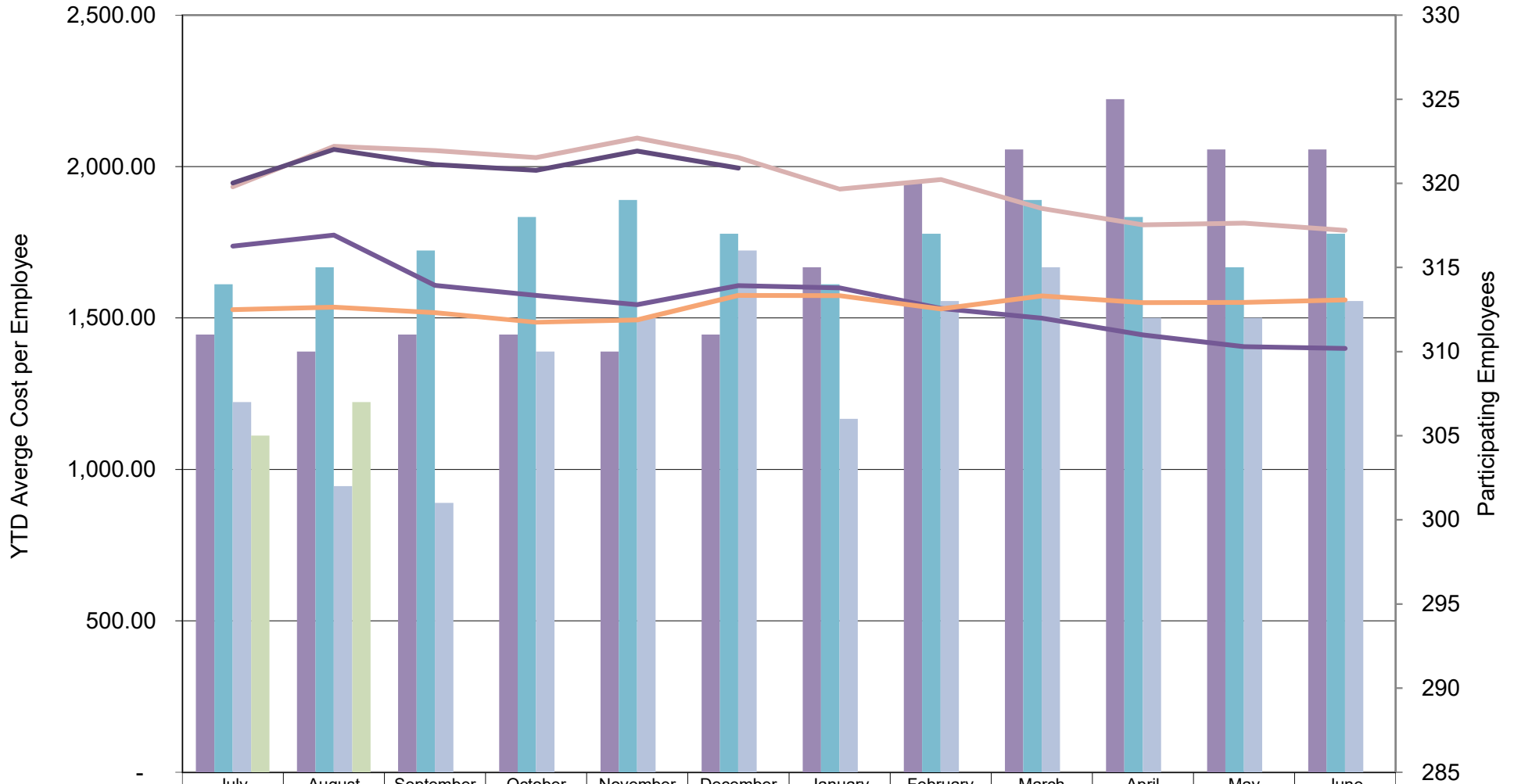
	July	August	September	October	November	December	January	February	March	April	May	June
FY20 Actual	2,363,755	2,185,014	2,392,942	2,679,774	2,547,020	2,691,294	2,343,971	2,528,645	2,760,390	2,371,070	2,393,906	1,919,747
FY21 Actual	2,294,726	1,950,092	2,462,026	2,916,990	2,550,209	2,872,814	2,279,917	2,431,184	2,847,274	1,308,544	2,520,823	1,599,983
FY22 Actuals	962,081	1,972,666	2,666,456	2,642,055	2,579,329	2,876,612	2,338,916	2,508,243	2,903,537	2,467,625	2,482,334	2,185,972
FY23 Budget	2,896,689	2,896,689	2,896,689	2,896,689	2,896,689	2,896,689	2,896,689	2,896,689	2,896,689	2,896,689	2,896,689	2,896,689
FY23 Actual	1,077,558	2,202,371	2,392,953	3,390,772	2,767,877	3,024,350						

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



	July	August	September	October	November	December	January	February	March	April	May	June
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
FY 21 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
FY 22 Actuals	593,383	1,258,512	1,868,230	2,476,271	3,207,723	3,750,252	4,147,476	4,827,490	5,178,109	5,592,533	6,175,279	6,655,021
FY 23 Budget	584,203	1,168,406	1,752,609	2,336,812	2,921,015	3,505,218	4,089,421	4,673,624	5,257,827	5,842,030	6,426,233	7,010,436
FY 23 Actuals	541,426	1,021,168	1,431,027	1,803,738	2,240,380	2,731,416						

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



	July	August	September	October	November	December	January	February	March	April	May	June
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	306	313	315	312	312	313
FY23 Participants	305	307										
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	1,925.48	1,956.83	1,861.29	1,807.54	1,813.06	1,789.47
FY23 Actuals	1,945.52	2,056.39	2,006.69	1,987.38	2,050.97	1,994.81						

Proposed FY 2024 Tuition Increase

Background: Rock Valley College’s current tuition and fees are listed in the table below.

	Current LAS Rate	Current 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

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 fiscal year 2022 per capita cost is \$569.24 resulting in a one-third per capita cost of \$189.74,

The College’s administration recommends increasing tuition \$5.00 per credit hour. The weighted average of these rates still falls below the one-third estimated per capita cost for fiscal year 2022 of \$189.74 and \$180.85 for fiscal year 2021.

	Proposed LAS Rate	Proposed CTE Rate
Tuition	\$125.00	\$150.00
Technology Fee	\$ 10.00	\$ 10.00
Student Activity Fee	\$ 7.00	\$ 7.00
Total	\$142.00	\$167.00

Recommendation: It is recommended that the Board of Trustees approves a \$5.00 per credit hour tuition increase, effective July 1, 2023, Fiscal Year 2024.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Fiscal Year 2023 Fund Transfer Request

Background:

Board Policy 5:10.160 – Operating Fund Balance goal is to establish and maintain an operating fund (education fund and operations and maintenance fund) balance of thirty-five to fifty percent of the following year’s budgeted expenses. The College’s fiscal year 2022 revenues exceeded expenses by \$12,236,164, bringing the Operating Funds Balance (Funds 01 and 02) to \$35,810,598.

Below is a request to transfer funds from Operating Funds (Funds 01 and 02) for various strategic initiatives. The total request below will maintain a 45.91% balance.

Fund 19 – Other Post Employment Benefit (OPEB) Fund	\$ 1,000,000
Fund 20 – SURS Penalty Fund	\$ 150,000
Fund 05 – Auxiliary Fund	\$ 500,000
Fund 03 – Operations and Maintenance (Capital)	
• Current Capital Needs	\$ 5,215,000
• Future Facilities Master Plan Projects	\$ 5,375,000
Total Transfer from Fund 01 – Operating Fund	\$12,240,000

These transfers will allow the College to strategically plan for the future for:

- Increasing the total of the Other Post Employment Benefit (OPEB) Liability funds will total \$10,500,000, which represents 42% of the College’s liability of approximately \$25,000,000
- Increasing the SURS Penalty Fund to \$1,019,405
- Supplementing the Auxiliary Fund 05
- Providing for current capital needs
- Planning for future Facilities Master Plan projects

Recommendation:

It is recommended that the Board of Trustees approves the College Administration to transfer \$12,240,000 from Operating Funds 01 and 02 to Funds 19, 20, 05, and 03 for various strategic initiatives.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees



Fiscal Year 2024

Project Plans

Presented to: Rock Valley College Board of Trustees Committee of the Whole
February 14, 2023

Rick Jenks, Vice President of Operations / Chief Operations Officer

Executive Summary of Fund Requests

Number for Projects / Items	Amount Approved (Amount is a not to exceed figure)	Funding Source
Twenty-four (24) projects to be approved or items to be purchased	\$5,215,000	Capital
Two (2) projects to be approved or items to be purchased	\$2,280,000	Protection, Health, and Safety (PHS)
Two (2) projects to be approved or items to be purchased	\$1,100,000	IT technology fees
One (1) item to be purchased	\$150,000	Tort
One (1) reallocation of funds from ATC Phase One to Phase Two	\$800,000	Reallocate Funds
TOTAL NUMBER OF PROJECTS: 30	\$9,545,000 Not to exceed	Multiple Funding Sources

Approval of FY 2024 Project Requests

Background:

Below is a list of items or projects identified as capital or other expense needs. Funding for these items will be from money transferred from the operations fund to the capital fund or other funding sources listed. Transferring funds will allow for purchases of new items, continued repairs, or upgrades to systems.

Fleet

Item	Justification	Amount Request	Funding Source
A pickup truck with a plow and lift gate; replaces the 2008 Ford diesel #24.	A diesel engine is not practical for on-campus driving at a lower speed. The engine is worn and weak. This is a known issue with this model; Rock Valley College (RVC) has another truck with similar engine issues.	\$65,000	RVC capital
A pickup truck with a plow and lift gate; replaces the 2004 GMC pickup truck #13	The pickup truck was purchased in 2004 and has extensive rust around all lower panels. This is a continuation of the replacement schedule that started two fiscal years ago.	\$65,000	RVC capital
Small pickup truck. 2006 Dodge Dakota; pickup truck replacement #20	The pickup truck was purchased in 2006 and has extensive rust. Replace the small utility pickup truck with another small pickup truck used in the Boiler House.	\$35,000	RVC capital
	The cost is an estimate and may differ upon final ordering due to supply/demand issues.	\$165,000	Not to exceed \$170,000

Equipment

Item	Justification	Amount Request	Funding Source
Four-passenger golf cart GC1	Replace the second 1993 passenger golf cart, a 30-year-old cart. A four-passenger golf cart can be used to transport people for graduation and other events on campus.	\$12,000	RVC capital
Two-passenger golf cart GC5	Replace a 2001 golf cart that is 21 years old. The carts are used by Plant, Operations, and Maintenance (POM) to pick up debris and can be used to transport people to events.	\$9,000	RVC capital
Two-passenger golf cart GC6	Replace a 2001 golf cart that is 21 years old. The cart will be replaced with a small utility vehicle better suited for POM grounds work.	20,000	RVC capital
	The cost is an estimate and may differ upon final ordering due to supply/demand issues.	\$41,000	Not to exceed \$45,000

Buildings

Item	Justification	Amount Request	Funding Source
HVAC upgrades	Additional funds to upgrade of HVAC in Woodward Technology Center (WTC), Support Services Building (SSB), Boiler House, and the Educational Resource Center (ERC).	\$500,000	RVC capital
UPS upgrade	The Karl J. Jacobs Center for Science and Math (JCSM) building Uninterrupted Power Supply (UPS) has reached the end of its life and needs replacing.	\$80,000	RVC capital
Student Center (SC) patio roof replacement	The patio roof on the SC has started leaking. The roof is beyond its recommended life span and needs to be replaced to prevent future leaks.	\$30,000	RVC capital
SC second-floor carpeting	SC carpeting on the second floor is 16 years old and has become faded and worn. A high volume of students and staff visit this area every day. (On the state deferred maintenance plan).	\$100,000	RVC capital Total cost - \$187,500 FY 2022 - \$37,500 FY 2023 - \$50,000 FY 2024 - \$100,000
Remodel of the Health Science Center (HSC) surgical lab	The Surgical Lab Technician Program has been eliminated, and the space will need to be remodeled for use by the new Medical Assistant Program.	\$50,000	RVC capital
Repair of the Bengt Sjostrom Theatre (Starlight)(BST) stage equipment	Some equipment used by the theater department to hang and move set equipment requires some repair/replacement needs.	\$65,000	RVC capital
BST video wall installation fund.	The theater department is working on a new video wall to improve the audience experience. Donations will primarily fund this project. Some funding will be needed for the installation (electrical, data, etc.).	\$80,000	RVC capital
Replacement of stage and house lighting at the BST.	All of the lights at the BST are now over 24 years old. This includes the production, house, stage lighting, and the hardware and software used to control them. This section will cover the replacement of stage and house lighting with new LED fixtures.	\$400,000	RVC capital
Office equipment	As student needs change and RVC adapts to these changes, the office space configuration inside the buildings needs to be adjusted. The portable wall system utilized by RVC has been updated and requires POM to purchase some new equipment to make changes.	\$70,000	RVC capital
Office furniture	Several areas of the college have 20-plus-year-old furniture that has reached its useful life expectancy. This fund will replace items like chairs, small tables, shelves, or other office-related equipment needed throughout the college.	\$150,000	RVC capital
SC interior lighting upgrade	During the initial interior LED lighting upgrade, the SC was not included in the project. The lighting inside the SC is 23 years old, and many fixtures are having issues. LED lights are more efficient and will save the college money long term.	\$250,000	RVC capital

Upgrade the cooling tower loop to glycol	Glycol chillers are a more efficient cooling system due to the precision control they offer and the low temperatures the systems can achieve. This upgrade will improve RVC’s ability to regulate the building temperatures.	\$175,000	RVC capital
Replace 400-ton chiller	This is the first of three installments of funds to replace and increase the capacity of RVC’s 400-ton chiller. The chiller is over 50 years old, and newer units are more efficient.	\$300,000	RVC capital Total cost - \$900,000 FY 2024 - \$300,000
	The cost is an estimate and may change upon final ordering due to supply/demand issues.	\$2,250,000	Not to exceed \$2,300,000

Parking Lots, Roadways, Walkways, and Grounds

Item	Justification	Amount Request	Funding Source
RVC Circle Drive Road replacement	Repair and resurface RVC Circle Drive Road surface and drainage grate locations on the drive. The roadway is deteriorating, and grates are collapsing. (On state deferred maintenance plan) The state contacted RVC, and the project may be moving forward. This will bring RVC’s total amount of funding to the 25% funding required by Capital Development Board (CDB).	\$425,000	RVC capital Total cost - \$3,100,000 FY 2022 - \$275,000 FY 2023 - \$100,000 FY 2024 - \$425,000
Parking lot n upgrade	Parking lot 7 has extensive cracking and damage to an existing storm drainage system. The lot will be upgraded to meet Americans with Disabilities Act (ADA) parking requirements, and improvements to the watershed will be implemented.	\$1,000,000	RVC capital
Drainage athletic fields	Areas of the athletic fields are having issues draining water off the fields. This causes damage to the fields and can delay teams from being able to utilize the fields. Upgrades to the equipment and drainage system are needed to address this issue.	\$200,000	RVC capital
	The cost is an estimate and may change upon final ordering due to supply/demand issues.	\$ 1,625,000	Not to exceed \$1,700,000

Other Capital Requests

Architect and engineering fees	An architect or engineer will be needed to process all FY 2023 and FY 2024 capital requests.	\$600,000	RVC capital FT 2023 - \$200,000 FY 2024 - \$600,000
Information Technology (IT) equipment	As part of the ongoing need to update old IT equipment, including servers, monitors, and computer equipment.	\$400,000	RVC capital
	The cost is an estimate and may change upon final ordering due to supply/demand issues.	\$1,000,000	Not to exceed \$1,000,000
	TOTAL CAPITAL REQUEST		Not to Exceed \$5,215,000

Other Funds

Officer body cameras	Body cameras are now becoming a requirement in Illinois. Winnebago County, the City of Rockford, and Rockford Park District currently have body cameras.	\$80,000	PHS funds Total cost - \$140,000 FY 2022 - \$60,000 FY 2024 - \$80,000
Fire alarm upgrade	The current fire alarm system is reaching the end of its life. This is a campus-wide system. Upgrading will reduce maintenance issues and improve monitoring.	\$2,200,000	PHS funds Total cost - \$5,000,000 FY 2024 - \$2,200,000
RVC IT network	As part of the IT network upgrade, RVC will need to install all new network switches in the IT rooms throughout the different campuses. This will complete the upgrade.	\$200,000	IT technology fees
Advanced Technology Center (ATC) upgrades - Phase II	The ATC needs upgrades to the roof, parking lot, and HVAC systems used in the Computer Numerical Control (CNC) lab. In addition, new lab space is needed for expanding educational programs. The estimated cost is \$3,000,000. The current amount in capital ATC Phase II is \$2,250,000.	\$800,000	Fund transfer ATC construction (Phase I)
IT wireless upgrade	As part of the 2022 IT assessment, a wireless upgrade was noted. A wireless assessment is being conducted, and a plan is being implemented for the update. This funding will be for the installation of the new wireless system.	\$900,000	IT technology fees
Police radio upgrade	For RVC Police to be able to speak with both Boone County and Winnebago County police departments, they will need to upgrade their police radios. This will reduce the risk to officers in the daily function of their jobs.	\$150,000	Tort fund
	TOTAL CAPITAL FUNDS		Not to exceed \$5,215,000
	TOTAL OTHER FUNDS		Not to exceed \$4,330,000
	TOTAL REQUEST		Not to exceed \$9,545,000

The costs are an estimate and may change upon final ordering due to supply/demand issues.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the use of Fund 03 capital, technology fees, Tort funds, or Protection, Health, and Safety funds on the above-described projects.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Board Secretary

Personnel Report

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

A. APPOINTMENTS

Timothy Held, Dean of Non-Credit Programs, Full-time, ADM, Grade E, \$80,664 prorated for the balance of the fiscal year, effective March 15, 2023.

_____, Director of Financial Aid, Full-time, ADM, Grade C, \$ _____
prorated for the balance of the fiscal year, effective _____, 2023.

B. DEPARTURES

Kathy Jones, Director of Business Services, is retiring effective March 31, 2023.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Memorandum of Understanding
Dental Hygiene Clinic Coordinator – Sick Leave Bank**

Background:

On August 16, 2021, the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association entered into a Collective Bargaining Agreement (CBA) for 2021-2026. Section 8.9 of the CBA outlines parameters for the Association to self-administer a Sick Leave Bank.

On June 24, 2022, the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association entered into a Memorandum of Agreement (MOA), creating a “pilot” program for the role of Dental Hygiene Clinic Coordinator. Given that this role is a pilot program, both parties agreed that the position would NOT be included in the bargaining unit until the College determines that the role will become permanent. If in agreement after the conclusion of the pilot, the parties agree to file with the Illinois Educational Labor Relations Board. Such petition is necessary for the addition of the position in the bargaining unit. The pilot will conclude at the end of the Summer II semester in August 2023.

Kenosha Holland was selected to assume the role of Dental Hygiene Clinic Coordinator for the purpose of the pilot program. Ms. Holland has an immediate need to utilize hours within the Association’s Sick Leave Bank; however, since this role is not officially in the bargaining unit at this time, she would not be eligible to receive sick hours to be transferred for her use from the Sick Leave Bank. This Memorandum of Understanding allows for the one-time transfer of Sick Leave hours to Ms. Holland from two faculty members.

Recommendation:

It is recommended that the Board of Trustees approves the Memorandum of Understanding allowing the Faculty Association to transfer sick leave hours to Ms. Kenosha Holland. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Memorandum of Understanding for Sick Leave Transfer

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** (the “MOU”) entered into this ____ day of February, 2023, by and amongst the **BOARD OF TRUSTEES OF ROCK VALLEY COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 511** (the “College”), the **ROCK VALLEY COLLEGE FACULTY ASSOCIATION LOCAL 6211, IFT-AFT** (the “Association”), Marie Navickis, and Lisa Graciana.

WITNESSETH

WHEREAS, the Association is the sole and exclusive bargaining representative for the College’s full-time faculty members;

WHEREAS, the College and the Association are parties to a collective bargaining agreement with a current term of August 16, 2021 through the last day of the Summer II Session in 2026 (the “CBA”);

WHEREAS, Kenosha Holland (Holland) is employed by the College as a Dental Hygiene Clinical Coordinator under the terms of a Memorandum of Agreement between the parties which facilitates the creation of the position on a trial basis;

WHEREAS, the pilot program is nearly complete and which, if successful, will result in the incorporation of Holland’s position and Holland herself into the bargaining unit defined in the CBA;

WHEREAS, Holland is experiencing an unforeseen emergency requiring a leave of absence from her duties but is currently ineligible for sick leave benefits that are provided to Faculty under the current CBA.

WHEREAS, certain members of the Association, Marie Navickis (Navickis) and Lisa Graciana (Graciana) voluntarily wish to provide their contractually earned sick leave hours to Holland to facilitate her leave;

WHEREAS, the College and the Association wish to provide Holland with the necessary leave despite having no contractual mechanism to allow for the donation of sick leave;

WHEREAS, College and the Association are agreeable to allow on a one-time non-precedent setting basis to facilitate the transfer of contractual accumulated sick leave from Navickis and Graciana to Holland

NOW, THEREFORE, in consideration of the mutual covenants and understandings herein, the Parties agree as follows:

1. **Incorporation of Recitals**

The foregoing recitals shall be considered a part of this MOU and shall be binding upon the Parties.

2. **Sick Leave Transfer**

The Parties agree that Navickis and Graciana will presently transfer a total of 400 hours of sick leave hours to Holland, to facilitate the needed leave. Navickis and Graciana agree that

their respective donations are unsolicited, voluntary, irreversible, and not subject to compensation or repayment. Accordingly, the following amounts will be transferred to Holland.

Navickis: 300 hours from her unused accrued sick leave balance.

Graciana: 100 hours from her unused accrued sick leave balance.

7. Non-Precedential

The College and the Association agree that this MOU is based on the unique circumstances of Holland's emergency and her current status under the Pilot Program. The College and the Association further agree that this MOU is entirely non-precedential and will not constitute binding precedent or evidence of the status quo for purposes of bargaining any successor contracts or with respect to either party's interpretation of the CBA or College policies.

9. Effect of MOU

The College and the Association agree that this MOU does not modify, amend, or otherwise affect the current contract language of the CBA, any pending MOAs or MOUs or any existing College policies. All provisions of the CBA and College policies will remain in full force and effect.

10. Effective Date

This MOU is effective immediately upon execution.

IN WITNESS WHEREOF, the Parties have caused this Memorandum of Understanding to be executed by the signatures of the below parties as set forth below.

**BOARD OF TRUSTEES OF
ROCK VALLEY COLLEGE, COMMUNITY
COLLEGE DISTRICT NO. 511**

**ROCK VALLEY COLLEGE FACULTY
ASSOCIATION LOCAL 6211, IFT-AFT**

Witnessed By:

Chair, Board of Trustees

Witnessed By:

_____ *T. H. Hutton*

Union President

Date: _____

Date: 2-3-2022

DR. MARIE NAVICKIS

Dr. Marie A. Navickis

MS. LISA GRACIANA

Lisa Graciana

**Memorandum of Agreement – Support Staff Association
HVAC Commercial Mechanics**

Background:

On December 7, 2021, the Rock Valley College Board of Trustees and the Rock Valley College Support Staff Association entered into a Collective Bargaining Agreement (CBA) for 2021 - 2027.

In 2022, RVC experienced two vacancies in HVAC Commercial Mechanic (“Boiler House”) operations. During those vacancies, RVC had to rely on third-party vendors to complete necessary heating and cooling maintenance and repairs in order to keep building systems operational and safe. Due to the significant unplanned additional expenses, the Board had to approve additional funds to cover those expenses. The response of qualified applicants to the job posting intended to backfill the mechanic vacancies was dismal. Research for local mechanic pay rates indicates a need to increase base pay to attract quality applicants.

This Memorandum of Agreement allows for a salary increase to incumbents in that department to aid in the retention of our employees, as well as an increase to Boiler House employees’ base salary to attract qualified mechanic applicants to work in commercial HVAC and reduce RVC’s reliance on third-party vendors.

There are no changes to other positions within the Support Staff Association other than those in the Boiler House.

Recommendation:

It is recommended that the Board of Trustees approves the Memorandum of Agreement increasing the pay wages for incumbents in the Boiler House and increasing the wages for newly hired mechanics working in the Boiler House.

Attorney Reviewed

Howard J. Spearman, Ph.D.
President

Board Approval:

Secretary, Board of Trustees

Attachments: Memorandum of Agreement for SSA’s HVAC Commercial Mechanics

MEMORANDUM OF AGREEMENT

This **MEMORANDUM OF AGREEMENT** (the "Agreement") is entered into this **28th** day of February 2023, between Rock Valley College District 511 (the "College") and the Rock Valley College Support Staff Association (the "Association"), collectively, the Parties, to memorialize their agreement regarding an addendum, concerning HVAC Commercial Mechanic employees' salary ranges and job descriptions.

WITNESSETH

WHEREAS, the Association is the exclusive bargaining agent of all regular, full-time and part-time Educational Support Personnel, including HVAC Commercial Mechanics, employed by the College.

WHEREAS, the College and the Association have previously executed a collective bargaining agreement (the "CBA"), effective July 1, 2021, through June 30, 2027.

WHEREAS, Appendix A of the CBA sets forth the wages, including hourly salary ranges, for each bargaining unit member's pay grade.

WHEREAS, the College has been working on hiring new HVAC Commercial Mechanics since August of 2022 but has been unable to hire new HVAC Commercial Mechanics for open positions.

WHEREAS, in the State of Illinois, there is currently a supply and demand problem in attaining HVAC Commercial Mechanic employees.

NOW THEREFORE, in consideration of the mutual covenants and Agreement herein, the parties agree to the following terms:

1. Appendix A

Appendix A of the CBA lists member pay grade levels, ranging from Grade 6 (least experienced), to Grade 12 (most experienced).

Appendix A of the CBA lists hourly salary ranges for members, ranging from Grade 6, through Grade 12.

2. HVAC Commercial Mechanic Salary Ranges

Upon the execution of this Agreement, Exhibit A, attached, will reflect salary ranges, solely for, HVAC Commercial Mechanic members.

Exhibit A will remain in place for the duration of the CBA.

Per Exhibit A, there will be five (5) total pay grade levels in which an HVAC Commercial Mechanic may be placed. Pay grade levels will range from M1 (least experienced), to M5 (most experienced).

3. Incumbent Salaries

Effective March 1, 2023, incumbent HVAC Commercial Mechanics' grade levels and hourly wages, per Exhibit A, will be as follows:

Last Name	First Name	Title	Grade	Hourly Wage	Range
Johann	Jon	Team Lead	M5	\$42.00	Maximum
Nolley	David	Mechanic III	M3	\$31.00	Midpoint
Vanderhayden	Travis	Mechanic III	M3	\$31.00	Midpoint
Galarza Galarza	Jose	Mechanic II	M2	\$28.00	Midpoint
Syavong	Sonethap (Devin)	Mechanic I	M1	\$25.00	Midpoint

4. Vacancy

Upon the execution of this Agreement, Facilities Management will work with the Team Lead to fill an additional HVAC Commercial Mechanic position, at either an M4 grade or M3 grade.

5. Sign-On Bonus

Upon the execution of this Agreement, new hire HVAC Commercial Mechanics will receive a one-time sign-on bonus of \$3,000, to be paid out in four (4) lump sum disbursements. The first disbursement of \$1,000 will be issued at the time an HVAC Commercial Mechanic successfully completes his or her 90-day probationary period. The second disbursement of \$500 will be issued once an HVAC Commercial Mechanic has been employed with the College for six (6) months. The third disbursement of \$500 will be issued once an HVAC Commercial Mechanic has been employed with the College for one (1) year. The fourth, and final, disbursement of \$1,000 will be issued once an HVAC Commercial Mechanic has been employed with the College for two (2) years.

6. Grade Advancement

Facilities Management and a representative from Human Resources will seek input from the Team Lead to develop specific goals for each of the four (4) HVAC Commercial Mechanic grades, that must be met in order for a mechanic to advance into that grade. The goals for each specific grade will be reflected in Exhibit B, attached. In addition, a mechanic may only advance a grade upon a recommendation from the Team Lead and Association President, and upon final approval from the College's Administration.

7. No Precedent and No Admission

The College and the Association agree that this Agreement is based on the current unique circumstances related to the College's challenges in the current job market in hiring and retaining HVAC Commercial Mechanics. This Agreement is entirely non-precedential and will not constitute an admission of fault with respect to any past compensation or with respect to any past or future grievances or charges. Further, this Agreement shall not constitute binding precedent with respect to any future bargaining positions of the parties

and shall not constitute a change to the status quo of any provision in the CBA.

8. Effect of Agreement

This Agreement applies specifically to the current CBA, and does not modify, amend, or otherwise affect any provision of the current CBA, except as otherwise agreed to in this Agreement.

9. Effective Date

This Agreement, and the Exhibits referenced herein, is effective immediately upon execution, through June 30, 2027.

10. Counterparts

This Agreement may be executed in two or more counterparts, in hard-copy or electronic format, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Association and the College have caused this Agreement to be executed by the signatures of their authorized representatives as set forth below.

**Rock Valley College
Support Staff Association
IFT-AFT/ AFL-CIO**

By: _____



Date: 7 FEB 2023

Rock Valley College District 511

By: _____

Board Chair

Date: _____

Exhibit A

HVAC Commercial Mechanic Employees' Salary Ranges

2022-2023 Salary Ranges-Hourly - effective 03/01/2023

Grade	Title	Minimum	2nd Quartile	Midpoint	4th Quartile	Maximum
M5	Team Lead	\$28.00	\$31.50	\$35.00	\$38.50	\$42.00
M4	Mechanic IV	\$27.20	\$30.60	\$34.00	\$37.40	\$40.80
M3	Mechanic III	\$24.80	\$27.90	\$31.00	\$34.10	\$37.20
M2	Mechanic II	\$22.40	\$25.20	\$28.00	\$30.80	\$33.60
M1	Mechanic I	\$20.00	\$22.50	\$25.00	\$27.50	\$30.00

2023-2024 Salary Ranges-Hourly

Grade	Title	Minimum	2nd Quartile	Midpoint	4th Quartile	Maximum
M5	Team Lead	\$29.12	\$32.76	\$36.40	\$40.04	\$43.68
M4	Mechanic IV	\$28.29	\$31.82	\$35.36	\$38.90	\$42.43
M3	Mechanic III	\$25.79	\$29.02	\$32.24	\$35.46	\$38.69
M2	Mechanic II	\$23.30	\$26.21	\$29.12	\$32.03	\$34.94
M1	Mechanic I	\$20.80	\$23.40	\$26.00	\$28.60	\$31.20

2024-2025 Salary Ranges-Hourly

Grade	Title	Minimum	2nd Quartile	Midpoint	4th Quartile	Maximum
M5	Team Lead	\$29.99	\$33.74	\$37.49	\$41.24	\$44.99
M4	Mechanic IV	\$29.14	\$32.78	\$36.42	\$40.06	\$43.70
M3	Mechanic III	\$26.57	\$29.89	\$33.21	\$36.53	\$39.85
M2	Mechanic II	\$23.99	\$26.99	\$29.99	\$32.99	\$35.99
M1	Mechanic I	\$21.42	\$24.10	\$26.78	\$29.46	\$32.14

2025-2026 Salary Ranges-Hourly

Grade	Title	Minimum	2nd Quartile	Midpoint	4th Quartile	Maximum
M5	Team Lead	\$30.89	\$34.76	\$38.62	\$42.48	\$46.34
M4	Mechanic IV	\$30.01	\$33.76	\$37.51	\$41.26	\$45.02
M3	Mechanic III	\$27.36	\$30.78	\$34.20	\$37.62	\$41.04
M2	Mechanic II	\$24.71	\$27.80	\$30.89	\$33.98	\$37.07
M1	Mechanic I	\$22.07	\$24.83	\$27.58	\$30.34	\$33.10

2026-2027 Salary Ranges-Hourly

Grade	Title	Minimum	2nd Quartile	Midpoint	4th Quartile	Maximum
M5	Team Lead	\$31.82	\$35.80	\$39.78	\$43.75	\$47.73
M4	Mechanic IV	\$30.91	\$34.77	\$38.64	\$42.50	\$46.37
M3	Mechanic III	\$28.18	\$31.71	\$35.23	\$38.75	\$42.28
M2	Mechanic II	\$25.46	\$28.64	\$31.82	\$35.00	\$38.18
M1	Mechanic I	\$22.73	\$25.57	\$28.41	\$31.25	\$34.09

EXHIBIT B

Commercial Boiler/HVAC Mechanic M-1

1. Have basic knowledge of electricity and electronics, understands common electrical concepts, procedures and electrical safety.
2. Knowledge and experience using basic hand tools, ability to utilize and read meters and gauges.
3. Ability to identify and diagnose common HVAC problems.
4. Capable and competent to accomplish basic preventative maintenance work orders such as filter and belt replacements.
5. Must have basic computer skills, capable of utilizing Microsoft Office products, Work Order Management Software and Outlook Email.
6. Adept at fixing items "mechanically inclined" ability to take unfamiliar items apart troubleshoot, repair and re-assemble.
7. Perform duties as directed by the HVAC Team Lead or Buildings Systems Manager.
8. Have knowledge of commonly used concepts and follow policies, procedures, and safety measures.
9. Required to work on call weekends. If not already onsite for on call weekend must report in within 60 minutes of emergency call.
10. Required on-call weekends & Holidays for emergencies based on rotation list.
11. Regular attendance is expected.
12. Using tact and courtesy, the ability to establish and maintain effective relationships with persons contacted in the course of work.

Commercial Boiler/HVAC Mechanic M-2 (Must meet all requirements of M-1 & M-2 to be considered for the M-2 Grade)

13. Diagnose issues through HVAC Automation such as Metasys.
14. Assist in working with water systems and split system server coolers.
15. Monitor fire automation systems.
16. Monitor Metasys and tour buildings as often as necessary to maintain a comfortable environment in all buildings.
17. Accomplish preventative maintenance work orders such as filter changes, belt replacements, cleaning air handlers and furnace burners.
18. Monitor and maintain campus water softener systems.
19. Commercial refrigeration license or 2 plus years working with refrigeration.

Commercial Boiler/HVAC Mechanic M-3 (Must meet all requirements of M-1, M-2 & M-3 to be considered for the M-3 Grade)

20. Perform advanced preventative maintenance on all HVAC systems as often as needed or at the direction of the HVAC team leadership.
21. Knowledge and experience working with high voltage, 24 – 600 Volts.
22. Repair HVAC equipment as needed at the direction of the HVAC Team Lead and the Manager of Building Systems.

Commercial Boiler/HVAC Mechanic M-4 (Must meet all requirements of M-1, M-2, M-3 & M-4 to be considered for the M-4 Grade)

23. Minimum of eight years maintenance experience with boiler and chiller systems.
24. Working knowledge and experience of operating large power generation systems such as a cogeneration power plant.
25. Multistack certificate or service class, or minimum 5 years working with multistack units.

**Advanced Technology Center Cost Summary
As of December 31, 2022
Committee of the Whole - February 14, 2023**

<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>Remaining</u>	
			<u>(includes</u>	
			<u>retainage 5%)</u>	
<u>Stenstrom & Sons Construction</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	<u>Comments</u>
Total Contract Value:	5,887,000.00	5,728,034.00	158,966.00	Board Report #7774-B and #7774-C
<i>Building Construction</i>	4,069,931.00	4,069,931.00	0.00	
FFE for Building Construction	1,317,069.00	1,317,069.00	0.00	
<i>Construction Allowance</i>	500,000.00	341,034.00	158,966.00	158,966.00

<u>District 100</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	<u>Comments</u>
Total Approved	481,500.00	471,358.75	10,141.25	Board Report #7767-C and #7909-C
Equipment	7,000.00	0.00	7,000.00	
Signage	18,109.50	18,109.50	0.00	
Permits & Fees	15,292.50	12,155.71	3,136.79	
Architect & Engineering	92,437.00	92,437.00	0.00	
Architect & Engineering (Additional Scope)	348,661.00	348,656.54	4.46	Board Report #7792-B and #7909-C

Total Project Construction:	8,368,500.00	8,201,150.75	167,349.25	
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<u>Furniture, Fixtures & Equipment (FFE)</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	<u>Comments</u>
Total Approved*	4,463,685.69	4,072,495.00	391,190.69	

Total Project FFE:	4,463,685.69	4,072,495.00	391,190.69	
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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	8,368,500.00	8,368,500.00	8,201,150.75	0.00	167,349.25
ATC Equipment & FF&E*	5,300,000.00	4,463,685.69	4,072,495.00	0.00	1,227,505.00
ATC Operational Costs* ¹	358,277.43	358,277.43	321,172.42	0.00	37,105.01
ATC Tuition transferred to Fund 06	1,500,000.00	1,500,000.00	1,500,000.00	0.00	0.00
	15,526,777.43	14,690,463.12	14,094,818.17	0.00	1,431,959.26

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

¹ ATC Operation Cost moved to Fund 02 upon opening of ATC January 2022

Total Funds Available	15,728,870.42
Funds Unallocated	202,092.99

ROCK VALLEY COLLEGE 2023 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
February					
2/3/2023	BHM Ebony Breakfast & Opening Ceremony - SC Atrium, 9pm	x	x		
2/3/2023	RVC Town Hall - SC Atrium, 3pm	x	x		x
02/03 - 02/05	Shakespeare: Abridged Showing - ERC PAR, 6:30pm	x	x		x
2/4/2023	HBCU College Fair - SC Atrium, 8am	x	x		x
2/4/2023	Women's Basketball Game - PEC Gym, 1pm	x	x	x	x
2/4/2023	Men's Basketball Game - PEC Gym, 3pm	x	x	x	x
2/6/2023	1st Generation Speaker Series - SC Atrium, 12pm	x	x		x
2/7/2023	First Tuesday Lecture - SC Atrium, 12pm	x			x
2/8/2023	Wellness Wednesday - SC Atrium, 12pm	x	x		
2/10/2023	ACES/WYSE Competition - SC and ERC, 8am	x	x		x
02/10 - 02/12	Shakespeare: Abridged Showing - ERC PAR, 6:30pm	x	x		x
2/14/2023	Student Life Karaoke Party - SC Atrium, 11am	x	x		
2/15/2023	ISRC Chapter 6 Conference - SCCE Commons, 8am	x	x		x
2/15/2023	Wesley Willows RVC Student Hiring Event - HSC Lobby, 10am	x	x		x
2/16/2023	BHM African Diaspora Presentation - SC Atrium, 3pm	x	x		x
2/16/2023	Women's Basketball Game - PEC Gym, 5pm	x	x	x	x
2/16/2023	Men's Basketball Game - PEC Gym, 7pm	x	x	x	x
02/17 - 02/19	Shakespeare: Abridged Showing - ERC PAR, 6:30pm	x	x		x
2/21/2023	Black History Month Panel Discussion - SC Atrium, 12pm	x	x		x
2/21/2023	Women's Basketball Game - PEC Gym, 5:30pm	x	x	x	x
2/21/2023	Men's Basketball Game - PEC Gym, 7pm	x	x	x	x
2/22/2023	NIU Engineering Internship Fair - WTC Lobby, 3:30pm	x	x		x
2/23/2023	BHM Spoken Dialogue Video & Discussion - SC Atrium, 3pm	x	x		x
02/24 - 02-26	Shakespeare: Abridged Showing - ERC PAR, 6:30pm	x	x		x
2/25/2023	National TRIO Day - SCCE, 8am	x	x		x
2/25/2023	ICTM Regional Math Contest - SC JCSM CLII ERC, 8am	x	x		x
2/28/2023	Black History Month Closing Ceremony - SC Atrium, 2pm	x	x		x
March					
3/4/2023	NJCAA Region IV Basketball Tournament - PEC Gym, 8am	x	x	x	x
3/6/2023	NIU at RVC Engineering Recruitment Event WTC, 10am	x	x		x
3/6/2023	1st Generation Speaker Series - SC Atrium, 12pm	x	x		x
3/7/2023	First Tuesday Lecture - SC Atrium, 12pm	x			x
3/8/2023	Wellness Wednesday - SC Atrium, 12pm	x	x		x
3/8/2023	Phlebotomy Pinning Ceremony - SC Atrium, 6pm	x	x		x
3/10/2023	Sister to Sister Conference - SCCE Commons, 8am	x	x		x
3/11/2023	NJCAA Region IV Basketball Tournament - PEC Gym, 8am	x	x	x	x
3/14/2023	RPS 205 All City Art Festival - SC Atrium, 9am	x	x		x
3/15/2023	CLR Annual Movie Matinee - ERC PAR, 11:30am	x	x		
3/18/2023	Science Olympiad Regional Competition - JCSM WTC PEC SC, 6am	x	x		x
April					
4/3/2023	1st Generation Speaker Series - SC Atrium, 12pm	x	x		x
4/3/2023	Student Commencement Speaker Auditions - ERC PAR, 3pm	x	x		x
4/4/2023	First Tuesday Lecture - SC Atrium, 12pm	x			x
4/12/2023	Wellness Wednesday - SC Atrium, 12pm	x	x		x
4/15/2023	Rising Stars Basketball All-Star Game - PEC Gym, 4pm	x	x	x	x
4/25/2023	RAISE Spring 2023 Open House - SC Atrium, 4pm	x	x		x
4/27/2023	Commencement Cap & Gown Distribution Day - PKLT 6, 9am	x	x		x
4/28/2023	ALAS Leadership Conference - PEC Gym, 7:30am	x	x		x