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, July 12, 2022

On June 24, 2022, Governor Pritzker issued the thirty-first 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 Regular Board of Trustees meeting is provided via teleconference online https://rockvalleycollege-edu.zoom.us/j/99757689438?pwd=OUg1TXV6ZlFoaGRudlhhSFFXNWtsQT09 *or by phone at 312-626-6799 using Meeting ID: 997 5768 9438 Passcode: 813378. 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 July 12, 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:** Committee of the Whole June 21, 2022
F. **General Presentations**
G. **Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**
   1. Enrollment Update
   2. ATC Program Update
   3. Associate of Applied Science in Mechatronics
H. **Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow**
   1. Purchase Report(s) (A and B)
   2. Cash and Investment Report
I. **Operations Discussion: Board Liaison Trustee Kearney**
   1. Personnel Report
   2. Recruiting and Relocation Expense Reimbursements Board Policy 3:20.040 Update – Second Reading
   3. RVC College Events Calendar
   4. Athletic Programs Update
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, 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); 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), all in accordance with the Illinois Open Meetings Act.
L. **Reconvene Open Session**
M. **Next Regular Board of Trustees meeting:** July 26, 2022, 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.
N. **Next Committee of the Whole meeting:** August 9, 2022, 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.
O. **Adjourn**

Jarid Funderburg, 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
5:15 p.m. Tuesday, June 21, 2022; Rescheduled from June 14, 2022
MINUTES

On May 27, 2022, Governor Pritzker issued the thirtieth 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, 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/99250723435?pwd=MGJGZ1dyRHRORU8vell5aVBEUTQ1Zz09 or by phone at 312-626-6799 using Meeting ID: 992 5072 3435, Passcode: 541150. 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 June 21, 2022. Public comments submitted via email will be announced during the public comment portion of the meeting.

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:15 p.m. by Chairperson Jarid Funderburg.

Roll Call

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

Mr. Jarid Funderburg	Ms. Gloria Cudia
Mr. John Nelson	Mr. Paul Gorski
Mr. Ryan Russell, Student Trustee	

The following Trustees were absent at roll call: Mr. Robert Trojan, Ms. Crystal Soltow, and Ms. Lynn Kearney.

Also Present: Dr. Howard Spearman, President; Ms. Ellen Olson, Vice President of Finance; Mr. Keith Barnes, Vice President of Equity and Inclusion; Mr. Jim Handley, Vice President of Human Resources; Dr. Amanda Smith, Vice President of Liberal Arts and Adult Education; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Dr. Lisa Mehlig, Executive Director of Outcomes Assessment; Attorney Matthew Gardner, Robbins Schwartz.

Communications and Petitions

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

Recognition of Visitors

There were no visitors to be recognized.

Adjourn to Closed Session

At 5:17 p.m., a motion was made by Trustee Gorski, seconded by Trustee Nelson, 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); and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 5:42 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.

Review of Minutes

There were no comments on the minutes from the May 10, 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. **Higher Learning Commission**
Dr. Lisa Mehlig, executive director of outcomes assessment, provided the Trustees with a video of her presentation before the meeting. Dr. Mehlig asked if there were any questions on the Higher Learning Commission update, and there were no questions from Trustees.

2. **Enrollment Update**
Dr. Howard Spearman, president, presented the fiscal year 2023 enrollment updates. Dr. Spearman stated that when the enrollment update was run, RVC Summer II enrollment was at 100%, but due to the Summer II adjustment period, enrollment is now 2.5% below budget. Dr. Spearman explained that it was too early to discuss the fall enrollment. Discussion ensued.

3.-18. **Early College Items**
As an introduction to the Early College items on the agenda, Dr. Hansen Stewart provided an overview of the Linking Talent with Opportunity (LTO) initiative, as well as the Dual Credit and Running Start programs and agreements with the area high school districts.

The **LTO initiative** is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated career and technical education pathways that lead to advanced standing for certificate and degree opportunities at RVC. Furthermore, this pathway initiative facilitates the students' transition from secondary coursework into RVC.

To provide consistency across school districts and align with the Dual Credit Quality Act, RVC developed the **Dual Credit Memorandum of Understanding (MOU)** to utilize with districts offering dual credit for high school courses that are not included in the Linking Talent with Opportunity pathways initiative. These dual credit courses are taught by qualified high school instructors and are designed to allow qualified students to receive college credit while in high school.

Running Start is a formal program that allows qualified students to attend RVC for their junior and senior high school years. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a RVC Associate Degree simultaneously, or a one-year program that meets the requirements for both a high school diploma and one year of RVC credit courses simultaneously. The Running Start program will be administered through the Early College office at RVC in conjunction with the high schools enrolled in the program.

3. **Linking Talent with Opportunity (LTO) Dual Credit Memorandum of Understanding (MOU) Harlem School District #122**

4. **LTO Dual Credit MOU Meridian Community Unit School District (CUSD) #223**

5 **LTO Dual Credit MOU Winnebago CUSD #323**

5. **Dual Credit MOU Boylan Catholic High School**

6. **Dual Credit MOU North Boone CUSD #200**

7. **Dual Credit MOU Oregon CUSD #220**

8. **Dual Credit MOU Pecatonica CUSD #321**

9. **Running Start Intergovernmental Agreement (IGA) Belvidere CUSD #100**

10. **Running Start IGA Byron CUSD #226**

11. **Running Start IGA Durand CUSD #322**

12. **Running Start IGA Harlem School District #122**

13. **Running Start IGA North Boone CUSD #200**

14. **Running Start IGA Pecatonica CUSD #321**

16. **Running Start IGA Rockford Public School District #205**

17. **Running Start IGA South Beloit CUSD #320**

18. **Running Start IGA Winnebago CUSD #323**

Discussion ensued regarding the general scope of these Early College programs.

19. General Education Core Curriculum (GECC) Certificate

Dr. Smith presented information on the GECC Certificate. Dr. Smith stated that RVC has submitted to the Illinois Community College Board (ICCB) an application for the GECC Associate of Arts (AA) Certificate. The certificate is to acknowledge students completing the AA transfer programs and will provide a transfer degree pathway. This will positively impact the college completion rates for students who transfer before completion of the degree. Discussion ensued.

<u>Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow</u>

1. Purchase Reports

Ms. Ellen Olson, vice president of finance, presented the purchase reports.

Purchase Report A – FY 2022 Addendums:
A. Contractual Services – (Other Contractual Services – Purchasing Card)
1. American Express   Chicago, IL $ 150,000.00 (1)*

B. Contractual Services – (Plant Maintenance: Uniform Services)
2. Cintas Corp.   Cincinnati, OH $ 4,000.00 (2)*

C. Contractual Services – (Refuse Disposal all campus locations)
3. Rock River Disposal Services   Rockford, IL $ 12,000.00 (3)*

D. Contractual Services – (Maintenance Services Site/Grounds)
4. Khione Management Services   Cicero, IL $ 3,750.00 (4)*

Purchase Report B – FY 2022 Purchases:
A. SURS 6% Employer Liability – (SURS Penalty Fund General Institutional)
1. State University Retirement System   Champaign, IL $ 61,560.36 (1)*

Purchase Report C – FY 2023 Purchases:
A. Production Contract – (Auxiliary Enterprises Fund – Starlight, Other Contractual Services)
1. Musical Theatre International (MTI)   New York, NY $ 25,000.00 (1)*

B. Production Contract – (Auxiliary Enterprises Fund – Starlight, Other Contractual Services)
2. Concord Theatricals   New York, NY $ 60,000.00 (2)*

C. Printing Contract – (Print/Copy Commercial Services: Continuing Education)
3. KK Stevens Publishing Co.   Astoria, IL $ 21,729.00 (3)*
    Action Printing   Fond du Lac, WI $ 25,792.00

D. Contract Services – (Health Insurance Consultant Services)
4. Gallagher Benefit Services, Inc.   Rolling Meadows, IL $ 65,000.00 (4)
    Hub International Limited   Des Plaines, IL $ 60,000.00
    Segal Company 101   Chicago, IL $ 72,500.00

E. Production Contract – (Auxiliary Enterprises Fund – Starlight, Other Contractual Services)

    5. Aalco   St. Louis, MO $ 17,000.00 (5)*

Purchase Report D – FY 2023 Site Rentals:

A. Rental of Office & Classroom Space – (Restricted Purposes Funds – IETC Rental Fund, Rental Facilities)

    1. The Workforce Connection   Rockford, IL $ 50,000.00 (1)*

B. Rental – (Education Fund – Learning Opportunity Center/Transitional Opportunity & Education/Adult Education Center, Rental – Facilities)

    2. Illinois Holler, LLC   Rockford, IL $ 156,200.00 (2)*

C. Rental – (Education Fund – Aviation Maintenance Technology Rental Facilities)

    3. Greater Rockford Airport Authority   Rockford, IL $ 11,500.00 (3)*

Purchase Report E – FY 2023 Licensing / Software Renewals:

A. Software – (Maintenance Services Software Support Instructional)

    1. Ad Astra   Overland Park, KS $ 100,000.00 (1)*

B. Software – (Trust & Agency Fund – Org Sync, Other Contractual Services)

    2. Anthology   Leawood, KS $ 15,000.00 (2)*

C. Software – (Unrestricted – Foundation: Maintenance Services Software Support)

    3. Blackbaud   Charleston, SC $ 14,000.00 (3)*

D. Software – (Other Contractual Services: GEER II Grant)

    4. Blackboard, Inc.   Reston, VA $ 15,000.00 (4)*

E. Maintenance – (Education Fund, IT-Administration, Maintenance Services Software Support)

    5. CDW-G   Chicago, IL $ 72,000.00 (5)*

F. Maintenance – (Education Fund, IT-Administration, Maintenance Services Software Support)

    6. CDW-G   Chicago, IL $ 64,000.00 (6)*

G. Software Maintenance – (Operations & Maintenance Fund, Plant Operations Maintenance Administration, Administrative Software)

    7. Dude Solutions   Cary, NC $ 18,000.00 (7)*

H. Software – (Other Contractual Services: Institutional Research and Perkins Postsecondary funds)

    8. Economic Modeling, LLC (EMSI)   Moscow, ID $ 18,000.00 (8)*

I. Maintenance Software Fees – (Education Fund – IT-Administration, Maintenance Services Software Support)

    9. Ellucian   Malvern, PA $ 650,000.00 (9)*

J. Maintenance Software Fees – (Education Fund – IT-Administration, Maintenance Services Software Support)

    10. Entrinsik, Inc.   Raleigh, NC $ 22,770.00 (10)*

K. Maintenance Software Fees – (Education Fund – IT-Administration, Maintenance
     Services Software Support)
     11. Hyland, LLC   Lenexa, KS $ 79,000.00 (11)*

L. Software – (Other contractual Services: Academy for Teaching and Learning Excellence
     (ATLE) Academic)
     12. Instructure, Inc.   Salt Lake City, UT $ 160,000.00 (12)*

M. Budget Software – (Higher Education Emergency Relief Fund (HEERF): General
     Institutional Expense)
     13. Prophix Software, Inc.   Ontario, Canada $ 66,500.00 (13)*

N. Software – (Other Contractual Services: Institutional Research & Planning)
     14. Qualtrics, LLC   Provo, UT $ 16,000.00 (14)*

O. Software – (Other Contractual Services: Institutional Research & Planning)
     15. Watermark Insights   New York, NY $ 91,000.00 (15)*

P. Software – (College/Program Advertising: Communications)
     16. Siteimprove   Sacramento, CA $ 23,871.00 (16)*

Purchase Report F – FY 2023 Blanket Purchase Orders:

Ms. Olson reviewed the blanket purchase orders. Ms. Olson only touched on the blanket purchase orders that had changed or were of a higher dollar amount. The information consisted of the vendor, city, state, description, the fiscal year 2022 amount, the fiscal year 2023 projected amount, and comments regarding the expense. Discussion ensued.

2. Cash and Investment

Ms. Olson presented the cash and investment report through May 31, 2022. Total operating cash and investments are $67,022,029. Total capital funds are $14,717,680. Since April 30, 2022, the change in capital funds was $1,587,885. The change in the operating cash and investments since April 30, 2022, was $2,771,900. Ms. Olson stated that the total operating cash and investments funds were 61.62% of the fiscal year 2022 operating budget.

3. Fiscal Year 2023 Compensation Adjustment for Non-Represented Employees

Ms. Olson presented the ESP/PSA/Administrative Salaries increases for FY 2023. Ms. Olson stated that the RVC Board of Trustees annually approves salary increases for ESP, PSA, and Administrative employees. The Administration is recommending that the RVC Board of Trustees approve a three percent increase to the base pay of each full-time ESP/PSA/Administrative employee and distribute it equally among the semi-monthly paychecks until fully disbursed; a pro-rated amount will be applied to the hourly rate of continuous part-time ESP/PSA/Administrative employees; and employees hired on or after July 1, 2022, are not eligible for this pay increase. The estimated financial impact is $313,700.

4. Fiscal Year 2023 Final Budget

Ms. Olson presented information on the FY 2023 Final Budget. On May 24, 2022, the RVC 2023 Tentative Budget for Community College District No. 511 was adopted by the Rock Valley College Board of Trustees. The FY 2023 Tentative Budget has been on file and conveniently available for public inspection from 9:00 a.m. on May 25, 2022, until the present. A Notice of Public Hearing was published by Rock Valley Publishing in The Gazette and The Belvidere Republican. The public hearing for the FY 2023 Final Budget will be held virtually on June 28, 2022, at 5:15 p.m.

Trustee Gorski inquired if anyone from the public asked to see the budget, and Ms. Olson stated that no one had inquired at the Finance Department, but there is no way of knowing if anyone had reviewed it online.

5. Certificate Attesting to the Fiscal Year 2023 Budget

Ms. Olson presented the Certificate Attesting to the FY 2023 Budget. Ms. Olson explained that on May 24, 2022, the FY 2023 Tentative Budget for Community College District No. 511 was adopted by the Rock Valley College Board of Trustees at a regularly convened meeting. On June 28, 2022, the FY 2023 Final Budget will be reviewed at a Public Budget Hearing and presented to the Board of Trustees for approval.

6. Fiscal Year 2023 Capital Request

Dr. Spearman presented the FY 2023 Capital Projects plans. Dr. Spearman stated that in December of 2021, the Board of Trustees approved the FY 2022 capital requests. Ideally, the capital requests should be requested before the beginning of the fiscal year, during the budget development. This process is usually done in June. Dr. Spearman explained that RVC is behind on capital projects and will need to have multiple projects going to complete all the necessary capital projects. Dr. Spearman stated that the capital projects consisted of Plant, Operations, and Maintenance vehicles, equipment, buildings, parking lots, roadways, and grounds. Discussion ensued.

7. Fiscal Year 2022 Fund Transfer Request

Ms. Olson presented the FY 2022 fund transfer request for $2,270,000. Ms. Olson stated that the operating fund balance goal is to establish and maintain 35% to 50% of the following year's budgeted expenses. The College's FY 2022 revenues exceeded expenditures by $7.5 million, bringing the operating funds balance to $33,816,734. Discussion ensued.

8. Bond Disclosure Compliance Board Policy 5:10.170 – Second Reading

Ms. Olson presented the new Bond Disclosure Compliance Policy. Ms. Olson explained that RVC has issued municipal bonds, and it is expected that it may need to continue to issue additional bonds in the future. The College's responsibility is to maintain compliance with the federal securities laws, including ongoing disclosure under Rule 15C2-12 of the Securities Exchange Act of 1934. RVC has complied with the disclosure requirements. Therefore, it is appropriate that the College adopt a Bond Disclosure Compliance Policy regarding disclosing any required or voluntary information to be filed with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access system.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for May 2022. There were no appointments, one promotion, and one departure. Discussion ensued.

2. Sublease Agreement with The Workforce Connection

Mr. Handley presented the Sublease Agreement with The Workforce Connections. RVC and Goodwill of Northern Illinois were approved as the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator for the region. WIOA is a federally-funded program passed down through the states to the local service delivery areas. The WIOA One-Stop Operator grant and other employment grants, including the grants supporting Refugee and Immigrant Services, are housed at 303 N. Main Street, Rockford. The lease agreement with The Workforce Connection provides for the lease of 2,310 square

feet. This sublease agreement is not to exceed the total sum of $39,270 from July 1, 2022, to June 30, 2023. Additional fees will be required for paper goods and parking.

3. Support Staff Association (SSA) Safety Committee Recommendations

Mr. Handley presented the SSA Safety Committee recommendations. Mr. Handley stated that the SSA at RVC is the bargaining unit for specific non-exempt personnel in various academic, facilities, financial, and technology-related roles. During collective bargaining negotiations for the 2021 – 2027 contract, it was agreed in Article IV, section "4.16 Safety Training" that the SSA and Administration would create a "Safety Committee" to evaluate the safety training needs of members of the SSA and recommend to the Board of Trustees a minimum number of paid hours of safety training that will be provided to members of the SSA. After ratifying the SSA contract, the parties formed a Safety Committee, which reviewed required training appropriate to positions within the SSA. Based on the Safety Committee's review, it is recommended that RVC provide a minimum of 40 paid hours of safety training to members of the SSA. Discussion ensued.

4. Recruiting and Relocation Expense Reimbursements Board Policy 3:20.040 Update – First Reading

Mr. Handley presented the Recruiting and Relocation Expense Reimbursements Board Policy. Mr. Handley stated that RVC has an existing Board Policy (3:20.040) outlining reimbursements to candidates for recruiting and relocation. Due to the expanding pool of candidates, the College realized that many reside outside the College District. The current Board Policy has not been updated since 2014. Since then, the continuing rise in wages and costs of relocating warrants an increase in recruiting and relocation reimbursements so the College can remain competitive. The current Board Policy is general in nature, and to allow flexibility to initiate changes as the market dictates, the process and amounts have been moved to the Administrative Procedures.

5. RVC Events Calendar

Mr. Handley presented the RVC on-campus events calendar for June, July, and August 2022. Discussion ensued.

6. RVC Athletics Update

Mr. Handley presented the RVC Athletics Update. Discussion ensued.

7. Advanced Technology Center (ATC) Roof and Parking Lot Update

Dr. Spearman presented the ATC roof and parking lot update. Dr. Spearman stated that in November 2020, RVC received bids for the new ATC construction. Included in the bid was alternate pricing for a new roof replacement and upgrades to the parking lot. At the time, RVC did not have the work completed. OEM Architects was the original architect firm selected for the ATC project and created the original documents. In April 2022, RVC requested BP Roofing Solutions to inspect the ATC roof. BP advised that the roof is approximately 30 years old, is five to ten years past its projected life, and should be replaced. In 2021, the ATC building had an average of one roof leak every month. In 2022, as of May, there have been six roof leaks. Dr. Spearman explained that roof leaks not only cost money to have repaired but they also damage items inside the building.

Dr. Spearman stated that the north parking lot at the ATC was designed to accommodate semi-trucks and will allow for additional truck driver training classes to be held at the ATC. In addition, the loading dock area of the ATC has several cracks and should be milled off and new asphalt applied. The south side of the parking lot pitches toward the building, causing water to run under the new overhead door and into the CNC lab space. Dr. Spearman discussed funding sources and the cost of work estimated at around $1,469,250. Discussion ensued.

New Business / Unfinished Business

New Business: Mr. David Schneider discussed the upcoming events in the community that RVC will be participating in, the Belvidere Heritage Days Parade and the Rockford Fourth of July Parade. RVC will be participating in community events in the Rockford City Market, the Rock River Robotics Off-Season Competition, and the Boone County Fair. Discussion ensued.

Unfinished Business: There was no unfinished business.

Adjourn to Closed Session

A closed session was not held.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees meeting will be held on June 28, 2022, at 5:15 p.m. virtually via teleconference.

Next Committee of the Whole Meeting

The next Committee of the Whole meeting will be held on July 12, 2022, at 5:15 p.m. virtually via teleconference or in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus, when Illinois statute permits.

Adjourn

At 7:08 p.m., a motion was made by Trustee Cudia, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

_____   _____
Paul Gorski, Secretary Pro-Tem   Jarid Funderburg, Chairperson

RockValleyCollege

FY2023 Enrollment Update
Board of Trustees Committee of the Whole – July 12, 2022

Term	Unduplicated Headcount				Credit Hours				Budget	
	FY2022	FY2023	Change	% Change	FY2022	FY2023	Change	% Change	Budget	% to Budget
Summer II	1,973	1,952	-21	-1.06%	8,821.5	8,506	-315.5	-3.58%	9,000	95%
Fall	4,072	3,795	-277	-6.80%	42,368	40,357	-2,011	-4.75%	51,100	79%
Subtotal (Summer II + Fall)	**6,045**	**5,747**	**-298**	**-4.93%**	**51,189.5**	**48,863**	**-2,362.5**	**-4.54%**	**60,100**	**81%**
Winterim	--	--	--	--	--	--	--	--	900	--
Spring	--	--	--	--	--	--	--	--	45,000	--
Subtotal (Summer II + Fall + Winterim + Spring)	--	--	--	--	--	--	--	--	**106,000**	--
Summer I	--	--	--	--	--	--	--	--	4,000	--
Total	--	--	--	--	--	--	--	--	**110,000**	--

Sources: FY2023 Summer II and Fall Enrollment Tickers (07/05/2022)

Important Dates:
- Summer II classes started June 13 for 1st 4-Week and 8-Week Sessions. Classes started July 11 for 2nd 4-Week Session.
- Fall classes start August 13.

Advanced Technology Center Program Update

Presented to RVC Board of Trustees Committee of the Whole
July 12, 2022

Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement
Dr. Patrick Peyer, Vice President of Student Affairs
Heather Snider, Vice President of Institutional Effectiveness and Communications

RockValleyCollege.edu

ATC Program Update

Unduplicated Headcount

	CNC	MEC	TDT	WLD
Fall '21	0	40	37	97
Spring '22	10	19	45	126
Summer '22	0	7	12	35
Fall '22	TBD	35	TBD	85

RockValleyCollege

ATC Program Update

	FY22 Completions	
Forklift Training	6	Non-Credit
Truck Driver Training	76	Non-Credit
Advanced Mechatronics Certificate	1	Credit
Fundamentals of Mechatronics Certificate	6	Credit
Advanced Welding Certificate	8	Credit
Assembly Line Welder	2	Credit
Industrial Welding Certificate	18	Credit

RockValleyCollege

ATC Program Update

Forklift Programs

	Registered	Completed
Fall '21		
Spring '22	**28** ○ *February 15 = 5* ○ *April 3 = 3* ○ *April HCCTP = 7 (Forklift + Scissor Boom)* ○ *May 2 + May 3 class = 7 (Forklift + Warehouse)* ○ *May 6 = 6*	**27** *February 15 = 4* *April 3 = 3* *April HCCTP = 7* *May 2 + May 3 = 7* *May 6 = 6*
Summer '22	**23** ○ *June 16 = 5* ○ *July 7 = 2 + Goodwill wants 4* ○ *August 5 = 12 (Aerial, 12 from RVC)*	**3** *June 16 = 3 (2 did not attend)*

RockValleyCollege

ATC Program Update

RVC Tuition Waivers (Does Not Include: WEI, WIOA, Company Sponsored, Out of District)

	CNC	MEC	TDT	WLD
Fall '21	0	19	13	51
Spring '22	10	9	24	54
Summer '22	0	4	3	17
Waiver Totals	**10**	**32**	**40**	**122**

Total = 204 (Duplicated)

RockValleyCollege

ATC Program Update

Tuition Waivers (Does Not Include: WEI, WIOA, Company Sponsored, Out of District)

	CNC	MEC	TDT	WLD
Fall '21	$ 0.00	$ 21,037.50	$ 63,960.00	$ 56,243.00
Spring '22	$ 100,000.00	$ 9,560.00	$ 118,080.00	$ 45,554.40
Summer '22	$ 0.00	$ 1,740.00	$ 14,760.00	$ 8,670.00
Program Totals	$ 100,000.00	$ 32,337.50	$ 196,800.00	$ 110,467.40

Waiver Totals to Date: **$439,604.90**

Rock Valley College

Zip Code Utilization

Rockford Total = 66

Waiver Total = 175
 (Unduplicated)

Zip Code	City	Waivers
61007	Baileyville	1
61008	Belvidere	36
61009	New Milford	1
61010	Byron	2
61011	Caledonia	2
61012	Capron	3
61016	Cherry Valley	2
61020	Davis Junction	2
61024	Durand	1
61061	Oregon	1
61063	Pecatonica	5
61065	Poplar Grove	9
61072	Rockton	4
61073	Roscoe	12
61080	South Beloit	2
61084	Stillman Valley	2
61088	Winnebago	3
61101	Rockford (NW)	5
61102	Rockford (SW)	7
61103	Rockford (NC)	6
61104	Rockford (SE)	4
61107	Rockford (NE)	12
61108	Rockford (SE)	18
61109	Rockford (SE)	11
61111	Loves Park	6
61114	Rockford (NE)	3
61115	Machesney Park	15

RockValleyCollege

Q & A

RockValleyCollege

RockValleyCollege
RockValleyCollege.edu

Mechatronics: Associate in Applied Science

Presented to RVC Board of Trustees Committee of the Whole
July 12, 2022

Dr. Hansen Stewart

Vice President of Industry Partnerships and Community Engagement

The What:

The purpose of the Associate of Applied Science in Mechatronics is to prepare students to enter the workforce as maintenance technicians, repairing machines and reprogramming controls in order to streamline processes. The skills learned in this program will allow students to utilize critical thinking skills to solve on-the-job challenges.

Mechatronics courses introduce:
- Electro-mechanical systems
- Pneumatics
- Hydraulics
- Print reading
- Robotics programming
- PLC programming, and
- Troubleshooting automated manufacturing systems

R❂ckValleyCollege

The Why:

- **Mechatronics program was initiated through feedback received by the National Coalition of Advanced Technology Centers (NCATC).**

- **The need for a skilled labor force in the field of machinery maintenance is growing, demonstrated by labor market information.**

- **The degree program will meet the needs of:**
  - **Individuals looking to learn an employable skill in a field that will offer self-sustaining wages; and**
  - **Employers who need a skilled workforce in mechatronics.**

RockValleyCollege

Program Objectives:

1	**Apply all safety protocols.**
2	**Apply advanced principles of mechanical, electrical, computer, and industrial technologies.**
3	**Assemble mechatronics equipment and software according to requirements.**
4	**Correct malfunctions to mechatronics equipment and systems.**

RⓔckValleyCollege

The Impact:

- **Will build upon existing certificates to create a degree.**

- **Will supplement existing program course offerings.**

- **Includes courses in General Education subjects and manufacturing-related disciplines.**

Rock Valley College

Mechatronics Pathway

A.A.S.
Mechatronics Technology

Certificate 2
Advanced Mechatronics

Certificate 1
Fundamentals of Mechatronics

RockValleyCollege

Questions?
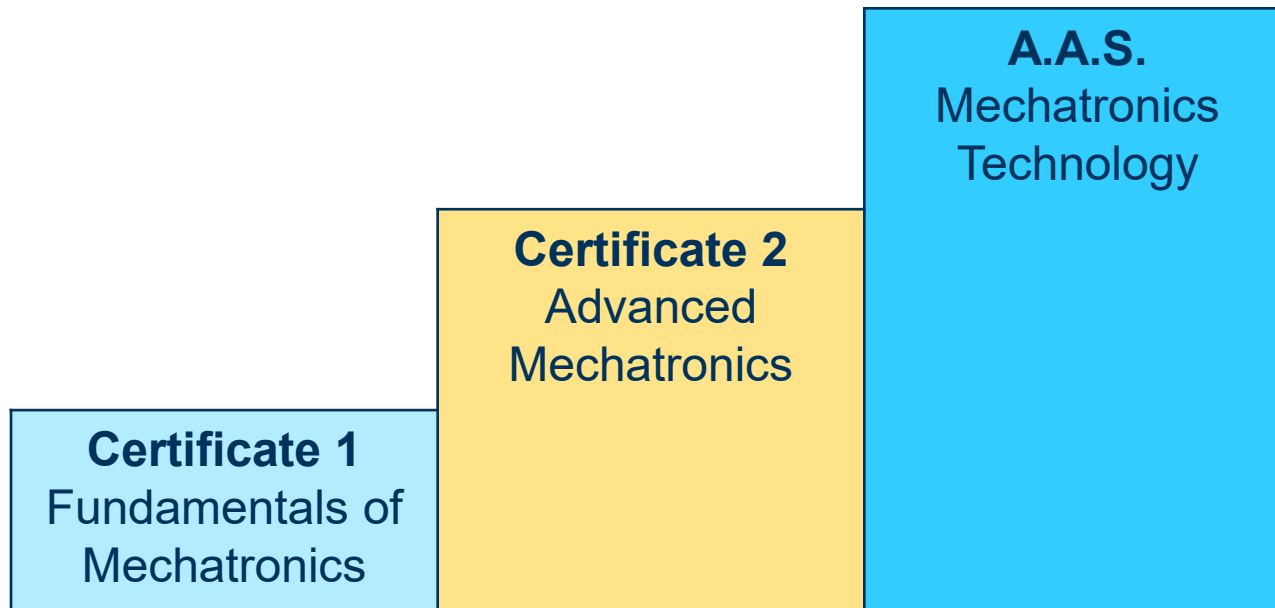
RockValleyCollege

Application for Permanent Approval Career & Technical Education Curriculum
Associate of Applied Science in Mechatronics

BACKGROUND: Rock Valley College is establishing an Associate of Applied Science degree in Mechatronics to prepare students to enter the workforce in maintenance technician careers, repairing machines, and reprogramming controls to streamline processes. The skills learned in this program will allow students to utilize critical thinking skills to solve on-the-job challenges. The degree will include the coursework completed in two certificates: Fundamentals of Mechatronics and Advanced Mechatronics, thus creating a career pathway that includes stackable credentials.

The degree has been informed by industry input and designed to address a regional industry need. As the labor market information demonstrates, the need for a skilled labor force in industrial maintenance is growing. Mechatronics is critical for this region and its manufacturing base. Mechatronics is a growing field, and the Rockford region has several job openings in the area. A Mechatronics A.A.S. degree will benefit not only the students interested in related fields but also area employers looking for a skilled labor force.

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 Associate of Applied Science degree in Mechatronics. 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

Attachments: ICCB Form 20 Packet

Form 20

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 NUMBER:	51101
CONTACT PERSON:	Jennifer Mickelson	PHONE:	815-921-4257
EMAIL:	J.Mickelson@rockvalleycollege.edu	FAX:	

CURRICULUM INFORMATION

AAS TITLE:	Mechatronics	CREDIT HOURS:	66	CIP CODE:	14.4201
AAS TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	

PROPOSED CLASSIFICATION:	District	X	Regional		Statewide	
PROPOSED IMPLEMENTATION DATE:						

SUBMISSION INCLUDES:	
	Part A: Feasibility, Curriculum Quality and Cost Analysis
	Part B: Supportive Documentation and Data

This curriculum was approved by the college Board of Trustees on:	**Date:**	
State approval is hereby requested:		
Required- Chief Administrative Officer Signature		*Date*

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.

**APPLICATION FOR PERMANENT APPROVAL
CAREER & TECHNICAL EDUCATION CURRICULUM**

INSTRUCTIONS

Community Colleges are required to submit requests to offer new degrees and certificate programs to the ICCB for review and approval. **The curriculum approval application should be completed in its entirety, with one hard copy mailed to ICCB staff and one electronic copy (MS Word format only NOT PDF) to ICCB staff.**

Please send both copies to:
Tricia Broughton, Associate Director for Academic Affairs
Illinois Community College Board
401 East Capitol Avenue
Springfield, IL 62701
tricia.broughton@illinois.gov

Application. Complete the Form 20 as indicated. Include the Form 22 "Curriculum Addition/Withdrawal/Change to the Curriculum Master File". **NOTE:** Do not insert responses into the application. The signature boxes must remain on the cover page of the application.

NOTES for Approval of Related AAS Degree and Certificate Curricula. When applying for approval of closely related AAS degree and Certificate programs, the college should submit a **single** application that reflects all programs. (For example, a Hospitality Management AAS and a related Hospitality Certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program.

Application Timeline. Requests are reviewed on an ongoing basis. Clarification and/or additional information may be requested by ICCB staff if the application is unclear or incomplete. All requests must be reviewed, recommended and approved by ICCB, and potentially the IBHE. The Board considers new program requests at each meeting.

For More Information: Questions regarding the completion of the application can be directed to ICCB Academic Affairs staff. Pertinent information is also contained in the Administrative Rules. Contact Tricia Broughton at tricia.broughton@illinois.gov with questions.

Approval Notification. Once approval by all appropriate Boards has been granted, ICCB Academic Affairs staff will notify the appropriate college staff by email. Approval documentation will include a copy of the dated Form 20 cover page, a copy of the processed Form 22, and an approval letter from our Executive Director to the College President indicating the approval dates of both Boards, if necessary. Questions regarding the status of this documentation should be directed to Tricia Broughton at tricia.broughton@illinois.gov .

OCCUPATIONAL 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: Briefly describe the employment goal for completers of the program. (i.e. "….to provide entry-level employment training or support the pursuance of advancement opportunities".) If more than one program is included in the application, delineate the purpose for each program.

The purpose of the Associate of Applied Science in Mechatronics is to prepare students to enter the workforce as maintenance technicians, repairing machines and reprogramming controls in order to streamline processes. The skills learned in this program will allow students to utilize critical thinking skills to solve on-the-job challenges.

b. Target population. Describe the target audience for the proposed program. Indicate whether this program is intended for individuals seeking entry-level employment, for advancement or cross-training opportunities for existing employees, or for those looking to increase their skill set through specialized education and training.

This degree is intended for individuals seeking more advanced employment, rather than entry-level employment, and for those individuals looking to increase their skill set through specialized education and training. The degree will also include students who began their studies through dual credit high school opportunities.

c. Related occupations. Describe the types of jobs for which the program(s) will train graduates (i.e. specific occupational titles and/or multiple jobs within a Career Cluster/Pathway(s) and specify cluster). See CTE Career Clusters or Illinois Programs of Study for more information on Career Clusters and Programs of Study in Illinois. Complete the **Occupational Chart** (Part B).

This program will train individuals for multiple occupations within the Manufacturing career cluster pathway. These occupation titles include: Maintenance and Repair worker, Electrical/Electronic and Electromechanical Assembler, and Industrial Machinery Mechanics.

d. Supply-Demand Information. Append in Part B labor market information from current sources (i.e., the Illinois Department of Employment Security) which represent projected demand/job openings versus existing supply/completers in related programs in *your district and/or neighboring districts as appropriate*. For comparison purposes you may want to include statewide data and/or regional data. Regional proposals should include data reflective of all districts to be served. Complete the **Enrollment Chart** (Part B).

According to EMSI, Mechatronics, middle skill positions in the field of Mechatronics are considered to have an aggressive job openings in the Rockford, IL area. The nine counties surrounding a higher average of employees of 2,498 employees, as opposed to the national average for areas this side being 1,903 employees. The average annual salary is $51,987 per year, and will provide a self-sustaining wage for completers. Manufacturers are using more sophisticated machinery which require technicians skilled in mechatronics to keep the machines in working order.

e. Alternate Documentation. If labor market data is not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of program need. This might include survey data, local classified /online advertisements for related occupations, or job outlook information from reputable sources. Append to Part B of this application. See ICCB's "Labor Market Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval" for more information. Appendix B - Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval

The report *Program Overview: Emsi Q 2022 Data Set, May 2022* is an additional reference.

f. Planning and Collaboration. Describe how the proposed curriculum fits into the colleges overall plans and goals to meet career and technical education/workforce preparation needs within the district/region.

1. **Educational & Workforce Partnerships.** Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the Program Advisory Committee, Secondary institutions, Baccalaureate Institutions, Local Workforce Boards, Labor Councils and other appropriate partners.

   The National Center for Advanced Technology Centers (NCATC) completed an intensive, 2 ½ day site visit to determine regional needs. Many area industry leaders, local government officials, K12 partners, and community leaders participated in focus groups and provided important feedback. NCATC determined a Mechatronics/Automation (Multi-skilled Industrial Maintenance) program is critical for this region and its manufacturing base.

   The proposed curriculum aligns with the College's overall plans and goals to meet Career and Technical Education/workforce preparation needs within the district. A Mechatronics A.A.S. degree will benefit not only the students interested in related fields, but also area employers who are looking for a skilled labor force.

2. **Employer Partners.** List all employer partners and their locations (city/state). Employer partners include those that are actively engaged in the development, implementation, and evaluation of the CTE program. Additionally, employer partners may be engaged in the work-based learning component of the program and where successful students may obtain available employment.

   Several area employer partners have been involved in developing the Mechatronics program. Some of these partners include:

   - Woodward, Rockford, IL
   - Siffron, Rockford, IL
   - IMEC, Rockford, IL
   - Belcan, Rockford, IL
   - Bourn & Koch, Rockford, IL
   - Rockford Burrall Machine, Rockford, IL
   - Danfoss, Loves Park, IL
   - IMA Automation, Loves Park, IL
   - Bergstrom, Rockford, IL
   - All World Machinery, Roscoe, IL

3. **Employer Input.** Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

   Several advisory committee meetings were held that informed the design of the Mechatronics Program:

   - Advisory Committee-November_2019
   - Advisory Committee-April_2020
   - Advisory Committee-May_2020
   - Advisory Committee-May_2022

g. Related Offerings: Describe what similar programs are being offered by your institution and other training providers within your district. Include information on neighboring districts or border state providers as appropriate.

The new degree extends the College's offerings in mechatronics. While there may be some content overlap in mechatronics courses and those of manufacturing and electronic engineering technology, none of the courses

fully duplicate any existing course or program offerings. There is an opportunity to align Industrial Maintenance Technology (IMT) short term noncredit with Mechatronics credit curriculum, creating Credit for Prior Learning opportunities.

There are no other training providers offering Mechatronics within the College district. College of Lake County offers an AAS in Automation, Robotics and Mechatronics that is 63 credits (www.clcillinois.edu/programs/arm).

h. Regional Programs: If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (i.e. via distance learning, online education or campus branches) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college.

The College is not seeking "regional" designation.

2. Need Summary. Provide a brief summary of your findings which support the need to develop and offer the proposed program(s) within your district. Include any additional information not already reported that illustrates demand for the program(s).

The Rockford area is a large manufacturing hub, and as the labor market information shows, the need for a skilled labor force in the field of machinery maintenance is growing. Mechatronics technicians help install, maintain, and repair industrial equipment as well as a variety of appliances that are used in businesses and at home. This includes personal and industrial robots or even automatic teller machines (ATMs). An AAS in Mechatronics will allow individuals to learn advanced machine maintenance skills, and will lead to employment with self-sufficient wages.

The Mechatronics A.A.S. will assist in meeting the needs of the community. Mechatronics is a growing field, and the Rockford region has several job openings in the area. This program will meet the needs of individuals looking to learn an employable skill in a growing field. It will also meet the needs of area employers who are looking for a skilled workforce in machinery repair and maintenance. Rock Valley College's Mechatronics program will work closely with the Local Workforce Board to seek approval for funding for this training for LWIA participants.

CURRICULUM QUALITY

1. Curriculum Information. All CTE programs must be comprehensive and aligned with rigorous standards, and they must prepare learners for opportunities in high-skill and in-demand fields. Demonstrate the college has developed quality curricula that aligns with federal, state and local requirements, is responsive to local workforce needs, and will prepare graduates with the appropriate level of skill to meet their educational and employment goals.

a. Curriculum: Provide a catalog description and curriculum layout for the program. If submitting a degree and certificate together, include a description and curriculum *for each*.

1) Catalog description. Provide a description of the program(s) as it will appear in the college's catalog.

Mechatronics courses introduce electro-mechanical systems, pneumatics, hydraulics, print reading, robotics programming, PLC programming, and troubleshooting automated manufacturing systems. Industrial maintenance, manufacturing technicians, and machine builders are areas for employment. Option include certificates in Fundamental & Advanced Mechatronics. The AAS Mechatronics Degree includes additional courses in General Education subjects for English and Speech for proper communication, Math for college-level mathematical skills, and further courses in manufacturing-related disciplines.

2) Curriculum. Complete a Curriculum Chart (Part B) for each program.

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.

1) **Academic/Curricular Alignment.** Describe the alignment of content between secondary and postsecondary coursework and curricula. Include opportunities for dual credit or articulated credit in both academic and career/technical areas between high school and community college. How will the college ensure a smooth transition for students entering the program, whether from high school, adult education, or other workforce training pipelines?

The AAS in Mechatronics is designed to align with educational opportunities both at the secondary level and adult education level. Area high schools are offering pathways in direct alignment with the degree, which will allow students to earn up to 15 credits through dual credit opportunities. An Integrated Education and Training program has been designed and implemented and offers a similar opportunity to adult education students. Credit for Prior Learning opportunities are being explored to increase opportunities for nontraditional adults returning to college. The College has identified an academic advisor that works specifically with students entering or attending programs in the division of CTE, of which Mechatronics is a part. This aids to a smooth transition for students entering the program. The Transitions Coordinator in Adult Education and Pathways Coordinators in Early College also work to eliminate barriers.

2) **Rationale.** If a program is over 60 credit hours (for AAS degrees) or over 30 credit hours (for CTE Certificates), provide a rationale as to why the program exceeds those credit hours. This may include supportive documentation from curricular design, licensure/accrediting bodies, workforce partners, etc.

All of the content courses have been vetted with industry partners within the community; they have been identified as essential courses for the program. The general education courses have also been identified to provide essential academic skills that will round out the training for those entering the Mechatronics field.

3) **Relationship to existing curricula at the college:** Indicate how this program(s) may provide educational laddering opportunities between short- and long-term certificates and degree curricula.

The AAS in Mechatronics is the final phase of the educational laddering opportunities in this field. Students will have completed much of the coursework completing the two certificates that are included in the program: Fundamentals of Mechatronics and Advanced Mechatronics.

4) **Articulation.** Specify how the program is structured or articulated to provide educational opportunities for students beyond community college (i.e. baccalaureate capstone programs). If applicable, include information on the specific programs and baccalaureate institutions with which the college has been working towards articulation.

No articulation is being planned at this time.

5) **Academic & Technical Skill Requirements.** Describe how the college ensures that the proposed curricula will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

a. **Academic Entry Skills:** Describe the reading, writing, math and/or science knowledge/skill requirements for students to enter and be successful in the proposed program. How will the college ensure appropriate remediation for students (e.g. through Academic Support Services or CTE/DevEd Bridge Instruction).

There is no requirement for academic skills to enter the Mechatronics coursework.

Students needing additional support will be provided opportunities for academic tutoring, and instructors will work with students to ensure student success.

b. **General Education:** Describe how the general education requirements support the technical skill requirements of the CTE program. Do each of the courses in Math, Communication, Science, etc. support the level of technical skill required to complete the program and obtain employment?

The AAS Mechatronics Degree includes additional courses in General Education subjects for English and Speech for development of proper communication, and Math for college-level mathematical skills.

c. **Technical Skills:** Describe what industry skill standards have been set for related occupations and what professional credentialing (licensure, certification, registration, etc...) is required or optional to students, when and through what agency/entity? Is it optional or required (i.e., is licensure or certification <u>required or optional for job entry?</u> What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

Certifications in coursework includes the following:
- o Embedded in course
- o Required in part of course
- o Not required for Job Entry
  - FANUC HANDLING TOOL OPERATION AND PROGRAMMING
    - Increases employability to Jobs in Industrial Maintenance, Manufacturing integration, Automation Machine Builders, Shipping Warehouse Distribution Centers
  - SOLIDWORKS CSWA Certified SolidWorks Associate
    - Increases employability to Jobs in CAD Design
  - SACA Certifications
    - Electrical Systems I
    - Electric Motor Control Systems I
    - Programmable Controller Systems I
    - Programmable Controller Troubleshooting I
    - Pneumatics Systems I
    - Hydraulics Systems I
    - Mechanical Power Systems I
    - Robot System Operations I

d. **Employability Skills:** Describe how employability skills (the transferable skills needed by an individual to make them employable) are incorporated into the content of the program. Include any specific employability skills identified by employers and/or program developers.

It is essential that students learn and employ essential employability skills that prepare them to enter the workforce. Employability skills are woven throughout the program, with expectations set in each class. All certificates and the AAS degree require the completion of STU 103, Workplace Ethics, which emphasizes the importance of good work ethics. Skills covered in the course include:
- Integrity: Displaying accepted social and work behaviors,
- Interpersonal Skills: Demonstrating the ability to work effectively with others,
- Professionalism: Maintaining a socially acceptable demeanor,
- Initiative: Demonstrating a willingness to work,
- Communication: Utilizing appropriate strategies to effectively communicate, and
- Lifelong learning: Displaying a willingness to learn and apply new knowledge and skills.

6) **Career Development**. Describe how career information, resume building and employment search activities are incorporated into the curriculum.

Career pathways in Mechatronics and Industrial Machine Maintenance are discussed throughout the program. Current job postings with educational and skill requirements will be studied in classes. Students will be taught resume building basics for employment in this industry. Students also have access to career development workshops that are offered through the college's Career Services, Advising & Placement, as well as the local Workforce one-stop-operator to gain assistance in resume development, interviewing skills, and other career development activities.

7) **Course Syllabi.** Append in Part B the appropriate ICCB course syllabi/documentation for new courses or any existing courses that are being modified significantly for the proposed curricula. Course addition and/or modification requests should be submitted via CurricUNET once the proposed program receives approval.

There is one new course that is being submitted for approval. The syllabus is attached.

c. Work-Based Learning. Work-based learning provides participants with work-based opportunities to practice and enhance the skills and knowledge gained in their program of study or industry training program, as well as to develop employability, and includes an assessment and recognition of acquired knowledge and skills. Examples include: internships, service learning, paid work experience, on-the-job training, incumbent worker training, transitional jobs, and apprenticeships. See the Career Pathway Dictionary for the full continuum of work-based learning and employer engagement strategies, including specific definitions. Describe how work-based learning will be incorporated into the curricula. Append to Part B a list of work-based learning sites to be used for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.

The Mechatronics Capstone course ties in Industry representatives to provide real-world project opportunities for students.

- MEC-193 is a project-based experience that allows the student to apply basic and advanced principles covered in other courses. Students will work individually or in teams to select a project with the consent of the faculty advisor. Project schedule management is emphasized. Project parameters and specifications will be developed. A budget will be established. Approaches to final testing to verify the specifications have been met by the design will be addressed.

Additionally, a number of incumbent workers attend Mechatronics courses, via the Rock River Valley Tool and Machine Association as Apprentices. These students are sponsored by their employer to either attend a fully defined apprentice program, or to attend on a course by course basis.

d. Accreditation for Programs. Describe what external approval or accreditation is required and/or optional for this program, when and through what agency/entity it is available. (i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?)

External accreditation is not required for the Mechatronics program.

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.

1) **Student Learning Objectives**. Describe or list the broad program-level learning objectives/outcomes that each student is expected to have mastered upon completion of each program related to:
   - the general education component of the curriculum, and
   - the career and technical education component of the curriculum.

   Students completing the Associates of Applied Science in Mechatronics will have achieved the following student outcomes:

   1) Apply all safety protocols.
   2) Apply advanced principles of mechanical, electrical, computer, and industrial technologies.
   3) Assemble mechatronics equipment and software according to requirements.
   4) Correct malfunctions to mechatronics equipment and systems.

2) **Assessment of Student Learning Objectives.** Describe the overall course-level assessment method(s) to be used, and the end-of-program assessment method(s) the college will use to ensure that students demonstrate these learning objectives just prior to program completion. (i.e., assessment though portfolio review, cumulative course completion, team project, comprehensive written/performance test, or industry/state pre-certification/licensure examination).

   Course objectives will be assessed through a variety of methods to ensure a successful evaluation is obtained. These assessment methods include:
   - Module and final exams
   - Laboratory activities
   - Quizzes
   - Assignments
   - Self-and peer assessments
   - Group and individual projects; and
   - Class participation

f. Continuous Quality Improvement.

1) 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, including the implementation of the Advisory Committee. The College will also ensure that a program review is completed during the five-year cycle to ensure relevance. The College will also connect with the Local Workforce Innovation Board and area employers to ensure the curricula meet industry standards.

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

   The program actively participates 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, 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. Describe how the proposed program(s) stands apart from other programs similar in nature. Include Information on instructional delivery method(s). (i.e., classroom only, online only, hybrid, distance learning).

In Rockford and the surrounding region, there is a great need for skilled maintenance workers, skilled in electronics, mechanical systems, computers and process systems. Rock Valley College is responding to this local and regional need by offering this Associates of Applied Science to assist students in gaining self-sustaining employment in this high demand career field. The program includes both classroom training and hands-on practice in a lab space.

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

    a) Faculty Qualifications. Complete the **Faculty Qualifications Chart** (Part B).

See attached.

    b) Faculty Needs. Complete the **Faculty Needs Chart** (Part B)

    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. Indicate what department and staff at the institution are responsible for maintaining the academic integrity of the program.

The Mechatronics program is part of the division of Career & Technical Education. As such, the program will have direct oversight by the dean on 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 also by the Vice President of Industry Partners & Community Engagement and the Chief Academic Officer.

    b) Contractual/Cooperative Agreements. Append to Part B

There are no contracts or cooperative agreements.

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.** Specify the source of funds the college will use to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources. Indicate how this program(s) will share resources (i.e. faculty, facilities, etc…) with existing programs. Include grant resources and amounts (i.e. Postsecondary Perkins, $5,000 for program development; or USDOL Grant, $10,000 for equipment).

   The College will utilize institutional funds to support the implementation of the Mechatronics program. Two certificates are already being offered in this program, and equipment has already been purchased to support learning. Other programs utilizing the same facility are CNC programs and Welding. Faculty teaching in Electronic Engineering Technology and Manufacturing Engineering Technology can also teach in the Mechatronics program.

   NOTE for Perkins funded CTE programs: In order for CTE programs to be supported, in whole or part, by federal Perkins funding, they must meet or be working towards fulfilling the federal and state requirements of a Program of Study. Applicants should include a statement as to whether they have completed (or are in progress to complete) the Perkins Programs of Study process for relevant programs.
   See the policy notice Appendix C: Using Perkins funding to Support New and Existing CTE Programs attached to this Manual for more information.

2. **Equipment.** If necessary, append to Part B

   With the opening of the new Advanced Technology Center (ATC) in Belvidere, Illinois, RVC invested in purchase of new Mechatronics Trainers for installation in this facility.
   - Seven (7) units of the latest Amatrol Mechanical Systems trainers, model 970-ME, allows for the Mechatronics program to integrate the latest in online learning modules, and to run at full potential.
   - Mechatronics PLC courses included Amatrol PLC Trainers 990-PAB53AF to the current industry standard of Allen-Bradley Compact Logix for the immediate first year of Certificate 2.
   - AMTEC Advanced Manufacturing Systems Simulator allows students to apply their skills learned in the Allen Bradley Compact Logix Fundamentals PLC course, and see the Applications of PLCs on this integrated assembly line simulator.
   - In Electrical courses, Amatrol 85-MT5 Electric Motor Control Trainers, (7 units total).
   - (2) units of the Amatrol 850-MT6B Electrical Wiring System trainers for an industrial wiring integration trainer, more representative of a factory equipment installation, and (2) of the 85-MT6 models, provides in total 6 units for training variation of components wiring.
   - (7) Amatrol AC/DC T7017 electrical trainers.
   - Pneumatics and Hydraulics will use shared Amatrol Pneumatic & Hydraulic Trainers (7) Amatrol 850-H1 and 85-BP Basic Pneumatics model trainers.
   - Industrial Robots courses utilize available: (6) FANUC 6-axis robots,
   - In the culminating course in the A.A.S. Mechatronics Curriculum, the Mechatronics Capstone course will again employ an under-utilized Advanced Manufacturing Systems Simulator. This automotive OEM-designed trainer will combine the students learning into simulated on-the-job experience, with an industry representative control panel; and test students' skills with the Human Machine Interface (HMI) and various E-stops. Students must identify and resolve various faults set up in the system. Allen Bradley Studio 5000 Compact Logix PLCs, FANUC robot, conveyor, pallets, and proximity sensors are all part of the system.

3. **Facilities.** Verify the college has adequate facilities (i.e. classroom or laboratory space) to implement and support the program. Include plans for utilizing facilities through partners (i.e. local businesses, labor councils, community organizations, etc…) to deliver the program accordingly. Also describe any new costs associated with renovation or development of facilities.

   The College recently opened a new facility, the Advanced Technology Center; the Mechatronics program is offered at that location.

4. **Finance.** Complete the **Finance Chart** (Part B)

   See 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)
49-9041 Industrial Machinery Mechanics	1,327	1
49-9043 Maintenance Workers, Machinery	321	1
49-9099 Installation, Maintenance, and Repair Workers, All Other	644	1
51-2031 Engine and Other Machine Assemblers	135	1

* 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.

** 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:	2	14	14
Part-Time Enrollments:	14	28	28
Completions:	0	7	14

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:	AAS Mechatronics				
	Course Prefix/#	Course Title	Credit Hours	Lecture Hours	Lab Hours
General Education Courses (*required* coursework). Specify Courses.	MTH 100 or MTH 125 or MTH 132	Technical Math Trigonometry or College Algebra & Trigonometry	5 or 3 or 5	5.0 3.0 5.0	0 0 0
	SPH-131	*Fundamentals of Communication*	*3*	*3*	*0*
	ENG-101	*Composition I*	*3*	*3*	*0*
	Gen Ed Liberal Arts	*Gen. Ed. Liberal Arts*	*3*	*3*	*0*
	Gen Ed Science	*Gen Ed Elective Science (Physical or Life Science)*	*4*	*3*	*3*
Total			16		
Career and Technical Education (CTE) Courses (*required* coursework)	MEC-100	Mechanical Systems I	1	0.5	1
	MEC-101	Mechanical Systems II	1	0.5	1
	MEC-102	Mechanical Systems III	1	0.5	1
	MEC-110	Electrical Systems I	1	0.5	1
	MEC-111	Electrical Systems II	1	0.5	1
	MEC-112	Electrical Systems III	1	0.5	1
	MEC-120	Graphics I	1	0.5	1
	MEC-121	Graphics II	1	0.5	1
	MEC-122	Graphics III	1	0.5	1
	MEC-130	Robotics and Automation I	1	0.5	1
	MEC-131	Robotics and Automation II	1	0.5	1
	MEC-132	Robotics and Automation III	1	0.5	1
	MEC-140	Advanced Manufacturing I	1	0.5	1
	MEC-141	Advanced Manufacturing II	1	0.5	1
	MEC-142	Advanced Manufacturing III	1	0.5	1
	MEC- 150	Fundamentals of PLC I	1	0.5	1
	MEC-151	Fundamentals of PLC II	1	0.5	1
	MEC-152	Fundamentals of PLC III	1	0.5	1
	MEC-160	Applications of PLC I	1	0.5	1
	MEC-161	Applications of PLC II	1	0.5	1
	MEC-162	Applications of PLC III	1	0.5	1
	MEC-170	Pneumatics & Hydraulics I	1	0.5	1
	MEC-171	Pneumatics & Hydraulics II	1	0.5	1
	MEC-172	Pneumatics & Hydraulics III	1	0.5	1
	MEC-180	Industrial Robots I	1	0.5	1
	MEC-181	Industrial Robots II	1	0.5	1
	MEC-182	Industrial Robots III	1	0.5	1
	MEC-193	**Mechatronics Capstone**	**3**	**2**	**2**
	MET-106	Metrology	3	2	2
	MET-110	Manufacturing Processes I	3	2	2
	MET-111	CNC Machine Setup Operation	3	2	2
	MET-162	Applied Physics	4	3	2
	STU-103	Workplace Ethics	1	1	0
Total			44		

Work-Based Learning Courses (internship, practicum, apprenticeship, etc.) **Total**					
CTE Electives **Choose (2) Electives.**		**Choose (2) Electives.**			
	MET-105	Materials and Processes	3	2	2
	MET-226	CNC/CAM Operations I	3	2	2
	MET-240	CNC/CAM Operations II	3	2	2
Total	MET-247	Manufacture Methods, Process Planning & Systems	3	3	0
	WLD-100	Introduction to Welding	3	1	4
		TOTAL Electives	6 credits		
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION			66 credits		

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

2. b) Curriculum Sequence. Provide a copy of the term-by-term sequence of courses required to complete the program as it will appear in the college's catalog.

Course	Description	Credit
Full-time Sequence		
Semester 1		
MEC 100	Mechanical Systems I	1
MEC 101	Mechanical Systems II	1
MEC 102	Mechanical Systems III	1
MEC 110	Electrical Systems I	1
MEC 111	Electrical Systems II	1
MEC 112	Electrical Systems III	1
MEC 120	Graphics I	1
MEC 121	Graphics II	1
MEC 122	Graphics III	1
MEC 130	Robotics and Automation I	1
MEC 131	Robotics and Automation II	1
MEC 132	Robotics and Automation III	1
STU 103	Workplace Ethics	1
MTH-100, or	Technical Math,	5, or
MTH-125, or	Trigonometry, or	3, or
MTH-132	College Algebra & Trigonometry	5
Semester 2		
MEC 140	Advanced Manufacturing I	1
MEC 141	Advanced Manufacturing II	1
MEC 142	Advanced Manufacturing III	1
MEC 150	Fundamentals of PLC I	1
MEC 151	Fundamentals of PLC II	1

MEC 152	Fundamentals of PLC III	1
MEC 170	Pneumatics and Hydraulics I	1
MEC 171	Pneumatics and Hydraulics II	1
MEC 172	Pneumatics and Hydraulics III	1
MEC 180	Industrial Robots I	1
MEC 181	Industrial Robots II	1
MEC 182	Industrial Robots III	1
MET 106	Metrology	3
MET 110	Manufacturing Processes I	3
Semester 3		
MEC 160	Applications of PLC I	1
MEC 161	Applications of PLC II	1
MEC 162	Applications of PLC III	1
MET 162	Applied Physics	4
ENG 101	Composition I	3
SPH 131	Fundamentals of Communication	3
Gen. Ed. Elective SCI	Gen. Ed. Elective – Science (Physical or Life Science)	4
Semester 4		
MEC 193	Mechatronics Capstone	3
Choose 2:	**Choose 2:**	
MET 105	Materials and Processes	3
MET 226	CNC/CAM Operations I	3
MET 240	CNC/CAM Operations II	3
MET 247	Manufacturing Methods, Process Planning & Systems	3
WLD 100	Introduction to Welding	3 Total: 6
Gen. Ed. Elective Liberal Arts	Gen. Ed. Elective-Liberal Arts	3

2. c) Contractual/Cooperative Agreements. Append to Part B a copy of the contractual or cooperative agreement if another entity is involved in the delivery of the program. This includes any partnership agreement with another college, university, the regional consortia, an apprenticeship or labor organization, a private institution, business, or other outside entity.

There are no cooperative agreements.

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

Bachelor's (preferred)	Mechatronics	• Credential required in Solidworks CSWA for courses MEC-12X • Credential FANUC HandlingPro in MEC-13X	2 years	2 years (teaching)
Bachelor's (preferred)	Closely related to fields above	See above	2 years	2 years (teaching)

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	1 full-time faculty	0	0	0	0	0
# of Existing Faculty	1 full-time coordinator teaching part-time	7	1 full-time faculty 1 full-time coordinator teaching part-time	7	1 full-time faculty 1 full-time coordinator teaching part-time	7

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.

No new equipment is required to be purchased to implement the curriculum.

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

	First Year	Second Year	Third Year
Faculty Costs	$ 80,000.00	$ 80,000.00	$ 80,000.00
Administrator Costs			
Other Personnel costs (specify positions)			
Equipment Costs (append list)			
Library/LRC Costs			
Facility Costs*			
Other (specify)	$ 2,500.00	$ 2,500.00	$ 2,500.00
TOTAL NEW COSTS	$ 82,500.00	$ 82,500.00	$ 82,500.00

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

Purchase Report-A – FY23 Amendments

Recommendation: Board approval for items marked with an asterisk

A. <u>Consulting Services – (Governor's Emergency Education Relief Fund II)</u>

Servio Consulting   Frankfort IL   **$22,000.00*(1)**

1. This is a second amendment to the original agreement with Servio Consulting for the addition of the Pardot software module to the Customer Relationship Management (CRM) project. Servio will install the software provided in Carahsoft's software package. Pardot is a marketing automation tool that can create marketing campaigns specifically targeting students and allows RVC to send bulk e-mails directly to students as part of the campaign.

    Original approved amount $102,000.00
    Increased requested $22,000.00
    New total expenditure $124,000.00

    FY23 Grant Expense
    Original Board Report BR #7851-B
    First amended Board Report BR #7892-A

    _____
    Howard J. Spearman, Ph.D.
    President

Board Approval: _____
              Secretary, Board of Trustees

Purchase Report-B – FY23 Purchases

Recommendation: Board approval for items marked with an asterisk

    A. <u>Scholarships – ((External) Private Donor Scholarships)</u>

    Northern Illinois University   DeKalb IL　　　　　　**$110,000.00*(1)**
　　　　　　　　　　　　　　　　　　　　　　　　　　　　NOT TO EXCEED

1. This is for the transfer of funds from the Rock Valley College (RVC) Foundation to Northern Illinois University (NIU) for the engineering scholarship awards through the College Foundation's Engineering Our Future Campaign. The funds are scholarships for previous RVC students who are now attending their third and fourth years of engineering at RVC. This is part of the NIU@RVC Program.

FY23 Foundation Pass-Through Expense

    B. <u>Software – (Unrestricted – Foundation: Maintenance Services Software Support)</u>

    Blackbaud   Charleston SC　　　　　　　　　　　　**$14,000.00*(2)**

2. This expense is the annual agreement for the Foundation Scholarship Donor management software.

FY23 Budgeted Foundation Expense

    C. <u>Software – (Maintenance Services Software Support: RVC Police)</u>

    Alertus Technologies LLC   Beltsville MD　　　　　　**$23,880.00*(3)**

3. This expense is for continued software license and premier support for Rock Valley College's emergency notification systems. Alertus ties all of the College's existing emergency notification systems into one single "Easy Button" solution reducing the time to send an emergency mass notification message to the College. This expense is for a three-year license agreement, and by paying it in full, the College is receiving a 20% discount.

FY23 Budgeted Expense

Purchase Report-B – FY23 Purchases

D. Tutoring Service – (Educational Fund – Tutoring Center, Instructional Software)

    Upswing   Austin TX   **$24,000.00*(4)**
                                                                 NOT TO EXCEED

4. This request is to purchase hours for online tutoring services that provide a virtual assistant and student services platform that is available 24 hours a day / 7 days a week to all Rock Valley College students. The cost is $24.00 per hour, and the hours never expire.

FY23 Budgeted Expense

E. Consulting Services – (Capital Funds)

    OEM Architects & Engineers   Belvidere IL   **$66,000.00*(5)**
                                                                   NOT TO EXCEED

5. This expense is for Architectural Consulting Services for design, engineering, and oversight of roof and parking lot improvements at the ATC. This is a not to exceed amount.

FY23 Capital Expense

F. Software – (Governor's Emergency Education Relief Fund II / IT: Maintenance Services Software Support)

    Carahsoft Reston VA   **$41,675.00*(6)**

6. This expense is for the software renewal related to the Customer Relationship Management (CRM) project. This expense also includes the addition of the new software Pardot. Pardot is a marketing automation tool that can create marketing campaigns specifically targeting students and allows the College to send bulk e-mails directly to students as part of the campaign. The cost of $18,500.00 for the Pardot software is being covered by the Governor's Emergency Education Relief Fund II, and the remaining balance of $23,175.00 is being paid with funds that were previously set aside for the Ellucian modules Advise and Recruit that have been canceled and are being replaced by the Carahsoft software. This will be the second (2) year of a five-year agreement.

FY23 Budgeted and Grant Expenses

Purchase Report-B – FY23 Purchases

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

LingK   Danville CA   **$10,000.00*(7)**

7. 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

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
                            Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Cash and Investment Report
June 30, 2022

|	Month End Balance	
Operating Cash Accounts		
Illinois Bank & Trust	11,398,508	
PMA Operating Cash	10,019,001	
Petty Cash	3,274	
ISDLAF*	30,825,367	
Total Operating Cash:		52,246,151
Operating Investments Accounts		
PMA Operating	5,671,856	
ISDLAF*	114,432	
CD's and CDARS	3,453,088	
Treasuries	6,410,817	
ISDLAF Term Series	4,000,000	
FHLB Discount Notes	997,728	
Total Operating Investments:		20,647,922
Total Operating Cash & Investments:		*72,894,073*

Total Operating Cash and Investments on May 31, 2022	**67,022,029**
Total Operating Cash and Investments on June 30, 2022	**72,894,073**
Total Operating Cash and Investments on June 30, 2021,	**65,999,909**
% of Operating Budget	**67.02%**
Change in Operating Cash and Investments since May 31, 2022	**5,872,044**

*Illinois School District Liquid Asset Fund

	Month End Balance	
Capital Funds		
Debt Service	7,413,174	
Life Safety	1,819,425	
CDB Escrow	4,165,157	
Building Funds	3,974,774	
ATC Capital	2,674,251	
Total Capital Funds:		*20,046,781*

Total Capital Funds on May 31, 2022	**14,717,680**
Total Capital Funds on June 30, 2022	**20,046,781**
Change in Capital Funds since May 31, 2022	**5,329,101**

Operating Cash Balance and % Coverage of FY'22 Operating Budget
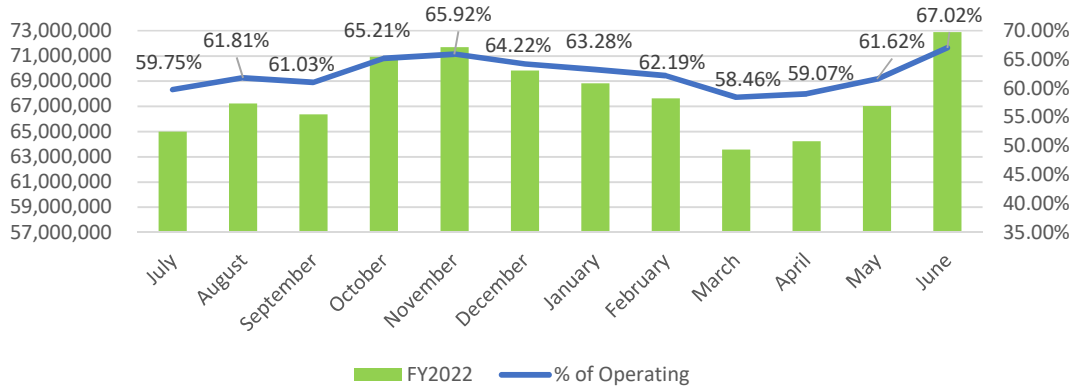
Month / Year	Cash & Investments	Capital	Total
June 2022	72,894,073	20,046,781	92,940,853
June 2021	65,999,909	22,845,925	88,845,834
May 2022	67,022,029	14,717,680	81,739,710
May 2021	58,904,746	17,697,700	76,602,446
April 2022	64,250,129	13,129,795	77,379,925
April 2021	57,702,722	16,321,268	74,023,990
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
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

Personnel Report

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

A. APPOINTMENTS

Drew Hallam, Aviation Instructor, Full-Time Faculty, Lane 1, Step 4, $62,508, effective August 13, 2022. Will begin Summer I, May 16, 2022, paid Summer/Overload rate per CBA. (Revised)

William Isham, Welding Instructor, Full-Time Faculty, Lane I, Step 9, $64,508, effective August 13, 2022. Will begin Summer II, June 13, 2022, paid Summer/Overload rate per CBA. (Revised)

Fredrick James Brun, Accounting Instructor, Full-Time Faculty, Lane VII, Step 23, $78,014, effective August 13, 2022. Will begin Summer II, June 13, 2022, paid Summer/Overload rate per CBA.

Norbert Ziemer, Mechatronics Instructor, Full-Time Faculty, Lane VII, Step 23, $78,014 effective August 13, 2022.

Joshua Glovinsky, CIS Instructor, Full-Time Faculty, Lane II, Step 18, $66,925 effective August 13, 2022.

Jennifer Kunkel, CIS Instructor, Full-Time Faculty, Lane II, Step 18, $66,925 effective August 13, 2022.

Yousra Salem, Chemistry Instructor, Temporary Full-Time Faculty (TFT), Lane II, Step 7, $33,462 effective August 13, 2022, for the Fall semester only.

_____, Nursing Instructor, Full-Time Faculty, Lane __, Step __, $_____ effective _____, 2022.

_____, Nursing Instructor, Full-Time Faculty, Lane __, Step __, $_____ effective _____, 2022.

_____, Nursing Instructor, Full-Time Faculty, Lane __, Step __, $_____ effective _____, 2022.

_____, Nursing Lab/Simulation Instructor, Full-Time Faculty, Lane __, Step __, $_____ effective _____, 2022.

_____, Respiratory Care Instructor, Full-Time Faculty, Lane __, Step __, $_____ effective _____, 2022.

_____, Dental Hygiene Faculty – Clinic Coordinator, Full-Time Faculty, Lane __, Step __, $_____ effective _____, 2022.

_____, Music Instructor, Full-Time Faculty, Lane __, Step __, $_____ effective _____, 2022.

_____, Math Instructor, Full-Time Faculty, Lane __, Step __, $_____ effective
_____, 2022.

_____, Aviation Instructor, Full-Time Faculty, Lane __, Step __, $_____ effective
_____, 2022.

_____, Aviation Instructor, Full-Time Faculty, Lane __, Step __, $_____ effective
_____, 2022.

B. PRE-EMPLOYMENT SIGN-ON BONUS

Jennifer Kunkel, $4,337

Joshua Glovisnky $4,337

C. DEPARTURES

Sarah Luebke, Director of Human Resources, Full-Time ADM, is resigning effective July 19,
2022.

Christine Albert, Executive Director of Finance, Full-Time ADM, is resigning effective August 4,
2022.

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
                         Secretary, Board of Trustees

Board Policy 3:20.040
Updated Recruiting and Relocation Expense Reimbursements
SECOND READING

BACKGROUND: Rock Valley College has an existing Board Policy (3:20.040) outlining reimbursements to candidates for recruiting and relocation. Due to the expanding pool of candidates, the College realized that a large number reside outside the College District. We are also mindful that to increase our diverse population of employees, we need to look beyond our district for qualified applicants.

The current Board Policy has not been updated since 2014. Since then, the continuing rise in both wages and costs of relocating warrants an increase in recruiting and relocation reimbursements so the College can remain competitive.

The current Board Policy is general in nature and to allow for flexibility to initiate changes as the market dictates, the process and amounts have been moved to the Administrative Procedures.

RECOMMENDATION: It is recommended that the Board of Trustees approve and ratify the updated Recruiting and Relocation Expense Reimbursements Board Policy 3:20.040 to promote a qualified and diverse workforce. **Attorney Reviewed.**

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
                          Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Board Policy

3:20.040

RECRUITING AND RELOCATION EXPENSE REIMBURSEMENTS POLICY

SECOND READING

The College may provide reimbursements for costs incurred by interested applicants that interview for positions. Additionally, the College may reimburse newly hired employees for costs associated with relocating.

The amounts of reimbursement will be determined by Administration and contained in the linked Administrative Procedures. Due to inflationary and market-driven reasons, the amounts may need to be adjusted accordingly.

(Link to Administrative Procedures)

Reference: Board Reports 6519 and 6520
Implemented: June 24, 2008
Revised: April 8, 2014; July XX, 2022

ROCK VALLEY COLLEGE 2022 - AT A GLANCE CAMPUS FACILITY EVENTS
(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
July					
07/01/22	Hello Dolly Showing - BST Stage, 8pm	x	x		x
07/02/22	Hello Dolly Showing - BST Stage, 2pm & 8pm	x	x		x
07/03/22	RSO Star Spangled Spectacular - BST Stage, 8pm	x	x		x
07/06/22	Summer Engagement Deck Party - SC Patio and Gazebo, 11am	x	x		
07/07 - 07/21	Youth Volleyball Camp - PEC Gym, 10am	x	x		x
7/11 - 07/14	Youth Soccer Camp - Soccer Field, 9am	x	x	x	x
07/13/22	RVC Alumni & Retiree Breakfast - PEC Gym Mondo, 8am	x			x
07/13 - 07/17	Little Mermaid Showing - BST Stage, 8pm	x	x		x
07/20/22	New Student Welcome - SC Atrium, 3pm	x	x		x
07/20 - 07/24	Disaster! Showing - BST Stage, 8pm	x	x		x
07/21/22	Hybrid Registration Event - SC 1224, 4pm	x	x		x
07/22/22	TRiO Student Support Fall Conference - SC Atrium, 8am	x	x		x
07/23/22	Rock River Robotics Competition - PEC Gym, 7am	x	x		x
07/27 - 07/31	Dream Girls Showing - BST Stage, 8pm	x	x		x
August					
08/03 - 08/07	Hello Dolly Showing - BST Stage, 8pm	x	x		x
08/04/22	CLR Annual Meeting - BST Stage, 9:30am	x	x		x
08/06/22	Youth Volleyball Camp - PEC Gym, 9am	x	x	x	x
08/07/22	Wesley Willows Buy-Out Event - BST Stage, 10am	x	x		x
08/08/22	International Student Orientation - SC Atrium, 10am	x	x		
08/09/22	New Student Welcome - SC Atrium, 1pm	x	x		x
08/09/22	Stars of Starlight Showing - BST Stage, 7pm	x	x		x
08/11 - 08/12	How I Became a Pirate Showing - BST Stage, 10am	x	x		x
08/12/22	Starlight Appreciation Banquet - BST Stage, 6pm	x	x		x
08/13/22	How I Became a Pirate Showing - BST Stage, 12pm & 4pm	x	x		x
08/20/22	Stenstrom Company Employee Party - BST Stage, 5pm	x			x
08/28/22	NorthEast Christian Church Service - BST Stage, 10am	x	x		x
September					
09/07/22	RVC & RU Career Internship Fall Fair - PEC Gym, 1pm	x	x		x
09/10/22	Lifescape Senior Expo - PEC Gym, 9am	x	x		x
09/14/22	Wellness Wednesday - SC Atrium, 12pm	x	x		x
09/17/22	Raise the Roof by Rockford Promise - BST Stage, 6pm	x	x		x
09/22 - 09/24	Starlight Shakespeare Presents Macbeth - Grounds, 5pm	x	x		x
09/24/22	Out of the Darkness Walk - BST, 8am	x	x		x
09/28/22	IHSCDEA Fall Workshop - SCCE Commons, 8am	x			x
09/29 - 09/30	Starlight Shakespeare Presents Macbeth - Grounds, 5pm	x	x		x
October					
10/05/22	IACAC College Fair - PEC Gym, 6pm	x	x		x
10/08/22	Making Strides Against Breast Cancer Walk - PKLT 10, 8am	x	x		x
10/12/22	Wellness Wednesday - SC Atrium, 12pm	x	x		x
10/13/22	Manufacturing Day - ATC Flex Area, 7am	x	x		x
10/14/22	ISS Male Minority Leadership Conference - SCCE Commons, 8am	x	x		x
10/16/22	Illinois Walk for Wishes - Walking Path, 9am	x	x		x

Rock Valley College Board of Trustees Committee of the Whole
Athletics Update
July 12, 2022

The 2022 edition of the Chuck Behrend's Memorial Golf Classic presented by the RVC Athletic Booster Club will host its annual golf tournament on Monday, July 25, 2022, at Forest Hills Country Club in Rockford, Illinois.

Check-in will begin at 10:30 a.m. with a shotgun start at noon. For additional information, please contact Tim Romanello at (815) 921-3842 or T.Romanello@RockValleyCollege.edu.

Fall Sports: (Men's Soccer, Women's Soccer, Volleyball, and Golf)

RVC will begin official practices on August 1, 2022. Scheduled releases are done throughout the next couple of weeks. Check RVC Website and Social Media for complete details.