

**Rock Valley College**  
**Community College District No. 511**  
**3301 N Mulford Road, Rockford, IL 61114**  
**COMMITTEE OF THE WHOLE MEETING**  
**Educational Resource Center, Performing Arts Room, Room 0214**  
**5:15 p.m. Tuesday, May 9, 2023**

**AGENDA**

- A. Call to Order**
- B. Roll Call**
- C. Board Member Attendance by Means Other Than Physical Presence**
- D. Communications and Petitions (Public Comment)**
- E. Recognition of Visitors**
- F. Review of Minutes:** Committee of the Whole April 11, 2023
- G. General Presentations**
- H. Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**
  - 1. Enrollment Update
  - 2. Strategic Plan Update
  - 3. SMART Camp
  - 4. Intergovernmental Cooperation Agreement (IGA): 2023-2024 IDOT Highway Construction Careers Training Program (BRXXXX)
  - 5. John Hemphill Donation/Advanced Technology Center (BRXXXX)
  - 6. Website Redesign
- I. Finance Discussion: Board Liaison Trustee Trojan**
  - 1. Purchase Report(s) (A, B, and C) (BRXXXX)
  - 2. Cash and Investment Report
  - 3. Third Quarter Vital Signs
  - 4. Collection Services Firm (BRXXXX)
  - 5. FY2024 Tentative Budget (BRXXXX)
- J. Operations Discussion: Board Liaison Trustee Kennedy**
  - 1. Personnel Report (BRXXXX)
  - 2. Compensation Study (BRXXXX)
  - 3. Resolution to Establish Decennial Committee on Local Government Efficiency (BRXXXX)
  - 4. Holiday College Closure (BRXXXX)
  - 5. Loves Park Police Department Donation of a Police Car (BRXXXX)
  - 6. Rock Valley College Events Calendar
- K. Other Business:**
  - 1. New Business/Unfinished Business (Exelon Byron Settlement Discussion) (Completion Ceremonies)
- L. 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), all in accordance with the Illinois Open Meetings Act.
- M. Reconvene Open Session**
- N. Next Regular Board of Trustees meeting:** May 23, 2023, at 5:15 p.m.; The meeting will be held in person in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- O. Next Committee of the Whole meeting:** June 13, 2023, at 5:15 p.m.; The meeting will be held in person in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- P. Adjourn**

Gloria Cardenas Cudia, Board Chair

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

**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING  
5:15 p.m. Tuesday, April 11, 2023  
MINUTES**

*On March 31, 2023, Governor Pritzker issued the forty-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 Board of Trustees meeting is provided via teleconference online <https://rockvalleycollege-edu.zoom.us/j/99507916249?pwd=MEZ2RGxsNIY2MlQxaWFFdWducFE5Zz09> or by phone at 312-626-6799 using Meeting ID: 995 0791 6249 Passcode: 397963. 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](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:15 p.m. on April 11, 2023. 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 convened remotely by teleconference on Tuesday, April 11, 2023. The meeting was called to order at 5:15 p.m. by Vice-Chairperson Paul Gorski.

**Roll Call**

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

|                     |                                    |
|---------------------|------------------------------------|
| Mr. Robert Trojan   | Mr. Ryan Russell, Student Trustee, |
| Mr. Richard Kennedy | joined the meeting at 5:19 p.m.    |
| Mr. Paul Gorski     |                                    |
| Ms. Lynn Kearney    | Ms. Crystal Soltow,                |
| Mr. John Nelson     | joined the meeting at 5:34 p.m.    |

The following Trustee was absent at roll call: Ms. Gloria Cardenas Cudia.

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

**Communications and Petitions**

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

### **Recognition of Visitors**

Dr. Spearman recognized Trustee Elect Kristen Simpson and newly elected Student Trustee Juan Noguera.

### **Adjourn to Closed Session**

At 5:17 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session to discuss: 1) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

### **Reconvene Open Session**

At 5:45 p.m., a motion was made by Trustee Nelson, seconded by Trustee Kennedy, 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 March 14, 2023, Board of Trustees Committee of the Whole meeting.

### **General Presentations**

There were no general presentations.

## **Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**

### **1. Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the enrollment update. Ms. Snider stated that Fiscal Year 2023 is currently 2% above the Fiscal Year goal. In addition, Ms. Snider said that RVC is in really good shape, with more summer enrollments coming in. This will be the last Fiscal Year 2023 enrollment report shared with the Board of Trustees.

Ms. Snider stated that Summer II and Fall registration has opened, and enrollments are behind from last year. RVC is aware of some comparison issues with its enrollments because RVC started the enrollment cycle two and a half weeks earlier this year to allow students more time for registration. Ms. Snider explained that what the Trustees see is in comparison from April 2, 2023, to May 2, 2022. Ms. Snider stated that further into the cycle are the comparisons from April 10, 2023, with April 10, 2022, and RVC is ahead in unduplicated headcount and 26% ahead in credit hours. Either way, RVC is 40% to the goal for fall. RVC is working on adjusting the comparison enrollment reports that come out daily so the Trustees can have more of an “apples-to-apples” comparison. Discussion ensued.

### **2. Higher Learning Commission (HLC) Update**

Dr. Lisa Mehlig, executive director of outcomes assessment and Higher Learning Commission (HLC) liaison, presented the HLC update. Dr. Mehlig stated that on April 13 and 14, 2023, a small group of the HLC Steering Committee would participate in a collaboration of a virtual workshop being held by the Higher Learning Commission. The workshop will allow RVC to review some best practices in leveraging the steering committee, writing the assurance argument, and engaging the campus in preparation for the scheduled comprehensive evaluation on October 14 and 15, 2024. Dr. Mehlig stated that part of RVC’s obligation of membership with the Higher Learning Commission is that RVC has to submit the 2023 institutional update by April 8, 2023. RVC submitted the institutional update on March 17, 2023, which was well before the April 8, 2023 deadline. Dr. Mehlig thanked Ms. Ellen Olson and Ms. Sharla Parsons for all their work on the institutional update. Discussion ensued.

### **3. Sabbatical Approvals**

Dr. Amanda Smith, vice president of liberal arts and adult education and chief academic officer, presented the Sabbatical Personnel Report. Dr. Smith stated that Dr. Danielle Hardesty is proposing a year-long sabbatical to research and implement equity-based assessment practices to improve student-centered learning. This includes researching the latest equity-centered assessment trends in higher education and contemporary assessment practices.

She will analyze assessments at the curricular, co-curricular, and extra-curricular levels at Rock Valley College, creating resources and professional development programming. She will create an interdepartmental dialogue between chairs on assessment, equity, and different approaches to student learning.

It is recommended that the Board of Trustees approves Dr. Danielle Hardesty’s sabbatical leave for one academic year (Fall 2023-Spring 2024), including teaching a standard semester instructional workload (15 credit hour equivalent (CHE)) over two semesters at 100% salary. Discussion ensued.

#### 4. Faculty Tenure Update

Dr. Smith presented the Faculty Tenure Update. Dr. Smith said she is delighted that nursing faculty member Jessica Higgins is earning her tenure this year. Dr. Smith stated that Ms. Higgins has been a tremendous asset to RVC. Dr. Smith noted that there are approximately 20 members that are working toward their tenure. Discussion ensued.

#### 5. Completion Ceremonies Update

Dr. Patrick Peyer, vice president of student affairs, presented the Completion Ceremonies Update. Dr. Peyer reviewed the dates and ceremonies to be held in April and May of 2023. Discussion ensued.

### Finance Discussion: Board Liaison Trojan/Trustee Soltow

#### 1. Purchase Reports

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

##### *Purchase Report A - FY 2023 Amendments:*

- |   |                    |                   |
|---|--------------------|-------------------|
| A. Textbooks – (Instruction Supplies General: Early Childhood Access Consortium (ECACE))          |                    |                   |
| 1. Barnes and Noble   | Rockford, IL       | \$ 2,290.65* (1)  |
| B. Contract Services – (Participant Travel for Athletic Department)                               |                    |                   |
| 2. Enterprise Rent-A-Car Midwest  | Rockford, IL       | \$ 14,000.00* (2) |
| C. Contractual Services – ( Maintenance Services: Plant Operations and Maintenance: Boiler House) |                    |                   |
| 3. Johnson Control Fire Protection  | Palatine, IL       | \$ 9,000.00* (3)  |
| D. Service – (Telephone Service Charges: IT Telecommunications)                                   |                    |                   |
| 4. Stratus Networks   | Peoria Heights, IL | \$ 16,800.00* (4) |

##### *Purchase Report B - FY 2023 Purchases:*

- |  |                   |                   |
|--|-------------------|-------------------|
| A. Contractual Services – (Other Conference & Meeting Expenses: Upward Bound Direct) |                   |                   |
| 1. Nucleus Robotics  | Los Angeles, CA   | \$ 15,900.00* (1) |
| B. Equipment – (Operations & Maintenance Fund – POM, Equipment)                      |                   |                   |
| 2. Mid-State Equipment   | Columbus, WI      | \$ 16,250.00* (2) |
| Cherry Valley Landscape Center   | Rockford, IL      | \$ 17,604.00      |
| Russo Power Equipment  | Schiller Park, IL | \$ 19,667.00      |
| C. Food – (Food: College Bridge Program Grant 2023)                                  |                   |                   |
| 3. Schnucks Market   | Rockford, IL      | \$ 26,900.00* (3) |
| D. Transportation – (Gas: College Bridge Program Grant 2023)                         |                   |                   |
| 4. Kelley Williamson   | Rockford, IL      | \$ 16,000.00* (4) |

|   |             |                   |
|---|-------------|-------------------|
| E. Fleet Trucks – (Capital Service Equipment – Fleet Equipment) |             |                   |
| 5. Kunes  | Elkhorn, WI | \$ 59,678.00* (5) |
| Kunes   | Elkhorn, WI | \$ 60,678.00* (5) |
| Kunes   | Elkhorn, WI | \$ 64,678.00* (5) |

Discussion ensued on Purchase Report B, items C, and D. Ms. Olson stated that item F would be added as a redline to Purchase Report B for permit fees for the City of Belvidere for Phase II of the Advanced Technology Center (ATC) in the amount of \$24,155.75. In addition, two more fleet vehicles would be redlined to item E.

## 2. All World Machinery Supply – One-Year Tax Abatement

Ms. Olson presented the All World Machinery Supply One-Year Tax Abatement. Ms. Olson stated that RVC approved a five-year 50 percent (50%) tax abatement on September 23, 2014, for the property being developed by All World Machinery Supply, Inc., located in Roscoe, IL, more specifically identified as property tax index number 04-15-300-020. The abatement was effective for five years. All World Machinery Supply, Inc. has specifically requested a tax abatement for a period of one additional year at fifty percent due to the original tax abatement not affecting all five years of the equalized assessed value (EAV) as developed property. Ms. Olson explained that the estimated abatement amount is \$3,300 to \$3,500 for one year.

The RVC Administration recommends that the Board of Trustees uphold the original purpose of the tax abatement and that the abatement shall not exceed a period of one year in fulfilling the original spirit and intent of the previously approved abatement. Ms. Olson stated that the total tax abatement All World Machinery Supply, Inc. receives pursuant to this tax abatement commencing with the 2023 tax payable in 2024 shall not exceed \$3,500. Discussion ensued.

## 3. Cash and Investment

Ms. Olson presented the Cash and Investment Report through March 31, 2023. Total operating cash is \$31,679,710. Total operating cash and investments are \$76,720,650. Total capital funds are \$11,325,913. Since February 28, 2023, the change in capital funds has been <\$141,140>. Therefore, the change in the operating cash and investments since February 28, 2023, was \$3,185,376. Ms. Olson stated that the total operating cash and investment funds were 72.60% of the Fiscal Year 2023 operating budget. Discussion ensued.

## 4. Fiscal Year 2024 Operations Budget (Funds 01 and 02)

Ms. Olson presented the Fiscal Year 2024 preliminary, tentative budget for RVC. Ms. Olson discussed the Revenue Assumptions, Expenditure Assumptions, the Audit (Fund 11), which is expenses for the College audit, and revenue from property tax. Ms. Olson also discussed Tort (Fund 12), which is the expense for College insurance, FICA, Tort and Athletic Insurance, and the College’s Health Benefit (Fund 18), which covers the College’s medical, dental, life, and other employee benefits, including the wellness center.

Ms. Olson stated that the next steps would be to review the Tentative Budget for all funds at the May 9 Committee of the Whole meeting and to approve it at the May Board of Trustees meeting. The Tentative Fiscal Year 2024 Budget will be available for public inspection after May 23, 2023, for 30 days in the Financial Services office. The Public Hearing will be held along with the approval of the final Fiscal Year 2024 budget at the June 27, 2023, Board of Trustees meeting. Discussion ensued.

### Operations Discussion: Board Liaison Trustee Kearney

#### 1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for April 2023. Mr. Handley stated that there is one placeholder for the Director of Community Education, and this would be a redline item on the Personnel Report for the April regular meeting. The College has received an acceptance for the Director of Community Education position from Ms. Autumn Czizek. Ms. Czizek is currently the principal of

Stephen Mack Middle School in Rockton, IL. Mr. Handley stated that there might be other redline items for the April 25, 2023, Personnel Report, including the Director of Financial Aid, the Director of Business Services, and the Director of the Small Business Development Center (SBDC). Mr. Handley stated that there was one departure, Jesse Wiles. Discussion ensued.

## **2. Board Policy 3:10.030 Access to Personnel Files (Second Reading)**

Mr. Handley presented the second reading of the Board Policy 3:10.030 Access to Personnel Files. Mr. Handley stated that the Illinois Personnel Record Review Act states that an employer shall provide an employee with an inspection opportunity within seven working days after the employee makes the request, or if the employer can reasonably show that such deadline cannot be met, the employer shall have an additional seven days to comply.

Board Policy 3:10.030 currently states that employees may examine items in their personnel file with a 24-hour written notice to the Vice President of Human Resources or designee. The revised Board Policy updates the timeframe for employees to meet with Human Resources and examine items in their personnel file within three working days of their written request to the Vice President of Human Resources or designee. This will allow the Human Resources team time to inspect and ensure that all printed and digital documents are available for an employee's review and comply with the Illinois Personnel Record Review Act requirements.

It is recommended that the Board of Trustees approves the amendment to Board Policy 3:10.030 to comply with the Illinois Personnel Record Review Act. Discussion ensued.

## **3. Resolution to Purchase Real Property at 311 South Winnebago Street; Rockford, IL**

Mr. Handley presented the Resolution to Purchase Real Property at 311 South Winnebago Street, Rockford, IL, which requires trustees' approval. Included with the Resolution were the Contract for Purchase and Sale, an Addendum to the agreement for purchase, and the Occupancy Rider.

Trustee Kearney stated that the Resolution did not state that the document was attorney-reviewed, and Trustee Trojan agreed. Attorney Gardner confirmed that he wrote the Resolution and has reviewed it.

## **4. Resolution Honoring the Retirement of Rock Valley College Employees**

Mr. Handley presented the Resolution honoring the retirement of RVC employees for the Fiscal Year 2023. Mr. Handley stated that a celebration would be held on May 3, 2023, from 3:00 p.m. – 5:00 p.m., for the ten employees who have retired from RVC in the last year. The ten retirees are Pauline Box, Jerry Crane, Todd Dailing, Mary Foreman, Bob Hessel, Kathy Jones, Joan Rabe, Cheryl Rinker, Maureen Taylor, and Sara Wenger. Discussion ensued.

## **5. 2023 Summer Flex Days for Full-Time Educational Support Personnel (ESP), Support Staff Association (SSA), Professional Staff Association (PSA), and Administrative Staff**

On April 26, 2022, Board Report #7916 was approved by the Board of Trustees to offer five summer flex days in 2022 for full-time ESP, SSA, PSA, and Administrative Staff. It is again recommended that the Board of Trustees approves offering five eight-hour summer flex days for 2023 to full-time ESP, SSA, PSA, and Administrative Staff. The summer flex days must be used between May 22, 2023, and August 4, 2023, and will be forfeited if not used in this time frame. The days must be used in eight-hour blocks and scheduled through the appropriate supervisor. If a shift is longer than the eight-hour flex day, the time can be supplemented with other paid time (vacation or personal hours) the employee has available. Discussion ensued.

## **6. College Closure – December 26, 27, and 28, 2023**

Mr. Handley presented the College Closure for December 26, 27, and 28, 2023. Mr. Handley stated that Board Policy 2:10.050, Official College Holidays, provides that Rock Valley College will celebrate Christmas Eve Day and New Year's Eve Day each year as a paid holiday for employees.

Christmas Eve Day, Sunday, December 24, 2023, will be observed on Friday, December 22, 2023. New Year's Eve Day, Sunday, December 31, 2023, will be observed on Friday, December 29, 2023, due to the holidays

falling on the weekend. The College will be closed on Monday, December 25, 2023, to observe Christmas Day. The campus is scheduled to be open on Tuesday, December 26, 2023; Wednesday, December 27, 2023; and Thursday, December 28, 2023. As stated in Board Policy 2:10.050, the Board of Trustees reserves the right to designate additional days that the College will be closed.

It is recommended that the Board of Trustees approves the closure of Rock Valley College on Tuesday, December 26, 2023; Wednesday, December 27, 2023; and Thursday, December 28, 2023, and designate those days as additional paid days off for employees scheduled to work. In addition, members of the Fraternal Order of Police (FOP) and Support Staff Association (SSA) who are required to work on any of those days to keep the campus safe and secure will be paid in accordance with their respective collective bargaining agreements, treating compensation for those days as a campus closure day.

## **7. RVC College Events Calendar**

Mr. Handley presented the RVC on-campus events calendar for April and May 2023. Discussion ensued.

### **New Business / Unfinished Business**

Trustee Gorski announced the passing of Ted Biondo, an RVC Trustee from 2004–2013 and Board Chair from 2008 – 2010. Mr. Biondo was laid to rest in Celebration, Florida, on March 23, 2023. Trustee Gorski thanked Mr. Biondo for his contribution to the RVC Community.

Dr. Spearman stated that RVC was informed of new legislation regarding the creation of a Decennial Committee on Local Government Efficiency. The Committee will study local efficiencies and report any recommendations to the County Boards of the counties in which the unit of local government is located. Community Colleges fit into this category, so that RVC will provide Trustees with an outline and proposal at the May Committee of the Whole meeting. Formation of the Committee must be completed by June 10, 2023. Trustee Nelson asked for a copy of the legislation.

### **Adjourn to Closed Session**

At 7:06 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting 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. The motion was approved by a unanimous roll call vote.

### **Reconvene Open Session**

At 7:16 p.m., a motion was made by Trustee Kearney, seconded by Trustee Trojan, 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.

### **Special Meeting – Review Facilities Master Plan (FMP)**

A special meeting will be held to review the Facilities Master Plan (FMP) on April 17, 2023, at 5:15 p.m. The meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus when Illinois statute permits.

### **Next Regular Board of Trustees Meeting**

The next Regular Board of Trustees and Reorganization meetings will be held on April 25, 2023, at 5:15 p.m. The meeting will be held in person in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

**Next Committee of the Whole Meeting**

The next Committee of the Whole meeting will be held on May 9, 2023, at 5:15 p.m. The meeting will be held in person in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

**Adjourn**

At 7:20 p.m., a motion was made by Trustee Kearney, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote. Trustee Gorski stated that Student Trustee Ryan Russell left the meeting at 7:03 p.m.

Submitted by: Tracy L. Luethje

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Robert Trojan, Secretary

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Paul Gorski, Vice-Chairperson

DRAFT



## FY2024 Enrollment Update

Board of Trustees Committee of the Whole – May 09, 2023

| Term  | Unduplicated Headcount |              |             |               | Credit Hours    |                 |                 |               | Budget         |             |
|---|------------------------|--------------|-------------|---------------|-----------------|-----------------|-----------------|---------------|----------------|-------------|
|   | FY2023                 | FY2024       | Change      | % Change      | FY2023          | FY2024          | Change          | % Change      | Budget         | % to Budget |
| Summer II   | 1,651                  | 1,439        | -212        | -12.84%       | 7,330.0         | 6,282.5         | -1,047.5        | -14.29%       | 9,000          | 70%         |
| Fall  | 2,340                  | 2,308        | -32         | -1.37%        | 25,737.5        | 25,468.5        | -269            | -1.05%        | 51,100         | 50%         |
| Subtotal<br>(Summer II + Fall)                        | <b>3,991</b>           | <b>3,747</b> | <b>-244</b> | <b>-6.11%</b> | <b>33,067.5</b> | <b>31,751.0</b> | <b>-1,316.5</b> | <b>-3.98%</b> | <b>60,100</b>  | <b>53%</b>  |
| Winterim  | --                     | --           | --          | --            | --              | --              | --              | --            | 900            | --          |
| Spring  | --                     | --           | --          | --            | --              | --              | --              | --            | 45,000         | --          |
| Subtotal<br>(Summer II + Fall +<br>Winterim + Spring) | --                     | --           | --          | --            | --              | --              | --              | --            | <b>106,000</b> | --          |
| Summer I  | --                     | --           | --          | --            | --              | --              | --              | --            | 4,000          | --          |
| <b>Total</b>  | --                     | --           | --          | --            | --              | --              | --              | --            | <b>110,000</b> | --          |

Sources: FY2024 Summer II and Fall Enrollment Tickers (05/01/23)

**Important Dates:**

- Summer II registration opened March 1, 2023.
- Fall registration opened March 9, 2023.
- Summer II classes begin June 20, 2023.
- Fall classes begin August 19, 2023 (weekend classes) and August 21, 2023 (weekday classes).



## Strategic Plan Quarterly Update

Rock Valley College Board of Trustees  
May 9, 2023 Committee of the Whole

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Presented by: Heather Snider  
Vice President of Institutional Effectiveness & Communications

# Table of Contents

- Executive Summary:
  - Focus on Pillar III: Exceptional Training Opportunities
- Strategic Plan Pillars and Goals (reference)
- Scorecard (reference)

# Executive Summary

## Pillar III: Exceptional Training Opportunities Success

### Goal 1: Workforce Development

#### Success: Summer Manufacturing Opportunities

- Summer Manufacturing and Readiness Technology (SMART) Camp for Middle School Students
- Customized Training (April – June)

#### Partner

Meiborg

Workforce Equity Initiative

Kadon/Woodward

Winnebago Library

General Mills

AEBI

Danfoss

RMTD

#### Training

CDL

12-week CNC

8-week CNC

Computer Skills

FANUC

Custom Welding

Excel

NFPA

### Goal 2: Professional Development

#### Success: Foundational Supervisor Training

- Topics Covered
  - Civil Treatment for Leaders (two-part series)
  - Supervision Today
  - Employment 365
  - Tools in Your Toolkit
- Feedback Survey
  - I learned something I will be able to use in my role as a supervisor. 3.85/5.00
  - This topic would be beneficial to new supervisors at RVC. 4.46/5.00
  - This topic is necessary for all RVC supervisors. 4.35/5.00
  - The content delivery was engaging and aided my understanding of the topic. 4.09/5.00



## Pillar I: Access

Provide district residents with improved accessibility to college, training, and careers.

**Strategic Goal 1:** Provide district residents with improved accessibility to credit programs and certificates.

**Strategic Goal 2:** Provide district residents with improved accessibility to noncredit programs, certificates, and training.

## **Pillar II: Exceptional Educational Opportunities**

Provide high-quality certificate, degree, and co-curricular programs to meet district/community and regional needs and improve student success.

**Strategic Goal 1 (Academic Plan):** Ensure high-quality and relevant certificate, degree, and co-curricular programs.

**Strategic Goal 2 (Academic Plan; Strategic Enrollment Management Plan):** Improve student readiness, academic success, and sense of belonging.

## **Pillar III: Exceptional Training Opportunities**

Provide high-quality training and professional development to align with college, district/community, and regional needs and where employees and learners can progress toward their educational and career goals.

**Strategic Goal 1 (Workforce Development Plan):** Increase the number of grants, scholarships, and endowments to support students enrolled in credit and noncredit programs that meet the regional workforce's need for skilled employees.

**Strategic Goal 2 (Professional Development Plan):** Provide high-quality training and professional development to improve human performance and to bridge the gap between college needs and employees' educational and career goals.

## **Pillar IV: Diversity, Equity, and Inclusion (DEI)**

Create and sustain a diverse, equitable, and inclusive campus that improves campus culture, promotes accountability for the campus DEI effort, and increases the cultural competence of all employees, learners, and other stakeholder groups.

**Strategic Goal 1 (DEI Plan):** Improve the campus culture by establishing cultural competence, trust, and a sense of belonging among employees and learners.

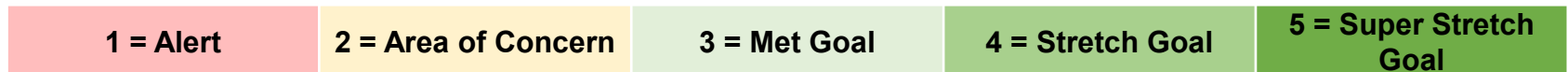
**Strategic Goal 2 (DEI Plan):** Close equity gaps so students from diverse racial, gender, and socioeconomic backgrounds can access and achieve their academic and career goals.

**Strategic Goal 3 (DEI Plan):** Employ a culturally competent workforce that reflects student and community demographics.



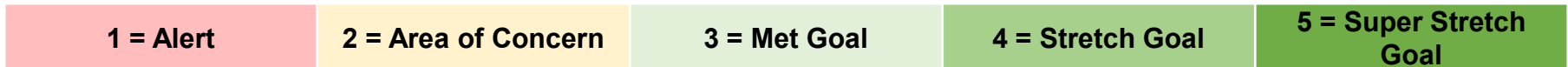
# Scorecard Category: Enrollment/Growth

| Pillar/Goal   | 5 Year Target                                       | Scale   | FY2022 Outcomes        | FY2023 Goal          | Example Lead Metrics  |
|---|---|---|------------------------|----------------------|---|
| <b>Pillar I: Access</b><br><br>Goal 1: Provide district residents improved accessibility to credit programs and certificates.               | Sustain 110,000 credit hours annually through 2027. | 5 = 130,000 and above<br>4 = 120,000-129,999<br>3 = 110,000-119,999<br>2 = 100,000-109,999<br>1 = below 100,000 | 111,994.5 credit hours | 110,000 credit hours | Applications, enrollment funnel, conversion rates, dual credit enrollments, persistence, retention; adult education enrollments and completions |
| <b>Pillar I: Access</b><br><br>Goal 2: Provide district residents improved accessibility to noncredit programs, certificates, and training. | Achieve 20,000 seats sold by 2027.                  | 5 = 14,000 - 15,999<br>4 = 12,000-13,999<br>3 = 10,000-11,999<br>2 = 8,000 - 9,999<br>1 = 6,000 - 7,999         | 10,767 seats sold      | 12,517 seats sold    | Inquiries, applications, enrollment by program throughout the year  |



# Scorecard Category: Student Success/Retention/Graduation

| Pillar/Goal   | 5 Year Target  | Scale  | FY2022 Outcomes  | FY2023 Goal  | Lead Metrics  |
|---|--|--|--|--|---|
| <b>Pillar II. Exceptional Educational Opportunities</b><br><br>Goal 2: Improve student readiness, academic success, and sense of belonging. | Improve on-time completion rate to 20% for first-time, full-time cohort by 2027.                             | 5 = over 21%<br>4 = 19-21%<br>3 = 16-18%<br>2 = 13-15%<br>1 = under 13%    | 14% on-time completion rate  | 16% on-time completion rate  | Course completion, persistence, retention, average credit hours attempted for FT students, General Education Core Curriculum completion |
| <b>Pillar II. Exceptional Educational Opportunities</b><br><br>Goal 2: Improve student readiness, academic success, and sense of belonging. | Improve IPEDS outcome measures (certificate/degree completion, still enrolled, transfer-out) to 65% by 2027. | 5 = Above 62%<br>4 = 60%-62%<br>3 = 57%-59%<br>2 = 54-56%<br>1 = Below 54% | 61% certificate/degree completion, still enrolled, or transfer-out | 63% certificate/degree completion, still enrolled, or transfer-out | Course completion (ABC rate), Persistence, Retention, Completion, Transfer  |



# Scorecard Category: Student Success/Retention/Graduation (continued)

| Pillar/Goal  | 5 Year Target   | Scale   | FY2022 Outcomes  | FY2023 Goal      | Lead Metrics   |
|--|---|---|--|------------------|--|
| <b>Pillar II. Exceptional Educational Opportunities</b><br><br>Goal 1: Ensure high-quality and relevant certificate, degree, and co-curricular programs.   | Achieve at least a 3.00 GPA yearly weighted average in Fall semester at transfer destinations through 2027. | 5 = Above 3.50<br>4 = 3.26-3.50<br>3 = 3.00-3.25<br>2 = 2.75-2.99<br>1 = Below 2.75 | FY21 = 3.19 average GPA<br>FY22 = TBD                            | 3.00 average GPA | RVC GPA  |
| <b>Pillar IV: Diversity, Equity, and Inclusion</b><br><br>Goal 2: Close equity gaps so that students from diverse racial, gender and socioeconomic backgrounds can access and achieve their academic and career goals. | Close equity gaps in graduation and transfer-out rates to zero (no difference) by 2027.                     | 5 = Below 10%<br>4 = 10% - 11%<br>3 = 12% - 13%<br>2 = 14% - 15%<br>1 = Above 15%   | Largest gaps are 16% (Black/African American) and 11% (Hispanic) | no gaps > 12%    | Equity gaps in course completion, persistence, and retention |

|           |                     |              |                  |                        |
|-----------|---------------------|--------------|------------------|------------------------|
| 1 = Alert | 2 = Area of Concern | 3 = Met Goal | 4 = Stretch Goal | 5 = Super Stretch Goal |
|-----------|---------------------|--------------|------------------|------------------------|

# Scorecard Category: Employees

| Pillar/Goal  | 5 Year Target   | Scale   | FY2022 Outcomes  | FY2023 Goal   | Lead Metrics   |
|--|---|---|--|---------------|--|
| <p><b>Pillar IV: Diversity, Equity, and Inclusion</b></p> <p>Goal 1: Improve the campus culture by establishing cultural competence, trust, and a sense of belonging among employees and learners.</p> | Increase Score on Culture Survey item "I would recommend RVC as a great place to work" to 3.50 by 2027. | 5 = Above 3.29<br>4 = 3.15 - 3.29<br>3 = 3.00 - 3.14<br>2 = 2.85-2.99<br>1 = Below 2.85 | 2.85/4.00  | 3.00/4.00     | Great Colleges to Work For score, pulse surveys  |
| <p><b>Pillar IV: Diversity, Equity, and Inclusion</b></p> <p>Goal 3: Employ a culturally competent workforce that reflects student and community demographics.</p>                                     | Narrow equity gaps between employee and community demographics by 2027.                                 | 5 = Below 10%<br>4 = 10% - 11%<br>3 = 12% - 13%<br>2 = 14% - 15%<br>1 = Above 15%       | Largest gaps are 15% (Hispanic Faculty), 13% (Hispanic Staff), 7% Black/African American Faculty | no gaps > 12% | Breadth of searches (e.g., professional organizations), Diversity of applicant pool, Applicant yield (disaggregated), Employee retention (disaggregated) |

1 = Alert

2 = Area of Concern

3 = Met Goal

4 = Stretch Goal

5 = Super Stretch Goal

# Scorecard: Employees (continued)

| Pillar/Goal  | 5 Year Target  | Scale   | FY2022 Outcomes | FY2023 Goal | Lead Metrics   |
|--|--|---|-----------------|-------------|--|
| <p><b>Pillar IV: Diversity, Equity, and Inclusion</b></p> <p>Goal 1: Improve the campus culture by establishing cultural competence, trust, and a sense of belonging among employees and learners.</p>   | Increase score on Culture Survey composite "Trust in Leadership" to 3.54 by 2027.                    | 5 = above 3.14<br>4 = 3.00-3.14<br>3 = 2.85-2.99<br>2 = 2.70-2.84<br>1 = below 2.70 | 2.79/4.00       | 2.94/4.00   | Great Colleges to Work For score, pulse surveys  |
| <p><b>Pillar III: Exceptional Training Opportunities</b></p> <p>Goal 2: Provide high-quality training and professional development to improve human performance and to bridge the gap between college needs and employees' educational and career goals.</p> | Increase score on Culture Survey composite "Professional Development & Advancement" to 3.47 by 2027. | 5 = above 3.14<br>4 = 3.00-3.14<br>3 = 2.85-2.99<br>2 = 2.70-2.84<br>1 = below 2.70 | 2.72/4.00       | 2.87/4.00   | Exit surveys, internal promotions, lateral moves, developmental assignments, feedback surveys for professional development offerings, professional development activity in Cornerstone |

|           |                     |              |                  |                        |
|-----------|---------------------|--------------|------------------|------------------------|
| 1 = Alert | 2 = Area of Concern | 3 = Met Goal | 4 = Stretch Goal | 5 = Super Stretch Goal |
|-----------|---------------------|--------------|------------------|------------------------|

# Scorecard Category: Finance

| Pillar/Goal   | 5 Year Target   | Scale   | FY2022 Outcomes                                | FY2023 Goal          | Lead Metrics   |
|---|---|---|--|----------------------|--|
| <b>Pillar I. Access</b><br><br>Goal 2: Provide district residents improved accessibility to noncredit programs, certificates, and training. | Increase net revenue from noncredit programs to \$372,000 by 2027.                                      | 5 = \$76,000 or more<br>4 = \$66,000 - \$75,999<br>3 = \$56,000 - \$65,999<br>2 = \$46,000 - \$55,999<br>1 = less than \$46,000 | \$(22,294) net revenue                         | \$56,565 net revenue | noncredit enrollment by program throughout the year, program portfolio, requests from industry |
| <b>Pillar I: Access</b><br><br>Goal 1: Provide district residents improved accessibility to credit programs and certificates.               | Maintain the margin between unit cost and unit revenue at +/- \$10 per credit hour for credit programs. | 5 = \$15 or more<br>4 = Between \$10 and \$15<br>3 = +/- \$10<br>2 = Between \$(10) and \$(15)<br>1 = \$(15) or less            | \$10.36 more revenue than cost per credit hour | +/- \$10             | Quarterly salaries, materials, program enrollments   |

1 = Alert

2 = Area of Concern

3 = Met Goal

4 = Stretch Goal

5 = Super Stretch Goal

# Scorecard Category: Community

| Pillar/Goal  | 5 Year Target  | Scale  | FY2022 Outcomes | FY2023 Goal  | Lead Metrics  |
|--|--|--|-----------------|--|---|
| <p><b>Pillar III: Exceptional Training Opportunities</b></p> <p>Goal 1: Increase the number of grants, scholarships, and endowments to support students enrolled in credit and noncredit programs that meet the regional workforce need for skilled employees.</p> | Increase industry partner engagement by 2027.  | 3 = Establish Baseline   | In progress     | Develop framework for categorizing industry partners | donations, advisory board participation, internships, employment of program completers  |
| <p><b>Pillar IV: Diversity, Equity, and Inclusion</b></p> <p>Goal 1: Improve the campus culture by establishing cultural competency, trust, equity, and a sense of belonging among employees and learners.</p>   | Increase the amount of RVC contractual dollars awarded to Business Enterprise Partner (BEP) recognized vendors to between 10% and 20% by 2027. | 5 = 30% or more<br>4 = 20% - 29.99%<br>3 = 10% - 19.99%<br>2 = 5% - 9.99%<br>1 = 0 - 4.99% | In progress     | TBD  | # of registered vendors in our region, # of training sessions offered by/at RVC, %/# of bids completed by minority-owned businesses |

1 = Alert

2 = Area of Concern

3 = Met Goal

4 = Stretch Goal

5 = Super Stretch Goal



## SMART Camp – Summer Manufacturing and Readiness Technology

Rock Valley College Board of Trustees Committee of the Whole  
May 9, 2023

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Presented by: Dr. Hansen Stewart  
Vice President of Industry Partnerships & Community Engagement



# SMART Camp

**Program Purpose:** The purpose of this program is to cultivate interest in technical careers by inspiring middle school students to continue with career and technical education in high school and to ultimately build pathway pipelines that lead to our local workforce in manufacturing.

## Anticipated Program Results:

- Program participants will be exposed to CTE and have an understanding of STEM-related career paths.
- Program participants will understand and will be able to give an explanation of at least one STEM-related career path.
- Program participants and their parents/guardians will be satisfied with the program.



# SMART Camp

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**Program:** One week-long camp that combines **Welding, CNC Machining, & Mechatronics.**

The program will be offered three separate weeks over the summer months:

- June 26<sup>th</sup> – 30<sup>th</sup>
- July 17<sup>th</sup> – 21<sup>st</sup>
- July 31<sup>st</sup> – August 4<sup>th</sup>
- Students will assemble a take-home project (Remote Control Car) that will incorporate all three subject areas
- Students will participate in industry tour field trips to deepen their exposure to these industries
  - Hennig Inc., Bergstrom Inc., Bourn & Koch Inc.

**Total Served:** 15 unique middle school students (rising 7<sup>th</sup> & 8<sup>th</sup> graders) each week; 45 students each summer

**Location:** Rock Valley College's Advanced Technology Center (Belvidere)

**Time:** Monday through Friday, 9 am-4 pm

**Notes:**

- Lunch and snacks will be provided to students
- Boy Scouts of America and Boys & Girls Club are partnering with RVC to provide students and transportation

## Sponsors

- Nuts, Bolts & Thingamajigs Grant – the Foundation of the Fabricators and Manufacturers Association, Intl.
- Bergstrom Inc.
- CFNIL
- Boone County Community Foundation
- Rock River Valley Tooling and Machining Association (RRVTMA)
  - Lunch Sponsor
- Women of Today's Manufacturing (WOTM)
  - Lunch Sponsor

## Partners

- Boy Scouts of America – Blackhawk Area Council
- Boys & Girls Club of Rockford
- Hennig Inc.
- Bourn & Koch Inc.



# Questions?

**Intergovernmental Cooperation Agreement:  
2023-2024 IDOT Highway Construction Careers Training Program**

**Background:**

This Intergovernmental Cooperation Agreement (“Agreement”) is between the Illinois Department of Transportation and Rock Valley College. Under the Agreement, the College shall administer the Highway Construction Careers Training Program (HCCTP), teaching highway construction industry “trade and life” skills to selected trainees who reflect the characteristics of the under-represented population of the Federal Highway Administration On-the-Job Training (OJR) Program. The program takes place at ten community colleges within Illinois, including college-approved work-site locations.

Rock Valley College has been providing training for the HCCTP since 2009. Previously, RVC was the grantee for HCCTP, with ICCB as the grantor. Beginning in FY18, IDOT made the decision to execute Intergovernmental Agreements with the 12 community colleges individually and removed ICCB from the process. As of FY23, HCCTP is offered at ten community colleges in IL. RVC will complete its 23<sup>rd</sup> HCCTP class on June 8, 2023. Since FY19 and the new reporting arrangements, there have been 64 participants (240 overall), with 55 completing the program (90%). Twenty-nine HCCTP graduates have been placed with trade union apprenticeship programs, three individuals have continued their higher education, five have elected not to pursue careers in construction, and seven moved into full-time employment related to the training received in the program. Eleven graduates are still pursuing apprenticeship opportunities.

Program goals under the HCCTP include:

1. Provide construction industry trade and life-skills training to selected trainees.
2. Provide a stipend at an hourly rate to support trainees.
3. Provide safety equipment, safety wear, and basic hand tools for the selected trainees during the training program and upon acceptance into an apprenticeship or other highway construction-related position following the completion of the training program.
4. Assist and place members of the under-represented population into IL construction trade unions, apprenticeship programs, and/or with IDOT highway construction contractors.

It is anticipated that there will be 24 trainees participating in the program for this fiscal year. Under the Agreement, IDOT will compensate Rock Valley College at a not-to-exceed amount of \$336,419 to administer the HCCTP.

**Recommendation:**

It is recommended that the Board of Trustees approves an Intergovernmental Cooperation Agreement (“Agreement”) between the Illinois Department of Transportation and Rock Valley College at a not-to-exceed amount of \$336,419 for Rock Valley College to administer the 2023-2024 IDOT Highway Construction Careers Training Program. **Pending Attorney Approval.**

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachments: RVC 2024 Intergovernmental Agreement; Attachment A; Attachment B; Attachment C



**Intergovernmental Agreement**

Print Form

Reset Form

|                        |                  |
|------------------------|------------------|
| Governmental Body Name | Agreement Number |
| Rock Valley College    |                  |

|                         |          |       |          |
|-------------------------|----------|-------|----------|
| Address                 | City     | State | Zip Code |
| 3301 North Mulford Road | Rockford | IL    | 61114    |

|  |      |       |          |
|--|------|-------|----------|
| Remittance Address (if different from above) | City | State | Zip Code |
|  |      |       |          |

|       |                                |           |      |
|-------|--------------------------------|-----------|------|
| Phone | Unique Entity Identifier (UEI) | FEIN/TIN  | DUNS |
|       |                                | 362557781 |      |

Brief Description of Service (full description specified in Part 5)

Pursuant to 23 CFR 230.113, the Department will partner with Rock Valley College to provide supportive services including, but not limited to, recruiting, counseling, remedial training, with special emphasis upon increasing training opportunities for members of minority groups and women.

Compensation Method (full details specified in Part 6)

Schedule of Rates

|                              |   |            |                             |
|------------------------------|---|------------|-----------------------------|
| Total Compensation Amount    | Advance Pay   | Start Date | Agreement Term              |
| \$336,419.00 (not to exceed) | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 07/01/23   | Expiration Date<br>06/30/24 |

**REQUIRED SIGNATURES**

By signing below, the GOVERNMENTAL BODY and the DEPARTMENT agree to comply with and abide by all provisions set forth in Parts 1-8 herein and any Appendices thereto.

**FOR THE GOVERNMENTAL BODY:**

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

|      |       |
|------|-------|
| Name | Title |
|------|-------|

Check if under \$250,000. If under \$250,000 the Secretary's signature may be delegated.

**FOR THE DEPARTMENT:**

|           |      |   |      |
|-----------|------|---|------|
| Signature | Date | Omer Osman, P.E., Secretary of Transportation | Date |
|-----------|------|---|------|

|               |
|---------------|
| Delegate Name |
|---------------|

|              |
|--------------|
| Printed Name |
|--------------|

|               |
|---------------|
| Printed Title |
|---------------|

|           |      |                                    |      |
|-----------|------|------------------------------------|------|
| Signature | Date | Vicki Wilson, Chief Fiscal Officer | Date |
|-----------|------|------------------------------------|------|

|           |      |                           |      |
|-----------|------|---------------------------|------|
| Signature | Date | Yongsu Kim, Chief Counsel | Date |
|-----------|------|---------------------------|------|

(Approved as to form)

**INTERGOVERNMENTAL AGREEMENT  
FOR  
THE 2023-2024 IDOT HIGHWAY CONSTRUCTION CAREERS TRAINING PROGRAM**

This Agreement is by and between

Please type or print legibly the GOVERNMENTAL BODY'S legal name and address

Rock Valley College  
3301 North Mulford Road  
Rockford, IL 61114

Attention

Yvonne Busker

Email

y.busker@rockvalleycollege.edu

referred to as the GOVERNMENTAL BODY, and the State of Illinois, acting by and through its Department of Transportation, referred to as the DEPARTMENT individually referred to as a PARTY, and collectively referred to as the PARTIES.

|        |                                    |
|--------|------------------------------------|
| Part 1 | Scope/Compensation/Term            |
| Part 2 | General Provisions                 |
| Part 3 | Federally Funded Agreements        |
| Part 4 | Specific Provisions                |
| Part 5 | Scope of Services/Responsibilities |
| Part 6 | Compensation for Services          |
| Part 7 | Certification Regarding Lobbying   |
| Part 8 | Agreement Award Notification       |

**Part 1**

**SCOPE / COMPENSATION / TERM**

- A. **Scope of Services and Responsibilities** The DEPARTMENT and the GOVERNMENTAL BODY agree as specified in Part 5.
- B. **Compensation** Compensation (if any) shall be as specified in Part 6.
- C. **Term of Agreement** This Agreement will start 07/01/23 and will expire 06/30/24
- D. **Amendments** All changes to this Agreement must be mutually agreed upon by the DEPARTMENT and the GOVERNMENTAL BODY and be incorporated by written amendment, signed by the parties.
- E. **Renewal** This Agreement may be renewed upon written agreements by the parties.



**Part 2**  
**GENERAL PROVISIONS**

- A. Changes** If any circumstances or condition in this Agreement changes, the GOVERNMENTAL BODY must notify the DEPARTMENT in writing within seven (7) days.
- B. Compliance/Governing Law** The terms of this Agreement shall be construed in accordance with the laws of the State of Illinois. Any obligations and services performed under this Agreement shall be performed in compliance with all applicable state and federal laws. The Parties hereby enter into this Intergovernmental Agreement pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.
- C. Availability of Appropriation** This Agreement is contingent upon and subject to the availability of funds. The DEPARTMENT, at its sole option, may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (2) the Governor decreases the DEPARTMENT's funding by reserving some or all of the DEPARTMENT's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly; or (3) the DEPARTMENT determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. GOVERNMENTAL BODY will be notified in writing of the failure of appropriation or of a reduction or decrease. GOVERNMENTAL BODY is not obligated to deliver services should the DEPARTMENT funding not be provided.
- D. Records Inspection** The DEPARTMENT or a designated representative shall have access to the GOVERNMENTAL BODY's work and applicable records whenever it is in preparation or progress, and the GOVERNMENTAL BODY shall provide for such access and inspection.
- E. Records Preservation** The GOVERNMENTAL BODY, shall maintain for a minimum of **three (3) years** after the completion of the Agreement, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement.
- F. Cost Category Transfer Request** For all transfers between or among appropriated and allocated cost categories, DEPARTMENT approval is required. To secure approval, the GOVERNMENTAL BODY must submit a written request to the DEPARTMENT detailing the amount of transfer, the cost categories from and to which the transfer is to be made, and rationale of the transfer.
- G. Subcontracting/Procurement Procedures/Employment of DEPARTMENT Personnel**
1. Subcontracting-Subcontracting, assignment or transfer of all or part of the interests of the GOVERNMENTAL BODY concerning any of the obligations covered by this Agreement is prohibited without prior written consent of the DEPARTMENT.
  2. Procurement of Goods or Services - Federal Funds For purchases of products or services with any Federal funds that cost more than \$3,000.00 but less than the simplified acquisition threshold fixed at 41 U.S.C. 134, (currently set at \$100,000.00) the GOVERNMENTAL BODY shall obtain price or rate quotations from an adequate number (at least three) of qualified sources. Procurement of products or services with any Federal funds for \$100,000 or more will require the GOVERNMENTAL BODY to use the Invitation for Bid process or the Request for Proposal process. In the absence of formal codified procedures of the GOVERNMENTAL BODY, the procedures of the DEPARTMENT will be used, provided that the procurement procedures conform to the provisions in Part 3(K) below. The GOVERNMENTAL BODY may only procure products or services from one source with any Federal funds if: (1) the products or services are available only from a single source; or (2) the DEPARTMENT authorizes such a procedure; or, (3) the DEPARTMENT determines competition is inadequate after solicitation from a number of sources.
  3. Procurement of Goods or Services - State Funds For purchases of products or services with any State of Illinois funds that cost more than \$20,000.00, (\$10,000.00 for professional and artistic services) but less than the small purchase amount set by the Illinois Procurement Code Rules, currently set at \$80,000.00; and \$20,000.00 for professional and artistic services, (See 30 ILCS 500/20-20(a) and 44 Ill. Admin Code 6.100) the GOVERNMENTAL BODY shall obtain price or rate quotations from an adequate number (at least three) of qualified sources. Procurement of products or services with any State of Illinois funds for \$80,000.00 or more for goods and services and \$20,000.00 or more for professional and artistic services will require the GOVERNMENTAL BODY to use the Invitation for Bid process or the Request for Proposal process. In the absence of formal codified procedures of the GOVERNMENTAL BODY, the procedures of the DEPARTMENT will be used. The GOVERNMENTAL BODY may only procure products or services from one source with any State of Illinois funds if: (1) the products or services are available only from a single source; or (2) the DEPARTMENT authorizes such a procedure; or, (3) the DEPARTMENT determines competition is inadequate after solicitation from a number of sources.  
  
The GOVERNMENTAL BODY shall include a requirement in all contracts with third parties that the contractor or consultant will comply with the requirements of this Agreement in performing such contract, and that the contract is subject to the terms and conditions of this Agreement.
  4. EMPLOYMENT OF DEPARTMENT PERSONNEL The GOVERNMENTAL BODY will not employ any person or persons currently employed by the DEPARTMENT for any work required by the terms of this Agreement.

### Part 3

## FEDERALLY FUNDED AGREEMENTS

**A. Standard Assurances** The GOVERNMENTAL BODY assures that it will comply with all applicable federal statutes, regulations, executive orders, circulars, and other federal requirements in carrying out any project supported by federal funds. The GOVERNMENTAL BODY recognizes that federal laws, regulations, policies, and administrative practices may be modified from time to time and those modifications may affect project implementation. The GOVERNMENTAL BODY agrees that the most recent federal requirements will apply to the project as authorized by 49 U.S.C. Chapter 53; U.S. Code Title 23-Highways; the Moving Ahead for Progress in the 21st Century Act (MAP-21, Public Law 112-141), the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU, Public Law 109-59), as amended by the SAFETEA-LU Technical Corrections Act of 2008, or other Federal laws.

**B. Certification Regarding Lobbying**

1. As required by 31 U.S.C. 1352 and U.S. DOT regulations, "New Restrictions on Lobbying," specifically 49 CFR 20.110:

- a. The lobbying restrictions of this Certification apply to GOVERNMENTAL BODY requests:
  - (i) For \$100,000 or more in Federal funding for a Grant or Cooperative Agreement, and
  - (ii) For \$150,000 or more in Federal funding for a Loan, Line of Credit, Loan Guarantee, or Loan Insurance, and
- b. This Certification applies to the lobbying activities of: (1) GOVERNMENTAL BODY,
  - (i) Its Principals, and
  - (ii) Its Subrecipients at the first tier,

2. GOVERNMENTAL BODY's authorized representative certifies to the best of his or her knowledge and belief that for each agreement for federal assistance exceeding \$100,000:

a. No Federal appropriated funds have been or will be paid by your Applicant or on its behalf to any person to influence or attempt to influence:

- (i) An officer or employee of any Federal agency regarding the award of a:
  - (1) Federal Grant or Cooperative Agreement, or
  - (2) Federal Loan, Line of Credit, Loan Guarantee, or Loan Insurance,
- (ii) A Member of Congress, an employee of a member of Congress, or an officer or employee of Congress regarding the award of a:
  - (1) Federal Grant or Cooperative Agreement, or
  - (2) Federal Loan, Line of Credit, Loan Guarantee, or Loan Insurance,

b. GOVERNMENTAL BODY will submit a complete OMB Standard Form LLL (Rev. 7-97), "Disclosure of Lobbying Activities," consistent with its instructions, if any funds other than Federal appropriated funds have been or will be paid to any person to influence or attempt to influence:

- (i) An officer or employee of an Federal agency regarding the award of a:
  - (1) Federal Grant or Cooperative Agreement, or
  - (2) Federal Loan, Line of Credit, Loan Guarantee, or Loan Insurance, or
- (ii) A Member of Congress, an employee of a member of Congress, or an officer or employee of Congress regarding the award of a:
  - (1) Federal Grant or Cooperative Agreement, or
  - (2) Federal Loan, Line of Credit, Loan Guarantee, or Loan Insurance, and c. It will include the language of this Certification in the award documents for all subawards at all tiers, including, but not limited to:
    - (1) Third party contracts,
    - (2) Subcontracts,
    - (3) Subagreements, and
    - (4) Other third party agreements under a:

- (i) Federal Grant or Cooperative Agreement, or
- (ii) Federal Loan, Line of Credit, Loan Guarantee, or Loan Insurance,

3. GOVERNMENTAL BODY understands that:

- a. This Certification is a material representation of fact that the Federal Government relies on, and
- b. It must submit this Certification before the Federal Government may award funding for a transaction covered by 31 U.S.C. 1352, including a:
  - (i) Federal Grant or Cooperative Agreement, or
  - (ii) Federal Loan, Line of Credit, Loan Guarantee, or Loan Insurance, and

4. GOVERNMENTAL BODY also understands that any person who does not file a required Certification will incur a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**C. Nondiscrimination Assurance** As required by 49 U.S.C. 5332 (which prohibits discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity), Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d, and U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the DEPARTMENT of Transportation--Effectuation of Title VI of the Civil Rights Act," 49 CFR Part 21 at 21.7, the GOVERNMENTAL BODY assures that it will comply with all requirements of 49 CFR Part 21; FTA Circular 4702.1B, "Title VI and Title VI - Dependent Guidelines for Federal Transit Administration Recipients," and other applicable directives, so that no person in the United States, on the basis of race, color, national origin, creed, sex, or age will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the GOVERNMENTAL BODY receives federal assistance.

Specifically, during the period in which federal assistance is extended to the project, or project property is used for a purpose for which the federal assistance is extended or for another purpose involving the provision of similar services or benefits, or as long as the GOVERNMENTAL BODY retains ownership or possession of the project property, whichever is longer, the GOVERNMENTAL BODY assures that:

1. Each project will be conducted, property acquisitions will be undertaken, and project facilities will be operated in accordance with all applicable requirements of 49 U.S.C. 5332 and 49 CFR Part 21, and understands that this assurance extends to its entire facility and to facilities operated in connection with the project.
2. It will promptly take the necessary actions to effectuate this assurance, including notifying the public with complaints of discrimination in the provision of transportation-related services, or benefits may be filed with U.S. DOT or FTA. Upon request by U.S. DOT or FTA, the GOVERNMENTAL BODY assures that it will submit the required information pertaining to its compliance with these requirements.
3. It will include in each subagreement, property transfer agreement, third party contract, third party subcontract, or participation agreement adequate provisions to extend the requirements of 49 U.S.C. 5332 and 49 CFR Part 21 to other parties involved therein including any subrecipient, transferee, third party contractor, third party subcontractor at any level, successor in interest, or any other participant in the project.
4. Should it transfer real property, structures, or improvements financed with federal assistance to another party, any deeds and instruments recording the transfer of that property shall contain a covenant running with the land assuring nondiscrimination for the period during which the property is used for a purpose for which the federal assistance is extended or for another purpose involving the provision of similar services or benefits.
5. The United States has a right to seek judicial enforcement with regard to any matter arising under the Act, regulations, and this assurance.
6. It will make any changes in its 49 U.S.C. 5332 and Title IV implementing procedures as U.S. DOT or FTA may request.

**D. Control of Property** The GOVERNMENTAL BODY certifies that the control, utilization and disposition of property or equipment acquired using federal funds is maintained according to the provisions of 2 CFR Part 200, Subpart D, Property Standards.

**CHOOSE ONE THAT IS APPLICABLE**

- E. Cost Principles [Apply to institutions of higher education only]** The GOVERNMENTAL BODY certifies that the cost principles and indirect/Facilities & Administration (F&A) cost identification and assignment, and rate determination of this Agreement are consistent with 2 CFR Part 200, Subpart E, and Appendix III to Part 200 and all costs included in this Agreement are allowable under 2 CFR Part 200, Subpart E, and Appendix III to Part 200.

- F. Debarment** The GOVERNMENTAL BODY shall comply with Debarment provisions as contained in 2 CFR Part 1200, as amended. The GOVERNMENTAL BODY certifies that to the best of its knowledge and belief, the GOVERNMENTAL BODY and the GOVERNMENTAL BODY's principals: a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency; b) within a three-year period preceding this Agreement have not been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in subsection (b), above; and d) have not within a three-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

The inability of the GOVERNMENTAL BODY to certify to the certification in this section will not necessarily result in denial of participation in this Agreement. The GOVERNMENTAL BODY shall submit an explanation of why it cannot provide the certification in this section. This certification is a material representation of fact upon which reliance was placed when the DEPARTMENT determined whether to enter into this transaction. If it is later determined that the GOVERNMENTAL BODY knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the DEPARTMENT may terminate this Agreement for cause. The GOVERNMENTAL BODY shall provide immediate written notice to the DEPARTMENT if at any time the GOVERNMENTAL BODY learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this Part shall have the meaning set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.

The GOVERNMENTAL BODY agrees that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized, in writing, by the DEPARTMENT. The GOVERNMENTAL BODY agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the DEPARTMENT, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. The GOVERNMENTAL BODY may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless the GOVERNMENTAL BODY knows the certification is erroneous. The GOVERNMENTAL BODY may decide the method and frequency by which it determines the eligibility of its principals. The GOVERNMENTAL BODY may, but not required to, check the Non-procurement List. If the GOVERNMENTAL BODY knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation, in addition to other remedies available to the federal government, the DEPARTMENT may terminate this Agreement for cause or default.

Nothing contained in this section shall be construed to require establishment of a system of records in order to render in good faith the certification required by this section. The knowledge and information of the GOVERNMENTAL BODY is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- G. Audit Requirements** The GOVERNMENTAL BODY certifies that it will comply with the requirements of 2 CFR Part 200, Subpart F, Section 200.501, which sets forth standards for obtaining consistency and uniformity for the audit of non-Federal entities expending Federal awards, as follows:

1. **Audit required** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year.
2. **Single audit** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted except when it elects to have a program-specific audit.
3. **Program-specific audit election** When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
4. **Exemption when Federal awards expended are less than \$750,000.** A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).
5. Except for the provisions for biennial audits provided in paragraphs (a) and (b), audits required by this part must be performed annually. Any biennial audit must cover both years within the biennial period.
  - a. A state, local government, or Indian tribe that is required by constitution or statute, in effect on January 1, 1987, to undergo its audits less frequently than annually, is permitted to undergo its audits pursuant to this part biennially. This requirement must still be in effect for the biennial period.

- b. Any nonprofit organization that had biennial audits for all biennial periods ending between July 1, 1992, and January 1, 1995, is permitted to undergo its audits pursuant to this part biennially.
6. The audit must be completed; the data collection form described in Appendix X to Part 200 and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.
7. **Reporting package** The reporting package must include the following:
- Financial statements and schedule of expenditures of Federal awards discussed in §200.510 Financial statements, paragraphs (a) and (b), respectively;
  - Summary schedule of prior audit findings discussed in §200.511 Audit findings follow-up, paragraph (b);
  - Auditor's report(s) discussed in §200.515 Audit reporting; and
  - Corrective action plan discussed in §200.511 Audit findings follow-up; paragraph (c).
- H. Drug Free Workplace** The GOVERNMENTAL BODY certifies that it will comply with the requirements of the federal Drug Free Workplace Act, 41 U.S.C. 702 as amended, and 49 CFR 32.
- I. Disadvantaged Business Enterprise Assurance** In accordance with 49 CFR 26.13(a), as amended, the GOVERNMENTAL BODY assures that it shall not discriminate on the basis of race, color, national origin, or sex in the implementation of the project and in the award and performance of any third party contract, or subagreement supported with Federal assistance derived from the U.S. DOT or in the administration of its Disadvantaged Business Enterprise (DBE) program or the requirements of 49 CFR Part 26, as amended. The GOVERNMENTAL BODY assures that it shall take all necessary and reasonable steps set forth in 49 CFR Part 26, as amended, to ensure nondiscrimination in the award and administration of all third party contracts and subagreements supported with Federal assistance derived from the U.S. DOT. The GOVERNMENTAL BODY's DBE program, as required by 49 CFR Part 26, as amended, will be incorporated by reference and made a part of this Agreement for any Federal assistance awarded by FTA or U.S. DOT. Implementation of this DBE program is a legal obligation of the GOVERNMENTAL BODY, and failure to carry out its terms shall be treated as a violation of the Agreement. Upon notification by the Federal Government or the DEPARTMENT to the GOVERNMENTAL BODY of its failure to implement its approved DBE program, the U.S. DOT may impose sanctions as provided for under 49 CFR Part 26, as amended, and may in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001, as amended, and/or the Program Fraud Remedies Act, 31 U.S.C. 3801 *et seq.*, as amended.
- J. Assurance of Nondiscrimination on the Basis of Disability** As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from the Federal Financial Assistance," at 49 CFR 27.9, the GOVERNMENTAL BODY assures that, as a condition to the approval or extension of any Federal assistance awarded by FTA to construct any facility, obtain any rolling stock or other equipment, undertake studies, conduct research, or to participate in or obtain any benefit from any program administered by FTA, no otherwise qualified person with a disability shall be, solely by reason of that disability, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity receiving or benefiting from Federal assistance administered by the FTA or any entity within U.S. DOT. The GOVERNMENTAL BODY assures that project implementation and operations so assisted will comply with all applicable requirements of U.S. DOT regulations implementing the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, *et seq.*, and the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 *et seq.*, and implementing U.S. DOT regulations at 49 CFR parts 27, 37, and 38, and any applicable regulations and directives issued by other Federal departments or agencies.
- K. Procurement Compliance Certification** The GOVERNMENTAL BODY certifies that its procurements and procurement system will comply with all applicable third party procurement requirements of Federal laws, executive orders, regulations, and FTA directives, and requirements, as amended and revised, as well as other requirements FTA may issue including FTA Circular 4220.1F, "Third Party Contracting Guidance," and any revisions thereto, to the extent those requirements are applicable. The GOVERNMENTAL BODY certifies that it will include in its contracts financed in whole or in part with FTA assistance all clauses required by Federal laws, executive orders, or regulations, and will ensure that each subrecipient and each contractor will also include in its subagreements and its contracts financed in whole or in part with FTA assistance all applicable clauses required by Federal laws, executive orders, or regulations.
- L. Intelligent Transportation Systems Program** As used in this assurance, the term Intelligent Transportation Systems (ITS) project is defined to include any project that in whole or in part finances the acquisition of technologies or systems of technologies that provide or significantly contribute to the provision of one or more ITS user services as defined in the "National ITS Architecture."
- In accordance with 23 U.S.C. 517(d), as amended by the Moving Ahead for Progress in the 21st Century Act (MAP-21), the GOVERNMENTAL BODY assures it will comply with all applicable requirements of Section V (Regional ITS Architecture and Section VI (Project Implementation)) of FTA Notice, "FTA National ITS Architecture Policy on Transit Projects," at 66 *Fed. Reg.* 1455 *et seq.*, January 8, 2001, and other FTA requirements that may be issued in connection with any ITS project it undertakes financed with Highway Trust Funds (including funds from the mass transit account) or funds made available for the Intelligent Transportation Systems Program.
  - With respect to any ITS project financed with Federal assistance derived from a source other than Highway Trust Funds (including funds from the Mass Transit Account) or 23 U.S.C. 517(d), the GOVERNMENTAL BODY assures that it will use its best efforts to ensure that any ITS project it undertakes will not preclude interface with other intelligent transportation systems in the Region.

- M. Davis-Bacon Act** To the extent applicable, the GOVERNMENTAL BODY will comply with the Davis-Bacon Act, as amended, 40 U.S.C. 3141 *et seq.*, the Copeland "Anti-Kickback" Act, as amended, 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. 3701 *et seq.*, regarding labor standards for federally assisted subagreements.
- N. Certifications and Assurances Required by the U.S. Office of Management and Budget (OMB) (SF-424B and SF-424D)**  
As required by OMB, the GOVERNMENTAL BODY certifies that it:
1. Has the legal authority and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project cost) to ensure proper planning, management, and completion of the project.
  2. Will give the U.S. Secretary of Transportation, the Comptroller General of the United States, and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives;
  3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain;
  4. Will initiate and complete the work within the applicable project time periods;
  5. Will comply with all applicable Federal statutes relating to nondiscrimination including, but not limited to:
    - Title IV of the Civil Rights Act, 42 U.S.C. 2000d, which prohibits discrimination on the basis of race, color, or national origin;
    - Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 through 1683, and 1685 through 1687, and U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 CFR Part 25, which prohibit discrimination on the basis of sex;
    - Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap;
    - The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 through 6107, which prohibits discrimination on the basis of age;
    - The Drug Abuse, Prevention, Treatment and Rehabilitation Act, Public Law 92-255, and amendments thereto, 21 U.S.C. 1101 *et seq.* relating to nondiscrimination on the basis of drug abuse;
    - The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Public Law 91-616, and amendments thereto, 42 U.S.C. 4541 *et seq.* relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
    - The Public Health Service Act of 1912, as amended, 42 U.S.C. 290dd-2 related to confidentiality of alcohol and drug abuse patient records;
    - Title VIII of the Civil Rights Act, 42 U.S.C. 3601 *et seq.*, relating to nondiscrimination in the sale, rental, or financing of housing;
    - Any other nondiscrimination provisions in the specific statutes under which Federal assistance for the project may be provided including, but not limited, to 49 U.S.C. 5332, which prohibits discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity, and Section 1101(b) of the Transportation Equity Act for the 21st Century, 23 U.S.C. 101 note, which provides for participation of disadvantaged business enterprises in FTA programs;
    - Executive Order No. 13559, 75 Fed. Reg. 71319 (Nov. 17, 2010), § 2(d), which prohibits organizations (that receive Federal assistance under social service programs) from discriminating against beneficiaries, or prospective beneficiaries of social service programs on the basis of religion or religious belief;
    - Any other nondiscrimination statute(s) that may apply to the project.
    - The prohibitions against discrimination on the basis of disability, as provided in the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 *et seq.*
  6. Will comply with all federal environmental standards applicable to the project, including but not limited to:
    - Institution of environmental quality control measures under the National Environmental Policy Act of 1969 and Executive Order 11514;
    - Notification of violating facilities pursuant to Executive Order 11738;
    - Protection of wetlands pursuant to Executive Order 11990;
    - Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
    - Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, 16 U.S.C. 1451 *et seq.*;
    - Conformity of federal Actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended, 42 U.S.C. 7401 *et seq.*;
    - Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended;
    - Protection of endangered species under the Endangered Species Act of 1973, as amended;
    - GOVERNMENTAL BODY will comply with the environmental protection for Federal transportation programs, including, but not limited to, protections for parks, recreation areas, or wildlife or waterfowl refuges of national, State, or local significance or any land from a historic site of national, State, or local significance to be used in a transportation Project, as required by 49 U.S.C. 303 (also known as "Section 4f");

- The Wild and Scenic Rivers Acts of 1968, 16 U.S.C. 1271 et seq., which relates to protecting components or potential components of the national wild scenic rivers systems; and
  - Environmental impact and related procedures pursuant to 23 C.F.R. Part 771.
7. Will comply with all other federal statutes applicable to the project, including but not limited to:
- As provided by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Relocation Act), 42 U.S.C. 4601 et seq., and 49 U.S.C. 5323(b), regardless of whether Federal funding has been provided for any of the real property acquired for Project purposes, GOVERNMENTAL BODY:
    - (1) will provide for fair and equitable treatment for any displaced persons, or any persons whose property is acquired as a result of federally-funded programs;
    - (2) has the necessary legal authority under State and local laws and regulations to comply with:
      - (a) The Uniform Relocation Act, 42 U.S.C. 4601 et seq., as specified by 42 U.S.C. 4630 and 4655; and
      - (b) U.S. DOT regulations, "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs," 49 CFR part 24, specifically 49 CFR 24.4, and
    - (3) has complied with or will comply with the Uniform Relocation Act and implementing U.S. DOT regulations because:
      - (a) As required by 49 CFR Part 24, the GOVERNMENTAL BODY will adequately inform each affected person of the benefits, policies, and procedures,
      - (b) As required by 42 U.S.C. 4622, 4623, and 4624, and 49 CFR part 24, if an FTA-funded Project results in displacement, it will provide fair and reasonable relocation payments and assistance to:
        1. Displaced families or individuals, and
        2. Displaced corporations, associations, or partnerships,
      - (c) As provided by 42 U.S.C. 4625 and 49 CFR part 24, it will provide relocation assistance programs offering the services described in the U.S. DOT regulations to such:
        1. Displaced families and individuals; and
        2. Displaced corporations, associations, or partnerships;
      - (d) As required by 42 U.S.C. 4625(c)(3), within a reasonable time before displacement, it will make available comparable replacement dwellings to families and individuals,
      - (e) GOVERNMENTAL BODY/Grantee/Vendor will:
        1. Carry out the relocation process to provide displaced persons with uniform and consistent services; and
        2. Make available replacement housing in the same range of choices with respect to such housing to all displaced persons regardless of race, color, religion, or national origin;
      - (f) As required by 42 U.S.C. 4651 and 4652, it will be guided by the real property acquisition policies;
      - (g) As required by 42 U.S.C. 4653 and 4654, it will pay or reimburse property owners for their necessary expenses, understanding that FTA will provide Federal funding for its eligible costs for providing payments for those expenses, as required by 42 U.S.C. 4631;
      - (h) As required, it will execute the necessary implementing amendments to FTA-funded third party contracts and subagreements;
      - (i) As required, it will execute, furnish, and be bound by such additional documents as FTA may determine necessary to effectuate or implement these assurances;
      - (j) As required, it will incorporate these assurances by reference into and make them a part of any third party contract or subagreement, or any amendments thereto, relating to any FTA-funded Project involving relocation or land acquisition; and
      - (k) As required, it will provide in any affected document that these relocation and land acquisition provisions must supercede any conflicting provisions;
- The Hatch Act, 5 U.S.C. 1501-1508, 7324 - 7326, which limits the political activities of State and local agencies and their officers and employees whose primary employment activities are financed in whole or part with Federal funds, including a Federal Loan, Grant Agreement, or Cooperative Agreement, and (2) 49 U.S.C. 5323(l)(2) and 23 U.S.C. 142(g), which provide an exception from Hatch Act restrictions for a nonsupervisory employee of a public transportation system (or of any other agency or entity performing related functions) receiving FTA funding appropriated or made available for 49 U.S.C. chapter 53 and 23 U.S.C. 142(a)(2) to whom the Hatch Act does not otherwise apply,
- The Flood Disaster Protection Act of 1973, which requires the purchase of flood insurance in certain instances;
- Section 106 of the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 470, which requires Federal agencies to review the effect of their undertakings on historic properties;
- Executive Order 11593, which relates to identification and protection of historic properties;
- The Archaeological and Historic Preservation Act of 1974, 16 U.S.C. 469a-1 et seq.;

- The Laboratory Animal Welfare Act of 1966, as amended, 7 U.S.C. 2131 et seq., which relates to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by a federal award of assistance;
  - The Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4801 et seq., which relates to prohibiting the use of lead-based paint in construction or rehabilitation of residence structures;
  - The Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations"; and
  - Use of parks, recreation areas, wildlife and waterfowl refuges, and historic sites pursuant to 23 C.F.R. Part 774 (Section 4(f) requirements); and
  - GOVERNMENTAL BODY will, to the extent applicable, comply with the protections for human subjects involved in research, development, and related activities supported by Federal funding of:
    - (1) The National Research Act, as amended, 42 U.S.C. 289 et seq., and
    - (2) U.S. DOT regulations, "Protection of Human Subjects," 49 CFR part 11.
- O. Energy Conservation** To the extent applicable, the GOVERNMENTAL BODY and its third party contractors at all tiers shall comply with mandatory standards and policies relating to energy efficiency that are contained in applicable state energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. Section 6321 et seq.
- P. Clean Water** For all contracts and subcontracts exceeding \$100,000, the GOVERNMENTAL BODY agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Water Pollution Control Act, 33 U.S.C Section 1251 et seq.
- Q. Clean Air** For all contracts and subcontracts exceeding \$100,000, the GOVERNMENTAL BODY agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, 42 U.S.C. 7401 et seq.
- R. Eligibility for Employment in The United States** The GOVERNMENTAL BODY shall complete and keep on file, as appropriate, Immigration and Naturalization Service Employment Eligibility Forms (I-9). These forms shall be used by the GOVERNMENTAL BODY to verify that persons employed by the GOVERNMENTAL BODY are eligible to work in the United States.
- S. Buy America** As set forth in 49 U.S.C. 5323(j) and 49 C.F.R. Part 661, only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of satisfactory quality; or that inclusion of domestic materials will increase the cost of overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.
- T. False Or Fraudulent Statements Or Claims** The GOVERNMENTAL BODY acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the DEPARTMENT in connection with this Agreement, the DEPARTMENT reserves the right to impose on the GOVERNMENTAL BODY the penalties of 18 U.S.C. Section 1001, 31 U.S.C. Section 3801, and 49 CFR Part 31, as the DEPARTMENT may deem appropriate. GOVERNMENTAL BODY agrees to include this clause in all state and federal assisted contracts and subcontracts.
- U. Changed Conditions Affecting Performance** The GOVERNMENTAL BODY shall immediately notify the DEPARTMENT of any change in conditions or local law, or of any other event which may significantly affect its ability to perform the Project in accordance with the provisions of this Agreement.
- V. Third Party Disputes or Breaches** The GOVERNMENTAL BODY agrees to pursue all legal rights available to it in the enforcement or defense of any third party contract, and FTA or U.S. DOT and the DEPARTMENT reserve the right to concur in any compromise or settlement of any third party contract claim involving the GOVERNMENTAL BODY. The GOVERNMENTAL BODY will notify FTA or U.S. DOT and the DEPARTMENT of any current or prospective major dispute pertaining to a third party contract. If the GOVERNMENTAL BODY seeks to name the DEPARTMENT as a party to the litigation, the GOVERNMENTAL BODY agrees to inform both FTA or U.S. DOT and the DEPARTMENT before doing so. The DEPARTMENT retains a right to a proportionate share of any proceeds derived from any third party recovery. Unless permitted otherwise by the DEPARTMENT, the GOVERNMENTAL BODY will credit the Project Account with any liquidated damages recovered. Nothing herein is intended to nor shall it waive U.S. DOT's, FTA's or the DEPARTMENT's immunity to suit.
- W. Fly America** GOVERNMENTAL BODY will comply with 49 U.S.C. §40118, 4 CFR §52 and U.S. GAO Guidelines B- 138942, 1981 U.S. Comp. Gen. LEXIS 2166, March 31, 1981 regarding costs of international air transportation by U.S. Flag air carriers.
- X. Non-Waiver** The GOVERNMENTAL BODY agrees that in no event shall any action or inaction on behalf of or by the DEPARTMENT, including the making by the DEPARTMENT of any payment under this Agreement, constitute or be construed as a waiver by the DEPARTMENT of any breach by the GOVERNMENTAL BODY of any terms of this Agreement or any default on the part of the GOVERNMENTAL BODY which may then exist; and any action, including the making of a payment by the DEPARTMENT, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the DEPARTMENT in respect to such breach or default. The remedies available to the DEPARTMENT under this Agreement are cumulative and not exclusive. The waiver or exercise of any remedy shall not be construed as a waiver of any other remedy available hereunder or under general principles of law or equity.



- Y. Preference for Recycled Products** To the extent applicable, the GOVERNMENTAL BODY agrees to give preference to the purchase of recycled products for use in this Agreement pursuant to the various U.S. Environmental Protection Agency (EPA) guidelines, "Comprehensive Procurement Guidelines for Products Containing Recovered Materials," 40 CFR Part 247, which implements section 6002 of the Resource Conservation and Recovery Act, as amended, 42 U.S.C. §6962.
- Z. Cargo Preference** Use of United States Flag Vessels. The GOVERNMENTAL BODY agrees to comply with 46 U.S.C. §55305 and 46 CFR Part 381 and to insert the substance of those regulations in all applicable subcontracts issued pursuant to this Agreement, to the extent those regulations apply to this Agreement.
- AA. Performance Measurement** The GOVERNMENTAL BODY must relate financial data of this AGREEMENT to its performance accomplishments. Further, the GOVERNMENTAL BODY must also provide cost information or a budget in Part 6 to demonstrate cost effective practices pursuant to 2 CFR Part 200.301.
- BB. Project Closeout** Pursuant to CFR Part 200.343, the GOVERNMENTAL BODY must submit the required project deliverables, performance and financial reports, and all eligible incurred costs as specified in Parts 5 and 6, respectively, of this AGREEMENT no later than 90 days after the AGREEMENT's end date. Further, the GOVERNMENTAL BODY agrees that the project should then be closed no later than 360 days after receipt and acceptance by the DEPARTMENT of all required final reports.
- CC. System Management Award** GOVERNMENTAL BODY is required to register with the System for Award Management (SAM), which is a web-enabled government-wide application that collects, validates, stores and disseminates business information about the federal government's trading partners in support of the contract award, grants and the electronic payment processes. If the GOVERNMENTAL BODY does not have a DUNS number, the GOVERNMENTAL BODY must register at <https://sam.gov>.

As a sub-recipient of federal funds equal to or greater than \$25,000 (or which equals or exceeds that amount by addition of subsequent funds), this agreement is subject to the following award terms: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> and <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>

- DD. Certification Regarding Annual Fiscal Reports or Payment Vouchers** The GOVERNMENTAL BODY agrees to comply with 2 CFR Part 200.415(a) as follows: To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the GOVERNMENTAL BODY, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative **penalties** for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

All of the requirements listed in Part 3, paragraphs A through DD apply to the federal funded project. The GOVERNMENTAL BODY agrees to include these requirements in each contract and subcontract financed in whole or in part with federal assistance.

**PART 4**  
**SPECIFIC PROVISIONS**

- A. Invoices** Invoices submitted by the GOVERNMENTAL BODY will be for costs that have been incurred to complete the Part 5, Scope of Services. If the GOVERNMENTAL BODY's invoices are deemed by the DEPARTMENT or auditors to not be sufficiently documented for work completed, the DEPARTMENT may require further records and supporting documents to verify the amounts, recipients and users of all funds invoiced pursuant to this Agreement. Furthermore, if any of the deliverables in Part 5 are not satisfactorily completed, GOVERNMENTAL BODY will refund payments made under this agreement to the extent that such payments were made for any such incomplete or unsatisfactory deliverable.

Any invoices/bills issued by the GOVERNMENTAL BODY to the DEPARTMENT pursuant to this Agreement shall be sent to the following address:

Illinois Department of Transportation

Attention

Aliceber Rivera-Alfaro, Bureau Chief, SBE

Address

2300 South Dirksen Parkway, Room 319

City

State

Zip Code

Springfield

IL

62764

All invoices shall be signed by an authorized representative of the GOVERNMENTAL BODY.

- B. Billing and Payment** All invoices for services performed and costs incurred by the GOVERNMENTAL BODY prior to July 1st of each year must be presented to the DEPARTMENT no later than **July 31st** of that same year for payment under this Agreement. Notwithstanding any other provision of this Agreement, the DEPARTMENT shall not be obligated to make payment to the GOVERNMENTAL BODY on invoices presented after said date. Failure by the GOVERNMENTAL BODY to present such invoices prior to said date may require the GOVERNMENTAL BODY to seek payment of such invoices through the Illinois Court of Claims and the Illinois General Assembly. No payments will be made for services performed prior to the effective date of this Agreement. The DEPARTMENT will direct all payments to the GOVERNMENTAL BODY's remittance address listed in this Agreement.
- C. Termination** This Agreement may be terminated by either party by giving thirty (30) calendar days written notice. If the DEPARTMENT is dissatisfied with the GOVERNMENTAL BODY's performance or believes that there has been a substantial decrease in the GOVERNMENTAL BODY's performance, the DEPARTMENT may give written notice that remedial action shall be taken by the GOVERNMENTAL BODY within seven (7) calendar days. If such action is not taken within the time afforded, the DEPARTMENT may terminate the Agreement by giving seven (7) calendar days written notice to the GOVERNMENTAL BODY. In either instance, the GOVERNMENTAL BODY shall be paid for the value of all authorized and acceptable work performed prior to the date of termination, including non-cancelable obligations made prior to receipt of notice of termination and for which work will be completed within thirty (30) days of receipt of notice of termination, based upon the payment terms set forth in the Agreement.
- D. Location of Service** Service to be performed by the GOVERNMENTAL BODY shall be performed as described in Part 5.
- E. Ownership of Documents/Title to Work** All documents, data and records produced by the GOVERNMENTAL BODY in carrying out the GOVERNMENTAL BODY's obligations and services hereunder, without limitation and whether preliminary or final, shall become and remain the property of the DEPARTMENT. The DEPARTMENT shall have the right to use all such documents, data and records without restriction or limitation and without additional compensation to the GOVERNMENTAL BODY. All documents, data and records utilized in performing research shall be available for examination by the DEPARTMENT upon request. Upon completion of the services hereunder or at the termination of this Agreement, all such documents, data and records shall, at the option of the DEPARTMENT, be appropriately arranged, indexed and delivered to the DEPARTMENT by the GOVERNMENTAL BODY.
- F. Intellectual Property** The "HIGHWAY CONSTRUCTION CAREERS TRAINING PROGRAM" and "HCCTP" name, HCCTP logos and designs, HCCTP coursework, documents, and website, and any and all other HCCTP records (the "materials") of any kind that exist, whatsoever, are the sole and exclusive intellectual property of the Illinois Department of Transportation, Office of Business and Workforce Diversity. Any unauthorized use, taking, infringement, partial incorporation, rebranding and/or other appropriation is strictly prohibited, and constitutes an unlawful trademark and/or copyright violation. Any party or entity found to be in violation of these intellectual property rights of the Department will be prosecuted to the fullest extent of the law. To inquire about a potential limited, single use license to utilize the materials, please contact the Office of Business and Workforce Diversity at 217/782-5490 or email Ronald S. Brown at [ronald.brown@illinois.gov](mailto:ronald.brown@illinois.gov).
- G. Software** All software and related computer programs produced and developed by the GOVERNMENTAL BODY (or authorized contractor or subcontractor thereof) in carrying out the GOVERNMENTAL BODY's obligation hereunder, without limitation and whether preliminary or final, shall become and remain the property of both the DEPARTMENT and the GOVERNMENTAL BODY. The DEPARTMENT shall be free to sell, give, offer or otherwise provide said software and related computer programs to any other agency, department, commission, or board of the State of Illinois, as well as any other agency, department, commission, board, or other governmental entity of any country, state, county, municipality, or any other unit of local government, or to any entity consisting of representatives of any unit of government, for official use by said entity. Additionally, the DEPARTMENT shall

be free to offer or otherwise provide said software and related computer programs to any current or future contractor.

The DEPARTMENT agrees that any entity to whom the software and related computer programs will be given, sold or otherwise offered shall be granted only a use license, limited to use for official or authorized purposes, and said entity shall otherwise be prohibited from selling, giving or otherwise offering said software and related computer programs without the written consent of both the DEPARTMENT and the GOVERNMENTAL BODY.

- H. Confidentiality Clause** Any documents, data, records, or other information given to or prepared by the GOVERNMENTAL BODY pursuant to this Agreement shall not be made available to any individual or organization without prior written approval by the DEPARTMENT. All information secured by the GOVERNMENTAL BODY from the DEPARTMENT in connection with the performance of services pursuant to this Agreement shall be kept confidential unless disclosure of such information is approved in writing by the DEPARTMENT.
- I. Compliance with Freedom of Information Act.** Upon request, GOVERNMENTAL BODY shall make available to DEPARTMENT all documents in its possession that DEPARTMENT deems necessary to comply with requests made under the Freedom of Information Act. (5 ILCS 140/7(2)).
- J. Reporting/Consultation** The GOVERNMENTAL BODY shall consult with and keep the DEPARTMENT fully informed as to the progress of all matters covered by this Agreement.
- J.  Travel Expenses** Expenses for travel, lodging, or per diem incurred by the GOVERNMENTAL BODY pursuant to this Agreement are limited to those described in Part 5. The GOVERNMENTAL BODY shall follow the Travel Guide for State Employees issued by the Illinois Department of Central Management Services on any travel covered under this Agreement.
- K. Indemnification** Unless prohibited by State law, the GOVERNMENTAL BODY agrees to hold harmless and indemnify the DEPARTMENT, and its officials, employees, and agents, from any and all losses, expenses, damages (including loss of use), suits, demands and claims, and shall defend any suit or action, whether at law or in equity, based on a alleged injury or damage of any type arising from the actions or inactions of the GOVERNMENTAL BODY and/or the GOVERNMENTAL BODY's employees, officials, agents, contractors and subcontractors, and shall pay all damages, judgments, costs, expenses, and fees, including attorney's fees, incurred by the DEPARTMENT and its officials, employees and agents in connection therewith.
- GOVERNMENTAL BODY shall defend, indemnify and hold the DEPARTMENT harmless against a third-party action, suit or proceeding ("Claim") against the DEPARTMENT to the extent such Claim is based upon an allegation that a Product, as of its delivery date under this Agreement, infringes a valid United States patent or copyright or misappropriates a third party's trade secret.
- L. Equal Employment Practice** The GOVERNMENTAL BODY must comply with the "Equal Employment Opportunity Clause" required by the Illinois Department of Human Rights. The GOVERNMENTAL BODY must include a requirement in all contracts with third parties (contractor or consultant) to comply with the requirements of this clause. The Equal Employment Opportunity Clause reads as follows:
- In the event that the GOVERNMENTAL BODY, its contractor or consultant fails to comply with any provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act Rules and Regulations of the Illinois Department of Human Rights ("IDHR"), the GOVERNMENTAL BODY, its contractor or consultant may be declared ineligible for future contracts or subcontracts with the state of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the GOVERNMENTAL BODY agrees as follows:
1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization;
  2. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with IDHR's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
  3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service;
  4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organizations or representative of the contractor's obligations under the Illinois Human Rights Act and IDHR's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly notify IDHR and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder;
  5. That it will submit reports as required by IDHR's Rules and Regulations, furnish all relevant information as may from time to time be requested by IDHR or the contracting agency, and in all respects comply with the Illinois Human Rights Act and IDHR's Rules and Regulations;

6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and IDHR for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and IDHR's Rules and Regulations;
7. That it will include verbatim or by reference the provisions of this Clause in every contract and subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Agreement, the GOVERNMENTAL BODY, its contractor or consultant will be liable for compliance with applicable provisions of this clause; and further it will promptly notify the contracting agency and the Department in the event any of its contractor or subcontractor fails or refuses to comply therewith. In addition, the GOVERNMENTAL BODY will not utilize any contractor or subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the state of Illinois or any of its political subdivisions or municipal corporations;
8. The GOVERNMENTAL BODY must have written sexual harassment policies that include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment, under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee's internal complaint process including penalties; (v) the legal recourse, investigative, and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policies must be provided to the DEPARTMENT upon request; and

In addition, the GOVERNMENTAL BODY is subject to the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., which prohibits discrimination in connection with the availability of public accommodations.

**M. Tax Identification Number** GOVERNMENTAL BODY certifies that:

1. The number shown on this form is a correct taxpayer identification number (or it is waiting for a number to be issued), **and**
2. It is not subject to backup withholding because: (a) it is exempt from backup withholding, or (b) has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the GOVERNMENTAL BODY that it is no longer subject to backup withholding, **and**
3. It is a U.S. entity (including a U.S. resident alien).

NAME OF GOVERNMENTAL BODY: Rock Valley College

Taxpayer Identification Number: 362557781

Legal Status (check one):

Tax-exempt     Government     Other

**N. International Boycott** The GOVERNMENTAL BODY certifies that neither GOVERNMENTAL BODY nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This applies to contracts that exceed \$10,000 (30 ILCS 582).

**O. Forced Labor** The GOVERNMENTAL BODY certifies it complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the DEPARTMENT under this Agreement have been or will be produced in whole or in part by forced labor, or indentured labor under penal sanction (30 ILCS 583).

**P. Equipment** The DEPARTMENT and the GOVERNMENTAL BODY agree to the following:

1. The GOVERNMENTAL BODY must obtain the DEPARTMENT's written approval prior to purchasing any equipment with funds acquired under this Agreement;
2. The GOVERNMENTAL BODY acknowledges that the DEPARTMENT is under no obligation to approve, and the DEPARTMENT may, if it approves, subject that approval to additional terms and conditions as the DEPARTMENT may require;
3. The GOVERNMENTAL BODY acknowledges that any equipment purchased under this Agreement must remain the property of the DEPARTMENT;
4. The GOVERNMENTAL BODY must use the equipment for the authorized purpose under Part 5 (Scope of Service/Responsibilities) and Part 6 (Compensation) during the period of performance or the equipment's entire useful life;
5. The GOVERNMENTAL BODY must not sell, transfer, encumber, or otherwise dispose of any equipment that is acquired under this Agreement without prior DEPARTMENT's written approval;
6. In cases where the GOVERNMENTAL BODY fails to dispose of any equipment properly, as determined by the DEPARTMENT, the GOVERNMENTAL BODY may be required to reimburse the DEPARTMENT for the cost of the equipment; and
7. For purposes of this provision, "equipment" includes any tangible or intangible product, having a useful life of two years or more, an acquisition cost of at least \$100, and used solely in GOVERNMENTAL BODY's performance under this Agreement.

**PART 5**  
**SCOPE OF SERVICE/RESPONSIBILITIES**

See Attachment A.

**PART 6  
COMPENSATION FOR SERVICES**

Funding

|  |              |  |
|--|--------------|--|
| Rock Valley College                                | \$336,419.00 |  |
|  |              |  |
| Subtotal   | \$336,419.00 |  |
| Local Match Provided Through the GOVERNMENTAL BODY |              |  |
| GRAND TOTAL  | \$336,419.00 |  |

Funding Breakdown

See Attachment B.

Budget

**PART 7**

**CERTIFICATION REGARDING LOBBYING**

(49 CFR PART 20)

Certification for Contracts, Grants, Loans, and Cooperative Agreements  
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, Rock Valley College, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Date

Name and Title of Contractor's Authorized Official



**PART 8  
AGREEMENT AWARD NOTIFICATION**

**REQUIRED FOR ALL PROJECTS**

Does this project receive Federal funds?  Yes  No

Amount of Federal funds

Name of Project

Federal Project Number

CFDA Number\*, Federal Agency, Program Title

\*For CFDA (Catalog of Federal Domestic Assistance) Number, refer to original Federal Award/Grant Agreement.

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## ANNUAL CERTIFICATION FOR SINGLE AUDIT COMPLIANCE

### NOTICE

- The certification applies ONLY to governmental agencies, local units of government and non-profit agencies expending federal funds for this project. It does not apply to for-profit public or private entities.
- If 2 CFR Part 200, Subpart F, Section 200.501, Audit Requirements applies to your organization, submit the certification or a copy of your single audit to the DEPARTMENT at the end of your fiscal year for any fiscal year in which you expended any federal funds related to this contract.

**NOTE: ANNUAL COMPLIANCE WITH THIS REQUIREMENT IS MANDATORY FOR EVERY YEAR IN WHICH FEDERAL FUNDS ARE EXPENDED FOR THIS PROJECT BY ANY STATES, LOCAL GOVERNMENTS OR NONPROFIT ORGANIZATIONS. FAILURE TO COMPLY WITH THE ANNUAL CERTIFICATION TO THE DEPARTMENT WILL RESULT IN SUSPENSION OF PAYMENTS TO REIMBURSE PROJECT COSTS.**

In accordance with 2 CFR Part 200, Subpart F, Section 200.501, Audit Requirements, non-federal entities that expend \$750,000 or more in Federal awards in a year are required to have a single audit. The DEPARTMENT is required by federal law to obtain and review the single audit of all entities that had any federally participating funds pass through it, irrespective of the amount provided by the DEPARTMENT. It is the responsibility of the agencies expending Federal funds to comply with the requirements and determine whether they are required to have a single audit performed.

In order to comply with the requirements, your agency must provide the following information to the DEPARTMENT on an annual basis for every year in which you expended funds for costs associated with this project:

1. If your agency expended \$750,000 or more in Federal awards from all sources, including other agencies, in a year, you are required to have a single audit performed, and submit a copy of the report to the DEPARTMENT within the earlier of 30 days after completion of the single audit or no more than nine months after the end of your fiscal year end.
2. If your agency expended less than \$750,000 in Federal awards from all sources, including other agencies, in any fiscal year for which you expended funds for project costs, and were not required to conduct a single audit, you must complete and return the certification statement.
3. If your agency receives multiple awards from the DEPARTMENT, only one annual submittal of this information is required.

Please submit a copy of your single audit or the Single Audit Not Required Certification to:

Illinois Department of Transportation  
Audit Coordination Section, Rm. 303  
2300 South Dirksen Parkway  
Springfield, IL 62764

The single audit must be comprised of four parts. You have the option of including the four parts in one report or a combination of reports. The four parts are commonly known as:

1. Comprehensive Annual Financial Report (Financial Statements).
2. Schedule of Expenditures of Federal Awards and Independent Auditor's Report thereon.
3. Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and other matters based on an Audit of Financial Statements performed in accordance with Government Auditing Standards.
4. Independent Auditor's Report on Compliance with Requirements Applicable to each Major Program and on Internal Control over Compliance in accordance with 2 CFR Part 200.

Additional information which should be submitted:

1. Corrective Action Plan(s), if applicable,
2. Management Letter, if applicable, and
3. Status of Prior Year Findings, if applicable.

For your convenience, you may also submit the information via email to [DOT.AuditReview@illinois.gov](mailto:DOT.AuditReview@illinois.gov) or via fax at 217/782-5634. If you have any questions, please contact the Audit Coordination Section at 217/782-6041.

**NOTICE**

**Do not submit this certification to the DEPARTMENT with your signed contract.**

- The certification applies ONLY to governmental agencies, local units of government and non-profit agencies expending Federal funds for this project. It does not apply to for-profit public or private entities.
- If 2 CFR Part 200, Subpart F, Section 200.501, Audit Requirements applies to your organization, submit the certification or a copy of your single audit to the DEPARTMENT at the end of your fiscal year for any fiscal year in which you expended any Federal funds related to this contract.

**Single Audit Not Required Certification**

I certify that \_\_\_\_\_ expended less than \$750,000 in Federal awards in our fiscal year \_\_\_\_\_, and was not required to have a single audit conducted.

|           |      |
|-----------|------|
| Signature | Date |
|           |      |
| Title     |      |
|           |      |

**Subrecipient Contact Information**

|                |     |                 |                   |
|----------------|-----|-----------------|-------------------|
| Subrecipient   |     |                 |                   |
|                |     |                 |                   |
| Contact Person |     | Title           |                   |
|                |     |                 |                   |
| Address        |     | City            | State    Zip Code |
|                |     |                 |                   |
| Phone          | Fax | Fiscal Year End | E-mail            |
|                |     |                 |                   |

# ATTACHMENT A

## PART 5

### SCOPE OF SERVICE/RESPONSIBILITIES

#### HISTORY & NARRATIVE

The GOVERNMENTAL BODY in coordination with the DEPARTMENT shall administer the Highway Construction Careers Training Program (HCCTP), teaching highway construction industry 'trade and life' skills to selected trainees who reflect the characteristics of the under-represented population of the Federal Highway Administration On-The-Job Training (OJT) Program. The Program will take place at 12 (twelve) community colleges within the state of Illinois which includes college approved work-site locations.

The DEPARTMENT signed an Intergovernmental Agreement with the Illinois Community College Board on November 9, 2009, to oversee IDOT's Highway Construction Careers Training Program (HCCTP). During the first year of the program, HCCTP's were established at eight community colleges throughout IDOT's Highway Districts 1 through 7 and 9. Effective July 1, 2011, IDOT added two additional colleges in District 8. Effective August 28, 2013, IDOT added one additional college in each IDOT District, 1 and 2. Effective July 1, 2017, IDOT transitioned to individual IGAs with each HCCTP college. Effective July 1, 2023, the HCCTP is now comprised of (14) fourteen community college training programs and is established in IDOT Districts 1-9.

IDOT's OJT program entry requirements for the HCCTP are as follows; the selected trainee shall:

1. Display an interest in the highway construction industry trades;
2. Be at least 18 years of age;
3. Be a female, minority, or disadvantaged individual (as referenced under 23 C.F.R., Part 230). *This condition is desired but not required for an applicant to participate in the program.*
4. Have dependable childcare arrangements if necessary;
5. Possess a high school diploma or GED;
6. Have appropriate assessment scores;
7. Hold a valid driver's license; and
8. Consent to and pass an initial drug screening test and potential random tests.

Since the program's creation, the curriculum continues to evolve to more of a targeted trades curriculum that is based on the needs of the highway contractors and unions in each of their individual areas of the state.

#### PURPOSE STATEMENT

The DEPARTMENT has requested federal funds to partially fund its program designed to provide training in highway construction industry trade and life skills, financial assistance (stipends) for transportation/childcare, and construction tools/safety wear/footwear/safety equipment, as identified as current barriers in the needs assessment, to minorities, women and disadvantaged

individuals in an effort to increase the under-represented group's employment in the highway construction workforce.

## **PROGRAM GOALS**

The GOVERNMENTAL BODY should expect to achieve the following four goals at the end of the OJT program's performance period:

1. Provide Highway Construction/Industry Trade & Life Skills Training to Selected Trainees who meet the criteria.
2. Provide financial support at an hourly rate to remove/reduce financial hardships and/or other barriers that may hinder participation in the program.
3. Provide safety equipment, safety wear, footwear and basic hand tools for the selected trainee during the training program and, **upon acceptance** into an apprenticeship or other highway construction-related position during or following the completion of the training program, provide tools and/or safety equipment, as necessary, to enter into a highway construction job.
4. Assist and place members of the under-represented population into Illinois highway construction trade unions, apprenticeship programs, and/or with DEPARTMENT highway construction contractors.

## **RESULTS-ORIENTED OBJECTIVES & ACTION PLAN**

The DEPARTMENT has established specific performance goals to help ensure accountability and enable the GOVERNMENTAL BODY to document and assess the effectiveness of its HCCTP. Below are the performance activities, objectives, and goals that are tied directly to the barriers listed in the DEPARTMENT's OJT Needs Assessment:

### **Goal #1**

Provide highway construction industry trade and life skills training to selected trainees who meet the criteria.

### **Objective Elements**

1. **Services:** Highway construction industry trade and life skills training
2. **Measurable Achievement:** At least 90 percent (22) of the 24 trainees of the under-represented population will complete the HCCTP.
3. **Projected Completion Date: June 30, 2024**

## Goal #2

Provide financial support at an hourly rate to remove/reduce financial hardships and/or other barriers that may hinder participation in the program.

### Objective Elements

1. **Services:** Financial support at \$10/hour to remove/reduce financial hardships and/or other barriers that may hinder participation in the program.
2. **Measurable Achievement:** 100 percent of under-represented population will be provided \$10/hour financial assistance while participating in the training program.
3. **Projected Completion Date: June 30, 2024**

## Goal #3

Provide safety equipment, safety wear, footwear and basic hand tools for the selected trainee during the training program as needed and, **upon acceptance** into an apprenticeship or other highway construction-related position during or following the completion of the training program, provide tools and/or safety equipment, as necessary, to enter into a highway construction job.

### Objective Elements

1. **Services:** Safety wear, footwear, tools and/or safety equipment
2. **Measurable Achievement:** Selected trainees will be provided safety equipment, safety wear, footwear and basic hand tools during the training program as necessary and, upon acceptance into an apprenticeship or other highway construction-related position during or following the completion of the training program, selected trainees will be provided tools, and/or safety equipment, as necessary, for their new position as needed.
3. **Projected Completion Date: June 30, 2024**

## Goal #4

Assist and place HCCTP graduates into Illinois highway construction trade unions, apprenticeship programs, and/or with DEPARTMENT highway construction contractors.

### Objective Elements

1. **Services:** Assist and place HCCTP graduates into Illinois highway construction trade unions, apprenticeship programs and/or with DEPARTMENT highway construction contractors.
2. **Measurable Achievement:** Of the 100 percent of graduates being assisted with placement, 70 percent of the population will be employed, with 30 percent of those placed into Illinois highway construction trade unions, apprenticeship programs, and/or with DEPARTMENT highway construction contractors.

**3. Projected Completion Date: June 30, 2024**

The GOVERNMENTAL BODY shall adhere to and complete the following assignments, objectives, and activities within the timeline in their efforts to meet the stated goals (please reference the associated goal in the preceding text).

**Goal #1**

**Provide highway construction industry trade and life skills training to selected trainees who meet the criteria.**

**Trainee Selection and Training Process:**

**Timeline:**

| <b>Administrative and Instructional Activities</b>  | <b>Person Responsible</b>                              | <b>Date</b>                  |
|---|--|------------------------------|
| Identify potential program trainees interested in the DEPARTMENT'S training program.  | HCCTP community college staff located in each district | July 1, 2023 – June 30, 2024 |
| Review applications, conduct trainee interviews, select program participants and conduct drug screening tests. Develop curriculum and/or make curriculum changes. | HCCTP community college staff located in each district | July 1, 2023– June 30, 2024  |
| Enroll selected participants/trainees that meet program requirements and are committed to completing the DEPARTMENT's training program.                           | HCCTP community college staff located in each district | July 1, 2023 – June 30, 2024 |
| The DEPARTMENT's program participants/selected trainees begin training sessions. Classwork and hands-on-training begins.  | HCCTP community college staff located in each district | July 1, 2023 – June 30, 2024 |
| Provide counseling services for assistance in classroom or work-related problems.   | HCCTP community college staff located in each district | July 1, 2023 – June 30, 2024 |
| Provide monitoring on a daily basis and offer remediation in any problem area(s).   | HCCTP community college staff located in each district | July 1, 2023 – June 30, 2024 |

|   |  |                              |
|---|--|------------------------------|
| Emphasize life-long learning and provide opportunities for further education. | HCCTP community college staff located in each district | July 1, 2023 – June 30, 2024 |
|---|--|------------------------------|

**Goal #2**

Provide financial support at an hourly rate to remove/reduce financial hardships and/or other barriers that may hinder participation in the program.

| <b>Administrative Activities</b>   | <b>Person Responsible</b>                              | <b>Date</b>                  |
|--|--|------------------------------|
| Provide financial support at an hourly rate of \$10.00/hour to remove/reduce financial hardships and/or other barriers that may hinder participation in the program. | HCCTP community college staff located in each district | July 1, 2023 – June 30, 2024 |

**Goal #3**

Provide safety equipment, safety wear, footwear and basic hand tools for the selected trainee during the training program as needed and, upon acceptance into an apprenticeship or other highway construction-related position during or following the completion of the training program, provide tools and/or safety equipment, as necessary, to enter into a highway construction job.

**Timeline for Activities:**

| <b>Administrative Activities</b>  | <b>Person Responsible</b>                              | <b>Date</b>                 |
|---|--|-----------------------------|
| Provide the basic tools, safety wear, footwear and safety equipment (goggles, safety vest, hard hat) to the selected trainees at the start of the training program. | HCCTP community college staff located in each district | July 1, 2023– June 30, 2024 |



|   |  |                                 |
|---|--|---------------------------------|
| Upon acceptance into an apprenticeship or other highway construction-related position, provide trainees with tools and/or safety equipment as necessary for their new position. | HCCTP community college staff located in each district | July 1, 2023 –<br>June 30, 2024 |
|---|--|---------------------------------|

**Goal #4**

Assist and place graduates of the program into Illinois highway construction trade unions, apprenticeship programs and/or with IDOT highway construction contractors.

**Timeline for Activities:**

| <b>Administrative Activities</b>  | <b>Person Responsible</b>   | <b>Date</b>                     |
|---|---|---------------------------------|
| Contact each district's unions, contractors and interested individuals.   | HCCTP staff, HCCTP community college staff located in each District   | July 1, 2023 –<br>June 30, 2024 |
| Coordinate meetings between the various groups in each district to discuss the aspects of the district training programs and reach consensus on district workforce advisory committees.                                       | HCCTP Staff, HCCTP community college staff located in each District   | July 1, 2023 –<br>June 30, 2024 |
| Assist the DEPARTMENT's contractors to obtain qualified minorities, women and disadvantaged individuals as needed from the District training programs to allow for their adequate utilization in the contractors' workforces. | HCCTP Staff, HCCTP community college staff located in each District, and IDOT District CCO Officers                                     | July 1, 2023 –<br>June 30, 2024 |
| Assist and place HCCTP graduates into Illinois highway construction trade unions, apprenticeship programs, and/or with IDOT highway construction contractors.   | HCCTP Staff, HCCTP community college staff located in each District, DEPARTMENT District CCO Officers, and workforce advisory committee | July 1, 2023 –<br>June 30, 2024 |
| Conduct follow-up with each graduate/placement after graduation every 30 days to ascertain employment status of individual.   | HCCTP community college staff located in each District, HCCTP Staff   | July 1, 2023 –<br>June 30, 2024 |

## **DELIVERABLES:**

**In coordination with the DEPARTMENT, the GOVERNMENTAL BODY shall strictly adhere to the following:**

### **EVALUATION AND MONITORING PLAN**

#### **Program Objective #1**

Provide basic and intermediate highway construction industry trade and life skills training to minorities, women and disadvantaged individuals with a goal of 90 percent (22) of the 24 trainees graduating by **June 30, 2024**.

- A. **Evidence that will demonstrate achievement of Objective #1:** number of trainees that begin and complete each training session, monthly attendance/trainee progress reports, transcripts for each trainee, and monthly activity reports from the GOVERNMENTAL BODY and its District community colleges.
- B. **Evaluate information that will be collected:** The above information will be compiled to provide the following evaluative information - data on each trainee enrolled in the training sessions, trainee attendance data and progress assessments, trainee drug screening test results, and program graduation results.
- C. **Person(s) responsible for collection of information:** HCCTP Community College Staff

#### **Program Objective #2**

Provide financial support at an hourly rate to remove/reduce financial hardships and/or other barriers that may hinder participation in the program to 100 percent of the selected trainees while they participate in the training program by **June 30, 2024**.

- A. **Evidence that will demonstrate achievement of Objective #2:** Financial assistance payments made by the GOVERNMENTAL BODY and its District community colleges will provide evidence that each trainee who met the training program requirements received his/her financial assistance during the training program.
- B. **Evaluate information that will be collected:** The above information will be compiled to provide the following evaluative information - data on each trainee who received financial assistance (identifying number, total dollar amount, reason for payment, i.e., training program).
- C. **Person(s) responsible for collection of information:** HCCTP Community College Staff

#### **Program Objective #3**

Provide safety equipment, and basic tools and as off-site training requires, appropriate safety wear and footwear to selected trainees as needed, and as necessary, tools and/or safety equipment to selected trainees that are accepted into an apprenticeship or other highway construction-related position during or following the completion of the training program by **June 30, 2024**.

- A. **Evidence that will demonstrate achievement of Objective #3:** Receipts for safety equipment, safety wear, footwear and basic tools that are purchased by the district

community colleges for use during the training programs and receipts for tools and/or safety equipment that are purchased specifically for a graduate trainee (with name of trainee, trainee's signature, and reason for purchase) that have been submitted to the DEPARTMENT by the GOVERNMENTAL BODY and its District community college for reimbursement.

- B. **Evaluate information that will be collected:** The above information will be compiled to provide the following evaluative information - data (item description, quantity and cost) on the safety equipment, safety wear, footwear and basic tools purchased by the district community colleges and data (item description, quantity, cost, job position) on each graduate trainee who received tools and/or safety equipment as a result of being placed.
- C. **Person(s) responsible for collection of information:** HCCTP Community College Staff

#### **Program Objective #4**

Assist in placing 100 percent, assist in employability, and placing 30 percent, of the program graduating 'class' into Illinois highway construction trade unions, apprenticeship programs, and/or with DEPARTMENTAL construction contractors by **June 30, 2024**.

- A. **Evidence that will demonstrate achievement of Objective #4:** Documentation evidencing employment, TPG (Trainee Program Graduate) Special Provision, placements or placement assistance to trainees (letters/emails/faxes of placements, referrals, union membership, contractor inquiries) submitted by the district community colleges, DEPARTMENT's CCO Officers, workforce advisory committee participants, and the DEPARTMENT's OJT/SS program director and staff.
- B. **Evaluate information that will be collected:** The above information will be compiled to provide the following evaluative information - data will be compiled to document/track all trainees that are provided placement assistance, as well as trainee placements. Data will also be maintained regarding trainees who experience difficulty in becoming placed and what efforts were taken to address the area(s) of concern.
- C. **Person(s) responsible for collection of information:** HCCTP Community Colleges

#### **PROGRAM ADMINISTRATION**

##### **Supplies and/or Services to be provided and Rate of Compensation**

For providing each supply and/or service listed herein, the DEPARTMENT will compensate the GOVERNMENTAL BODY. Prices will include providing all supplies and/or services specified in compliance with all terms, conditions and requirements as stated in this AGREEMENT.

The GOVERNMENTAL BODY will establish a Highway Construction Careers Training Program (HCCTP) that is opened to all qualified individuals, but is designed to provide qualified minorities, women and disadvantaged individuals with training in highway construction careers, where this group has been under-represented. An HCCTP goal is to expand the pool of individuals who are qualified to work on the Department's highway construction projects. The HCCTP will also emphasize life-long learning and provide opportunities for further education and assistance to improve employability in Illinois' highway construction industry. The DEPARTMENT's USDOT

Federal Highway Administration On-the-Job Training Supportive Services Statement of Work is incorporated by reference and made a part of this Intergovernmental Agreement.

## **PROGRAM DETAIL: PROCESSES AND RESPONSIBILITIES**

### **The GOVERNMENTAL BODY will:**

- A.** Be responsible for primary contact and communication with Illinois highway construction contractors, trade unions, workforce advisory groups and the coordination of activities of its subcontractors.
  
- B.** Together with the DEPARTMENT, GOVERNMENTAL BODY shall seek the counsel and advice of Illinois highway construction contractors, trade unions and workforce advisory groups as appropriate;
  
- C.** Through Illinois community colleges, provide financial support at \$10.00/hour to each trainee for up to 450 hours of training to assist trainees with expenses associated with participation in the training program to include but not limited to transportation and/or child care expenses.\* Reimbursement will be disallowed for expenses incurred beyond 450 hours without prior written approval from the Department. A tool/safety clothing/boots allowance will be provided as outlined in the Compensation for Services. Invoices for tools purchased as “take away” for trainees must include individual trainee names and must not exceed \$350 per trainee. Invoices for tools purchased for the program to utilize for multiple training sessions must be debited from the subcontractor line item. Only safety clothing in compliance with OSHA PPE guidelines will be considered for reimbursement by the Department, and to the extent approved, must be debited from the subcontractor line item. Invoices for boots purchased as “take away” for trainees must include individual trainee names, and to the extent approved, must be debited from the subcontractor line item.

\*Reimbursement for a training program participant’s travel to and from the training program shall not be allowed, i.e.; bus passes, commuter rail, or other transportation modes.

- D.** Provide Coordinators for the delivery of trainee support throughout the life of the HCCTP; and
  
- E.** Provide a HCCTP progress report on a quarterly basis to the DEPARTMENT no later than the 15<sup>th</sup> day after the quarter end.
  
- F.** Provide a HCCTP weekly update to the DEPARTMENT no later than Wednesday of the following week.
  
- G.** Through the use of acquired resources (i.e., Illinois community colleges), accomplish the following tasks:

## **1. Provide Recruiting and Marketing:**

Recruit candidates through various means, e.g., community college advertisement, DEPARTMENT EEO Officers, highway construction contractors, trade unions, workforce advisory groups, word-of-mouth, governmental agencies, state and local media, faith-based organizations, etc. The GOVERNMENTAL BODY must provide to the DEPARTMENT documentation to substantiate the recruitment and marketing activities for each training session. Candidates must meet the following requirements:

- Interest in highway construction industry trades;
- Be at least 18 years of age;
- Be a female, minority, or disadvantaged individual (as referenced under 23 C.F.R. Part 230); This condition is desired, but not required for an applicant to participate in the Program.
- Have dependable childcare arrangements, if necessary;
- Possess a high school diploma or GED;
- Have appropriate assessment scores;
- Hold a valid driver's license; and
- Consent to and pass an initial drug screening test and potential random tests.

For those who meet the minimum requirements, each candidate will undergo an interview and orientation process in order to qualify for selection into the HCCTP. The DEPARTMENT will participate in potential candidate interviews. No candidate for the HCCTP shall be disqualified for consideration on the basis of monies owed for past college activities. THE GOVERNMENTAL BODY must provide the DEPARTMENT with application data and supporting documentation for selection process.

## **2. Training Curriculum:**

The GOVERNMENTAL BODY is responsible for the coordination and delivery of the HCCTP. The GOVERNMENTAL BODY will consider input from the DEPARTMENT and the workforce advisory groups regarding recommendations for curriculum development and improvement based on the needs of the highway construction contractors and highway construction trade unions.

Utilizing the HCCTP Training Manual, the GOVERNMENTAL BODY must provide their chosen curriculum, and any subsequent changes to the curriculum, to the DEPARTMENT. The GOVERNMENTAL BODY must

provide detailed information for all field training activities prior to commencement. Detail must include the specific project, skill set to be acquired, estimated cost of the project and specific materials/equipment necessary for successful training. Field training activities must receive approval from the DEPARTMENT prior to commencement. The GOVERNMENTAL BODY may utilize an online training format if needed. The implementation and coordination of any remote or distance learning must be approved by the DEPARTMENT prior to instruction.

The overall curriculum may include, but is not limited to the following topics that are recommended for the highway construction trades:

- Mathematics for the Trades; (Mandatory for every training session.)
- OSHA Site Safety; (Mandatory for every training session.)
- Work Keys;
- Highway Construction Prep / Job Readiness; (Mandatory for every training session.)
- Concrete Technician Skills;
- Excavation (Operating Engineer Basics);
- Blue Print Reading;
- Welding & Cutting;
- Construction Quantity/Cost Estimating;
- Construction Surveying-Layout;
- Plans and Specifications;
- Materials Properties-Testing;
- Construction Scheduling;
- Basic Mechanics;
- Safety;
- Construction-related computer software; and
- Heavy & Highway Carpentry

### **3. Conduct Training Sessions:**

- a. Provide up to five training sessions per academic year. Each session will consist of up to 450 hours of highway construction training, with a class size not to exceed 25 trainees per session;
- b. During the training sessions, each trainee will be expected to:
  - Provide daily transportation to and from the training program.
  - Follow the absenteeism policy of the GOVERNMENTAL BODY HCCTP in which the trainee is enrolled; and
  - Consent to and pass random drug screening tests, on a random basis and any time it is suspected that alcohol and/or illegal drugs are being used\*.

\*All drug and alcohol screenings on suspicion of use and on a random basis shall be performed in conformance with written policies of the Illinois community college requesting the screenings.

The GOVERNMENTAL BODY will submit supporting documentation of costs incurred for drug screening tests for reimbursement from the DEPARTMENT. See Part 6, Compensation for Services, for the maximum dollar amount allowed for drug screening tests.

- c. Create and maintain a trainee report for each trainee that starts a training session;
- d. Train **24** applicants on a yearly statewide basis;
- e. Provide completion certificates to the successful HCCTP graduates; and
- f. Achieve a goal of at least 90 percent (22 of 24 trainees) of the target population successfully completing the training program.

**4. Facilitate Placements:**

- a. Place 30 percent (7 of 24 trainees) of the target population with the DEPARTMENT's highway construction contractors or into Illinois highway construction trade unions and/or apprenticeship programs within one year from the start of the training sessions; and
- b. Provide job placement assistance for each HCCTP trainee for one year following successful completion of his/her training session.

**5. Data Entry:**

Maintain current HCCTP data as required by the DEPARTMENT and enter, no later than the 10<sup>th</sup> day after the end of each month, said data into the DEPARTMENT's Excel application (e.g., training session data, trainee names, and class/progress/employment data). Submit to the DEPARTMENT on a quarterly basis.

**6. Adhere to Criteria for Training Validity:**

The DEPARTMENT and the GOVERNMENTAL BODY recognize that early buy-in and recommendations from local highway construction contractors, associations and trade unions are essential to the implementation of a successful curriculum and validity within the industry. Therefore, the following criteria are essential:

- The sharing of resources, such as instructors and coordinators, who voice consistent messages and connect trainees to the highway construction industry;
- Demonstrating to the trainees the relationship between the education and training they are receiving from the HCCTP and the actual application of those skills to a career in the highway construction industry; and
- Teaching a basic understanding of various union apprenticeship programs in the highway construction industry and what specific skills each apprenticeship program requires.

#### **7. Coordinate Industry Involvement:**

The DEPARTMENT and the GOVERNMENTAL BODY agree that individuals from the highway construction industry should interact with HCCTP trainees and serve as guest lecturers, mentors, recruiters, and advisors. The review of trainee resumes, providing mock interviews and accompanying trainees to highway construction work sites are other examples of assistance which the DEPARTMENT and the GOVERNMENTAL BODY may wish to consider. In addition, the GOVERNMENTAL BODY will maintain an open and on-going consultative relationship with a broad network of highway construction industry representatives to ensure that the services offered by the HCCTP are preparing trainees appropriately to meet current and future needs of the industry.

#### **8. Comply with Funding Requirements:**

- a. The DEPARTMENT and the GOVERNMENTAL BODY acknowledge that funding for the HCCTP will be provided by the DEPARTMENT subject to annual review and approval. The GOVERNMENTAL BODY is not obligated to deliver services should IDOT funding not be provided.
- b. The funds provided by the DEPARTMENT for the HCCTP will be subject to audit and an annual end-of-year fiscal report will be provided by the GOVERNMENTAL BODY. The status of the expenses may be requested at any time by the DEPARTMENT.



- c. The DEPARTMENT and the GOVERNMENTAL BODY further agree that the GOVERNMENTAL BODY is responsible for ensuring funds are spent in compliance with restrictions and guidelines of the DEPARTMENT. All funds must be spent in accordance with established Policies and Procedures in the GOVERNMENTAL BODY's state fiscal compliance rules. Such Policies and Procedures will include, but are not be limited to, such areas as contracting/subcontracting, bidding, purchasing, leasing, use of GOVERNMENTAL BODY property, the requisition process, GOVERNMENTAL BODY payments, and other procurement related activities.
- d. The DEPARTMENT and the GOVERNMENTAL BODY agree that funds from this agreement will not be used for facility construction or rehabilitation of a physical facility. Exception: Work performed on the physical facility as a field training activity.

**10. Miscellaneous Provisions:**

- A. All HCCTP trainees will have access to an established and Board-approved Grievance Procedure. This procedure will provide structure to address grievances which involve academic matters, administrative matters, or discrimination. Grievances, other than those involving discrimination charges, will be handled through the established chain of authority. Grievances involving discrimination because of race, color, creed, sex, disability, religion, natural orientation, sexual preference or age should be made to the GOVERNMENTAL BODY and the appropriate Illinois community college affirmative action officer. Specific GOVERNMENTAL BODY processes will exist in conformance with state and federal statutes governing such cases. The complete grievance procedure is included in both the current year's Student Handbook and the current year's College Catalog.
- B. Trainee Rights and Conduct: All HCCTP trainees are subject to the trainee rights and responsibilities as detailed in the current year's College Catalogs and Conduct brochure and the current year's Student Handbook.
- C. HCCTP Coordinator: The DEPARTMENT and the GOVERNMENTAL BODY agree that the ultimate success of the HCCTP will be measured by the number of trainees who are placed with highway construction contractors or into trade unions or apprenticeship programs. Therefore, the role of the HCCTP Coordinator is critical to the success of the trainee from trainee status through employment in the highway construction industry.
- D. The GOVERNMENTAL BODY will be responsible for providing a dedicated HCCTP Coordinator. The DEPARTMENT and the GOVERNMENTAL BODY agree that the

DEPARTMENT will participate in the selection process and the role of a Coordinator will include, but not be limited to:

- a) meeting with trainees to help determine their needs;
- b) providing individual trainee performance plans to meet program goals;
- c) establishing a working relationship with local highway construction contractors and trade unions for the purpose of placing trainees;
- d) coordinating industry involvement through two dedicated HCCTP workforce advisory committee meetings per fiscal year
- e) advising trainees of appropriate workplace skills and discussing the issue(s) of drug and alcohol testing and a drug and alcohol free workplace;
- f) serving as job skill trainers as needed;
- g) meeting with trainees to provide specific information and feedback in job search activities, job seeking skills and resume development;
- h) providing mock job interviews and post-mock interview evaluations for trainees;
- i) submitting a quarterly report reflecting standard format due by the 15<sup>th</sup> day after the quarter end;
- j) submitting a certified quarterly tool and equipment inventory due by the 15<sup>th</sup> day after the quarter end;. and
- k) submitting a weekly update reflecting current activities due on the first Wednesday of the following week.

E. The DEPARTMENT will:

- a) Provide information and feedback to the GOVERNMENTAL BODY for consideration in improving and enhancing the HCCTP;
- b) Provide for consultations regarding HCCTP administration issues, as appropriate;
- c) Participate in meetings, as necessary, with the GOVERNMENTAL BODY;
- d) Provide a representative for the HCCTP Placement interview panels as needed; and

- e) Coordinate with the GOVERNMENTAL BODY should a statewide advisory board be needed.
- f) The DEPARTMENT will utilize ATTACHMENT C to evaluate the GOVERNMENTAL BODY as it relates to the goals, objectives, deliverables, and overall program administration as outlined and defined in ATTACHMENT A.

F. The GOVERNMENTAL BODY will:

- a) Register with the Central Contractor Registration (CCR), which is a web-enabled government-wide application that collects, validates stores and disseminates business information about the federal government's trading partners in support of the contract award, grants and the electronic payment processes. If the GOVERNMENTAL BODY does not have a CCR number, the GOVERNMENTAL BODY must register at <https://www.bpn.gov/ccr>.
- b) As a sub-recipient of federal funds equal to or greater than \$25,000 (or which equals or exceeds that amount by addition of subsequent funds), this agreement is subject to the following award terms: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> and <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>.
- c) All of the requirements listed in Part 3, paragraphs A through Z (of the original Agreement) apply to the federally funded project. The Governmental Body agrees to include these requirements and all requirements listed in provisions specific to the IGA in each contract and subcontract financed in whole or in part with federal assistance.
- d) The DEPARTMENT reserves the right to disallow expenses not properly justified by the GOVERNMENTAL BODY, for reimbursement consideration.
- e) In accordance 23 CFR 230.111, the GOVERNMENTAL BODY shall coordinate with local highway construction contractors and trade unions for the purpose of placing trainees in FHWA-approved programs or U.S. Department of Labor-approved programs.

# ATTACHMENT B

## PART 6

### COMPENSATION FOR SERVICES

#### Rock Valley College

|   |  |                     |  |
|---|--|---------------------|--|
| <b>Subcontracting Costs*</b>            | Costs Associated With Workforce Programs (College Coordinator, Instructor Training, Equipment Purchase, Travel, etc.). | \$217,859.00        | *INDIRECT COST TO BE ADJUSTED PER THE CURRENT GOVERNMENTAL BODY INDIRECT COST RATE NEGOTIATED RATE AGREEMENT. INDIRECT COSTS MUST BE CALCULATED BASED ON SUBCONTRACTING COSTS ACTUALS. |
| <b>Supplies</b>                         | Trainee Tools  | \$8,400.00          |  |
| <b>Financial Assistance</b>             | Training Session Financial Assistance  | \$108,000.00        |  |
| <b>Other/Drug and Alcohol Screening</b> | Initial and Random Screenings for All Participants.  | \$2,160.00          |  |
|   | <b>Total</b>   | <b>\$336,419.00</b> |  |

#### EXPLANATIONS:

#### Subcontractor:

Subcontracting costs associated with the GOVERNMENTAL BODY for purposes of providing training materials, equipment rentals and purchases\*\*, instructor fees, trainee support services, waiver of trainee tuitions and fees for HCCTP classes, curriculum development, facility costs (e.g. lease expenses), travel expenses incurred through college coordinators activities, off-site training, college training field trips, highway construction trade activities, graduation ceremonies and for purposes of providing recruitment, mentoring/transition, placement, and marketing service.

- The GOVERNMENTAL BODY shall redact social security numbers, birth dates, addresses and other sensitive candidate/trainee and personnel/contractual instructor information from all reimbursement documentation before submission.
- Reimbursement request for full-time and/or part-time clerical and administrative staff and contractual instructors must include time/activity sheets with college coordinator signature. If contractual, college must provide the executed contract along with date, time and activity sheets detailing 100% of HCCTP work performed and signed by the college coordinator. The Department reserves the right to disallow reimbursement if contracted amount is exceeded.
- The Department reserves the right to disallow reimbursement of overtime for all full-time and/or part-time HCCTP staff.
- Reimbursement request for trainee stipend must include time/activity sheets with college coordinator/instructor signature.
- Reimbursement request for mileage/fuel expense must include documentation of date, time, staff, activity, actual mileage and may not exceed the approved state mileage rate provided by CMS Travel Policy Board.
- Reimbursement request for the categories of equipment, training materials, and instructional supplies must include attached receipts separated even for same vendor purchases.
- Disallowed expenses: Gift cards, gas cards, marketing items to include carry bags, pens, notebooks, calendars, promotional trinkets, t-shirts, sweatshirts, etc., tax on any purchase, gratuity on any purchase, graduation awards,
- Reimbursement for travel expense incurred by the community college coordinators for statewide coordinator meetings will be disallowed without prior written approval from the Department.
- The Department reserves the right to disallow reimbursement of HCCTP expenditures that are detailed in documentation containing other community college programs' expenses.

Department requires all safety clothing purchases fall within OSHA PPE guidelines. Only safety clothing in compliance with OSHA PPE guidelines will be considered for reimbursement by the DEPARTMENT, and to the extent approved, must be debited from the subcontractor line item. Invoices for boots purchased as “take away” for trainees must include individual trainee names, and to the extent approved, must be debited from the subcontractor line item.

**\*\*Ownership of Equipment:** Equipment, materials, and other property purchased with funds from this agreement shall be considered property of the DEPARTMENT. The GOVERNMENT BODY will ensure that a request to purchase any equipment valued over \$100 by community colleges must be submitted to the DEPARTMENT for approval (See Section O. Equipment). Inventory of equipment, materials and other property purchased with a value of \$100 or more be certified by each community college coordinator and submitted to the DEPARTMENT along with the quarterly college reimbursement requests and college quarterly reports. The DEPARTMENT reserves the right to periodically reconcile inventory list with actuals. At termination of this agreement or any sub-agreement entered into pursuant to this agreement, any such inventoried property shall either be returned to the DEPARTMENT or the fair market value of said property shall be remitted to the DEPARTMENT as payment for the property. All subcontractors (i.e., Illinois community colleges) will seek approval for all equipment purchases from the program staff at the GOVERNMENTAL BODY. For any single item equipment purchase that exceeds \$100, the GOVERNMENTAL BODY will seek approval from the DEPARTMENT prior to approving the purchase by the subcontractor.

**Food and beverage purchases shall not be considered an allowable cost for reimbursement.**

**Training Financial Assistance:**

Student Financial Assistance:

\$10.00/hour financial assistance per trainee for expenses during training sessions

10/hour x 450/hours = \$4,500.00

\$4,500.00 x NUMBER OF ACTUAL TRAINEES

**Tools**

\$350.00 per trainee X NUMBER OF ACTUAL TRAINEES

Invoices for tools purchased as “take away” for trainees must include individual trainee names and must not exceed \$350 per trainee. Invoices for tools purchased for the program to utilize for multiple training sessions must be debited from the subcontractor line item.

**Urine Drug/Breath Alcohol Screening**, maximum of \$90.00 per screening

(initial screens and random drug testing) x \$90.00 (APPROXIMATED)

The Department requires that a trainee name be associated with each invoiced drug screen.

The Governmental Body further agrees to the terms and conditions set forth as follows:

1. All expenses incurred and/or services rendered are reimbursable only to the extent necessary and reasonable in

accordance with the Scope of Services of this AGREEMENT; Line item budgeted amounts may not be transferred, and line item total caps may not be exceeded without prior written approval of the Department.

Adhere to a quarterly billing cycle at minimum. The GOVERNMENTAL BODY MUST SUBMIT CORRECT AND COMPLETE PAYMENT REQUEST TO THE department within thirty (30) days of the end of the quarter. Failure to submit payment request within thirty (30) days may result in liquidated damages equal to a 10% reduction in reimbursement, not to exceed \$10,000.

2. THE DEPARTMENT RESERVES THE RIGHT TO DISALLOW, WHOLE OR IN PART, ANY GOVERNMENTAL BODY PAYMENT REQUEST THAT IS NOT SUBMITTED WITHIN THIRTY (30) DAYS OF THE END OF THE QUARTERLY BILLING CYCLE.

2.1 All expenses incurred and/or services rendered shall be reimbursed on a quarterly billing cycle at minimum with all required supporting documentation, the maximum amounts are ascertainable from the Cost Category table above; and all expenses incurred and/or services rendered must relate to the relevant deliverable(s) described in the Scope of Services as the basis of payment.

3. All reimbursement requests are complete and accurate based on the criteria, guidelines, and intent of this agreement.
4. The following expenses are **not** eligible for reimbursement through this AGREEMENT:
  - 4.1. Payment to any Advisory Board members for their participation or expenses.
  - 4.2. Payment for the construction of or rehabilitation of a physical training facility. Exception: Work performed on the physical facility as a field training activity.
  - 4.3. Food and beverage purchases.
5. A candidate for the HCCTP who has participated in any IDOT construction training program shall not be accepted into the HCCTP.

**Invoices must be accompanied by a form summarizing expenditures and receipts associated with the approved budget and include an authorized representative signature from the GOVERNMENTAL BODY certifying review of the invoices.**



## ATTACHMENT C

### Activities, Measures and Performance

#### HCCTP Training Partners

NOTE: Some variables may affect each HCCTP program and how this tool applies to their program, including the program set-up, COVID or other restrictions, space, locations, liability concerns, legal restrictions on individual students, and other factors in the college or community.

| Activities  | Measures  | Meets or Exceeds Expectation, or Needs Improvement |
|---|---|--|
| <p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Making calls, sending emails, posting on social media to promote orientations and class registration</li> <li>• Publicizing orientation/registrations through traditional media – newspapers, radio, television</li> <li>• Working with the community college to prepare advertising messages.</li> <li>• Attending community meetings and events, including job fairs, and partnership meetings.</li> </ul> | <p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Estimated number of persons reached through outreach efforts</li> <li>• Number of appearances in traditional media</li> <li>• Number of community meetings, job fairs, and partnership meetings attended.</li> </ul>                       |  |
| <p><b>Application Process</b></p> <ul style="list-style-type: none"> <li>• Conducting orientations and TABE testing</li> <li>• Conducting interviews with applicants</li> <li>• Collecting and verifying applicant documents, test scores, drug screens</li> <li>• Counseling applicants who do not qualify for the program.</li> </ul>   | <p><b>Application Process</b></p> <ul style="list-style-type: none"> <li>• Number of Orientations/testing sessions</li> <li>• Number of interviews conducted</li> <li>• Number of applicants tracked with documentation verified</li> </ul>   |  |
| <p><b>Coordination and Management of Training</b></p> <ul style="list-style-type: none"> <li>• Scheduling and overseeing program instructors</li> <li>• Working with instructors to develop appropriate course curriculum and materials.</li> <li>• Maintaining student attendance and evaluation records</li> <li>• Providing materials and support for instructors</li> </ul>   | <p><b>Coordination and Management of Training</b></p> <ul style="list-style-type: none"> <li>• Number of classes held in each subject (documented weekly and quarterly to IDOT)</li> <li>• Daily/weekly records maintained on attendance and evaluations (documented weekly and quarterly to IDOT)</li> </ul> |  |

| Activities  | Measures  | Meets or Exceeds Expectation, or Needs Improvement |
|---|---|--|
|   | <ul style="list-style-type: none"> <li>Classes/subjects completed for all students (documented weekly and quarterly to IDOT)</li> </ul>   |  |
| <p><b>Planning and Coordination of Hands-on Construction Projects</b></p> <ul style="list-style-type: none"> <li>Meeting with potential community partners to arrange for new projects</li> <li>Reviewing projects and logistics with construction instructors</li> <li>Coordinating with partners for construction materials and scheduling</li> <li>Following up on progress and completion of projects</li> </ul>  | <p><b>Planning and Coordination of Hands-on Construction Projects</b></p> <ul style="list-style-type: none"> <li>Number of planning meetings with project partners and construction instructors</li> <li>Outlines/estimates/proposals of projects submitted in advance to IDOT</li> <li>Visits to construction sites in progress and at completion (including weekly and quarterly verification of completion)</li> </ul> |  |
| <p><b>Maintaining/Expanding Relationships with the Building Trades</b></p> <ul style="list-style-type: none"> <li>Calling and emailing trade union Business Agents and Training Coordinators, as well as contractors</li> <li>Recruiting and maintaining membership in the HCCTP Advisory Board</li> <li>Acting as a liaison with union partners, highway construction contractors, College departments, community agencies, Adult Education programs, businesses, and others</li> <li>Scheduling and holding field trips to training centers</li> <li>Scheduling and hosting guest speakers from the trades</li> <li>Organizing and coordinating advisory committee to assist in program planning, implementation, evaluation, and student placement.</li> <li>Ongoing verifying trades application deadlines</li> <li>Following up on student applications and placements in apprenticeship programs</li> </ul> | <p><b>Maintaining/Expanding Relationships with the Building Trades</b></p> <ul style="list-style-type: none"> <li>Number of field trips and guest speaker visits (reported weekly and quarterly)</li> <li>Number of Advisory Board meetings held (reported weekly and quarterly)</li> <li>Number of trades representatives on the Advisory Board</li> </ul>   |  |



| Activities   | Measures  | Meets or Exceeds Expectation, or Needs Improvement |
|--|---|--|
| <p><b>Purchasing, Budget Management and Monthly Requests</b></p> <ul style="list-style-type: none"> <li>• Creating and maintaining program budget -- and revisions, if needed (annually)</li> <li>• Purchasing and documenting student supplies, tools, instructor contracts, stipends and other expenses</li> <li>• Tracking and verifying expenses monthly</li> </ul>  | <p><b>Purchasing, Budget Management and Monthly Requests</b></p> <ul style="list-style-type: none"> <li>• Annually, program budget is set up and on file</li> <li>• Expenses verified in files and on reports to IDOT (reported monthly and quarterly)</li> <li>• Monthly/quarterly funding requests are submitted to IDOT in a timely fashion</li> </ul>   |  |
| <p><b>Follow-up with Students and Graduates on Applications and Placement Opportunities</b></p> <ul style="list-style-type: none"> <li>• Making personal calls and/or sending texts to graduates</li> <li>• Meeting regularly with current students individually to discuss goals and applications</li> <li>• Contacting graduates still seeking apprenticeship placements at least monthly, and follow up as needed</li> <li>• Sending notifications of trade application deadlines and other pertinent information to graduates seeking placement</li> </ul> | <p><b>Follow-up with Students and Graduates on Applications and Placement Opportunities</b></p> <ul style="list-style-type: none"> <li>• Maintain records of communications with graduates</li> <li>• Maintain notes or a chart of current students and their applications and intentions to apply (by trade)</li> <li>• Maintain records on apprenticeship placements (reported weekly and quarterly to IDOT)</li> </ul> |  |

**Donation Report**  
**Tools & Tool Box for Use by Advanced Technology Center (ATC) Programs**

**BACKGROUND:** Mr. John Hemphill, a recently retired mechanic from Transport Service Co. (Division of Kenan Advantage Group; Lake in The Hills, IL, has offered to donate and deliver to Rock Valley College (RVC):

1. A Macsimizer Class II Super Station toolbox
2. A wide variety of pneumatic power tools, drill sets, electrical diagnostic equipment, and several sets of hand tools (wrenches, pliers, sockets, and screwdrivers)

The donation has a total estimated value of at least Ten Thousand Dollars (\$10,000.00) for the College's use to instruct students and maintain machinery at the Advanced Technology Center (ATC).

The items were delivered to the ATC on May 4, 2023. Mr. Hemphill is also paying for the transportation, so the College will not incur any expenses as a result of this donation.

**RECOMMENDATION:** It is recommended that the Board of Trustees accepts and acknowledges the donation of the toolbox and tools by John Hemphill of Belvidere, IL. The value of this donation is at least Ten Thousand Dollars (\$10,000.00).

---

Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

# Rock Valley College

## WEBSITE REDESIGN



01

### STRATEGIC PLAN ALIGNMENT

The web designer reviewed our Strategic Plan to ensure the project outcomes would align with institutional goals.



02

### FOLLOW THE DATA

The project team relied on data from multiple sources to shape decision-making; including, Google Analytics, SiteImprove, and fall 2022 web survey data (students, faculty, and staff).



03

### FOCUS ON THE USER EXPERIENCE

The team created a mobile-first experience, accessible to all users regardless how they access the website, and designed a sitemap to help users better find what they need.



04

### MOST IMPORTANT MARKETING TOOL

A website is any organization's single most impactful marketing tool. All of our paid, earned, and owned efforts direct users to the web to help nurture them through the enrollment or consumer funnel.

**Purchase Report-A - FY2023 Amendments**

Recommendation: Board approval for items marked with an asterisk

A. Contractual Services – (Other Contractual Services – Purchasing Card)

**American Express** **Chicago, IL** **\$100,000.00\*(1)**

1. This expense is for miscellaneous commodities purchased through the College’s P-Card procedures. These small expenses are the individual purchases that are less than \$25,000 and therefore do not need to be bid as outlined in the Illinois Community College Act, Section 110 ILCS 805/3-27.1. This is a pass-through expense account.

|                          |                            |
|--------------------------|----------------------------|
| Original approved amount | \$700,000.00               |
| Increase requested       | \$100,000.00               |
| New total expenditure    | \$800,000.00 Not to Exceed |

FY2023 Budgeted Expense  
Original Board Report BR #7938-F

B. Maintenance Services – (Plant Operations and Equipment – Boiler House)

**Johnson Controls, Inc.** **Rockford, IL** **\$20,000.00\*(2)**

2. Johnson Controls is the College’s contracted HVAC control service provider. As a result of the planned power outage to service the generator switch gear, Rock Valley College (RVC) had several issues bringing HVAC and electrical equipment back online. This resulted in the need for additional service technicians to troubleshoot and repair the buildings’ systems.

|                          |                           |
|--------------------------|---------------------------|
| Original approved amount | \$35,000.00               |
| Increase requested       | \$20,000.00               |
| New total expenditure    | \$55,000.00 Not to Exceed |

FY2023 Budgeted Expense  
Original Board Report BR #7938-F

Purchase Report-A - FY2023 Amendments

C. Food - (Food: College Bridge Program Grant 2023)

**Schnucks Markets, Inc. St. Louis, MO \$2,000.00\*(3)**

3. This increase is being requested due to a greater need for additional funds. Gift cards are being purchased under the College Bridge Program Grant. The grant provides \$100 gift cards for economically challenged students. College Bridge Program participants will receive this assistance to aid in overcoming food insecurities that may interfere with their academic success. Identified students will receive food gift cards according to eligibility.

Original approved amount \$26,900.00  
Increase requested \$ 2,000.00  
New total expenditure \$28,900.00 Not to Exceed

FY2023 Grant Expense  
Original Board Report BR #8027-B

D. Transportation - (Gas: College Bridge Program Grant 2023)

**Kelley Williamson, Co. Rockford, IL \$2,000.00\*(4)**

4. This increase is being requested due to a greater need for additional funds. This expense is for purchasing gift cards under the College Bridge Program Grant. The College Bridge Program participants will receive up to four \$50 gift cards per month to aid in transportation challenges interfering with their academic success. Identified students will receive fuel gift cards according to eligibility.

Original approved amount \$16,000.00  
Increase requested \$ 2,000.00  
New total expenditure \$18,000.00 Not to Exceed

FY2023 Grant Expense  
Original Board Report BR #8027-B

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Purchase Report-B – FY2023 Purchases**

Recommendation: Board approval for items marked with an asterisk

A. Health Sciences Center (HSC) (PATH Grant – Computer Equipment)

|                                 |                           |                         |
|---------------------------------|---------------------------|-------------------------|
| <b>Entre Computer Solutions</b> | <b>Machesney Park, IL</b> | <b>\$64,184.32* (1)</b> |
| PDS- A Convergence Company      | Oconomowoc, WI            | \$66,001.44             |
| CDW                             | Vernon Hills, IL          | \$69,438.65             |

1. The Pipeline for the Advancement of the Healthcare Workforce (PATH) grant supports and expands the opportunities for students in healthcare pathways that have been adversely affected by the COVID-19 pandemic. Computer access is essential for students who are enrolled in healthcare career pathways. Sixty-Four (64) laptops will be purchased to provide additional support for students needing computers, thus reducing the cost of education for students.

FY23 Grant Expense

B. Early Childhood Access Consortium for Equity – (ECACE Grant – Computer Equipment)

|                                 |                           |                         |
|---------------------------------|---------------------------|-------------------------|
| <b>Entre Computer Solutions</b> | <b>Machesney Park, IL</b> | <b>\$68,522.49* (2)</b> |
| PDS- A Convergence Company      | Oconomowoc, WI            | \$71,727.29             |
| CDW                             | Vernon Hills, IL          | \$75,963.00             |

2. The Early Childhood Access Consortium for Equity Grant supports the needs of the incumbent early childhood workforce and seeks to advance racial equity. The grant is designed to provide supportive services for students in Early Childhood Education. Computer access is required for students enrolled in the Early Childhood Education pathway; Seventy-five (75) laptops will be purchased for students who need a computer, thus reducing the cost to the student.

FY23 Grant Expense

C. Adult Education Program – (Professional Services)

|  |                     |                         |
|--|---------------------|-------------------------|
| <b>John Morrissey Accounting, Inc.</b> | <b>Rockford, IL</b> | <b>\$30,000.00* (3)</b> |
|  |                     | <b>Not to Exceed</b>    |

3. This expense is for professional accounting services to support the Adult Education Grant program. This expense falls under the Illinois Statute exemption for professional services and purchases and does not need to be bid pursuant to ILCS 805/3-21.1a.

FY23 Grant Expense

**Purchase Report-B – FY2023 Purchases****D. Small Business Development Center – (Professional Services – Business Consulting)**

|                       |                    |   |
|-----------------------|--------------------|---|
| <b>Edward Caceres</b> | <b>Delavan, WI</b> | <b>\$15,000.00* (4)</b><br><b>Not to Exceed</b> |
|-----------------------|--------------------|---|

4. This expense is for professional consulting services for the Small Business Development Center (SBDC) for small business owners and entrepreneurs. The request is to allow for ongoing payments to the consultants. This expense falls under the Illinois Statute exemption for professional services purchases and does not need to be bid pursuant to ILCS 805/3-21.1a.

FY23 Grant Expense

**E. Small Business Development Center – (Professional Services – Business Consulting)**

|                               |                     |   |
|-------------------------------|---------------------|---|
| <b>Mike Rogers Consulting</b> | <b>Rockford, IL</b> | <b>\$25,000.00* (5)</b><br><b>Not to Exceed</b> |
|-------------------------------|---------------------|---|

5. This expense is for professional consulting services for the Small Business Development Center (SBDC) for small business owners and entrepreneurs. The request is to allow for ongoing payments to the consultants. This expense falls under the Illinois Statute exemption for professional services purchases and does not need to be bid pursuant to ILCS 805/3-21.1a

FY23 Grant Expense

**F. Mechatronics – (Capital Instructional Equipment)**

|              |                     |                         |
|--------------|---------------------|-------------------------|
| <b>Aidex</b> | <b>Rockford, IL</b> | <b>\$11,960.00* (6)</b> |
|--------------|---------------------|-------------------------|

6. This expense is for the new FANUC Programmable Logic Controller – Human Machine Interface (PLC-HMI) Trainer kit for the Mechatronics program at ATC. The PLC/HMI Trainer will increase the current capabilities of existing robotic systems and allow students, trainees, and other users to develop skills in industrial automation as it relates to PLCs and industrial robots. The system will more accurately mimic the type of equipment used in local and regional industries. This expense falls under the Illinois Statute exemption for sole source purchases and does not need to be bid pursuant to ILCS 805/3-21.11. Aidex is the sole distributor for FANUC in our region.

FY23 Budget Expense

**Purchase Report-B – FY2023 Purchases**

G. ECACE Grant – (Instruction Supplies – General)

|                               |                   |                         |
|-------------------------------|-------------------|-------------------------|
| <b>Lakeshore Learning</b>     | <b>Carson, CA</b> | <b>\$12,132.76* (7)</b> |
| Kaplan Early Learning Company | Lewisville, NC    | \$12,029.55**           |
| Play with a Purpose           | Owatonna, MN      | \$17,315.68             |

7. This expense is for new children’s furniture for the Early Childhood Access Consortium for Equity program (ECACE). The ECACE grant provides support for the College to increase its program capacity to meet employment growth needs in Early Childhood Education. This funding will support the design of a dedicated classroom specifically for Early Childhood Education, mirroring a childcare center.

\*\*Kaplan Early Learning Company did not include all the items in their quote and therefore is not the lowest price.

FY23 Grant Expense

H. Contractual Services – (Other Conference & Meeting Expenses: TRiO Complete Grant)

|                         |                        |                        |
|-------------------------|------------------------|------------------------|
| <b>Nucleus Robotics</b> | <b>Los Angeles, CA</b> | <b>\$7,500.00* (8)</b> |
|-------------------------|------------------------|------------------------|

8. The Nucleus Software will be used in the TRiO Complete 6-week summer program and during the 2023-2024 school year for the TRiO Complete students. The software programs include Financial Literacy, Entrepreneurship, and Social Emotional Learning. In April 2023, the Board approved the Nucleus Robotics software for the TRiO Upward Bound Program.

FY23 Grant Expense

I. Contractual Services – (Other Conference & Meeting Expenses: TRiO Achieve Grant)

|                         |                        |                        |
|-------------------------|------------------------|------------------------|
| <b>Nucleus Robotics</b> | <b>Los Angeles, CA</b> | <b>\$7,500.00* (9)</b> |
|-------------------------|------------------------|------------------------|

9. The Nucleus Software will be used in the Trio Achieve 6-week summer program and during the 2023-2024 school year for the TRiO Achieve students. The software programs include Financial Literacy, Entrepreneurship, and Social Emotional Learning. In April 2023, the Board approved the Nucleus Robotics software for the TRiO Upward Bound Program.

FY23 Grant Expense

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees



**Purchase Report-C - FY2024 Purchases**

Recommendation: Board approval for items marked with an asterisk

A. Charter Bus Service – (Auxiliary Enterprise Funds)

|                   |                       |                         |
|-------------------|-----------------------|-------------------------|
| <b>Van Galder</b> | <b>Janesville, WI</b> | <b>\$117,073.00*(1)</b> |
| Windstar          | Carroll, IA           | \$ 140,434.00           |
| Go Riteway        | Oak Creek, WI         | \$ 142,672.00           |

1. This expense is for the first year of a three-year contract for Charter Bus Service for the Rock Valley College (RVC) Athletic Teams from August 1, 2023, through June 30, 2024, against Bid #23-08. The contract also includes two one-year renewal options at the end of the three-year contract period. The amount requested does not include Regional Game Travel costs, as those dates and places are unknown at this time. This fiscal year 2024 expense needs approval early to allow athletics to begin booking travel dates.

FY2024 Budgeted Expense

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**ROCK VALLEY COLLEGE**  
Cash and Investment Report  
April 30, 2023

Month End Balance

Operating Cash Accounts

|                       |            |
|-----------------------|------------|
| Illinois Bank & Trust | 5,971,390  |
| PMA Operating Cash    | 10,310,932 |
| Petty Cash            | 3,274      |
| ISDLAF*               | 13,988,548 |

Total Operating Cash: 30,274,144

Operating Investments Accounts

|                     |            |
|---------------------|------------|
| PMA Operating       | 500,114    |
| ISDLAF*             | 281,663    |
| CD's and CDARS      | 28,966,485 |
| Treasuries          | 15,353,139 |
| ISDLAF Term Series  | -          |
| FHLB Discount Notes | -          |

Total Operating Investments: 45,101,402

**Total Operating Cash & Investments:** 75,375,546

|  |                           |
|--|---------------------------|
| <b>Total Operating Cash and Investments on March 31, 2023</b>        | <b><u>76,720,650</u></b>  |
| <b>Total Operating Cash and Investments on April 30, 2023</b>        | <b><u>75,375,546</u></b>  |
| <b>Total Operating Cash and Investments on April 30, 2022</b>        | <b><u>64,250,129</u></b>  |
| <b>% of Operating Budget</b>   | <b>71.33%</b>             |
| <b>Change in Operating Cash and Investments since March 31, 2023</b> | <b><u>(1,345,104)</u></b> |

\*Illinois School District Liquid Asset Fund

Month End Balance

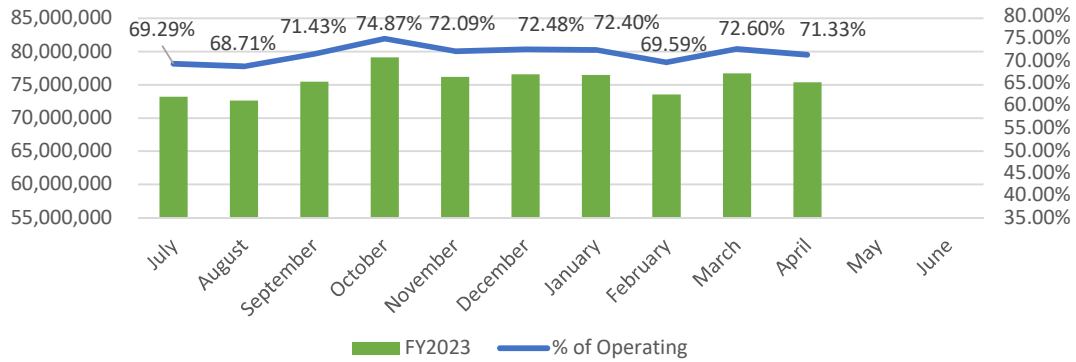
Capital Funds

|                |           |
|----------------|-----------|
| Debt Service   | 403,961   |
| Life Safety    | 1,869,904 |
| CDB Escrow     | 4,212,437 |
| Building Funds | 4,085,537 |
| ATC Capital    | 758,723   |

**Total Capital Funds:** 11,330,563

|   |                          |
|---|--------------------------|
| <b>Total Capital Funds on March 31, 2023</b>        | <b><u>11,325,913</u></b> |
| <b>Total Capital Funds on April 30, 2023</b>        | <b><u>11,330,563</u></b> |
| <b>Change in Capital Funds since March 31, 2023</b> | <b>4,650</b>             |

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



| Month / Year   | Cash & Investments | Capital    | Total      |
|----------------|--------------------|------------|------------|
| April 2023     | 75,375,546         | 11,330,563 | 86,706,108 |
| April 2022     | 64,250,129         | 13,129,795 | 77,379,925 |
| March 2023     | 76,720,650         | 11,325,913 | 88,046,563 |
| March 2022     | 63,583,011         | 13,360,996 | 76,944,007 |
| February 2023  | 73,535,274         | 11,506,241 | 85,041,515 |
| February 2022  | 67,637,051         | 13,516,541 | 81,153,592 |
| January 2023   | 76,505,959         | 11,467,053 | 87,973,012 |
| January 2022   | 68,827,552         | 13,507,358 | 82,334,910 |
| December 2022  | 76,593,409         | 17,140,956 | 93,734,364 |
| December 2021  | 69,848,911         | 13,496,844 | 83,345,754 |
| November 2022  | 76,181,482         | 18,315,921 | 94,497,403 |
| November 2021  | 71,696,104         | 23,491,608 | 95,187,713 |
| October 2022   | 79,115,154         | 18,105,076 | 97,220,230 |
| October 2021   | 70,928,131         | 23,288,062 | 94,216,193 |
| September 2022 | 75,483,681         | 19,659,183 | 95,142,864 |
| September 2021 | 66,373,319         | 26,989,336 | 93,362,655 |
| August 2022    | 72,609,823         | 20,355,497 | 92,965,321 |
| August 2021    | 67,229,922         | 24,163,878 | 91,393,799 |
| July 2022      | 73,227,608         | 19,835,297 | 93,062,906 |
| July 2021      | 64,988,026         | 22,955,921 | 87,943,946 |
| June 2022      | 72,894,073         | 20,046,781 | 92,940,853 |
| June 2021      | 65,999,909         | 22,845,925 | 88,845,834 |
| May 2022       | 67,022,029         | 14,717,680 | 81,739,710 |
| May 2021       | 58,904,746         | 17,697,700 | 76,602,446 |
| April 2022     | 64,250,129         | 13,129,795 | 77,379,925 |
| April 2021     | 57,702,722         | 16,321,268 | 74,023,990 |



3301 North Mulford Road  
Rockford, IL 61114

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State of Illinois  
Rock Valley College  
Community College District 511  
3rd Quarter Y-T-D Financial Report  
3/31/2023

Submitted: May 9, 2023

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

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



Table of Contents

Page #

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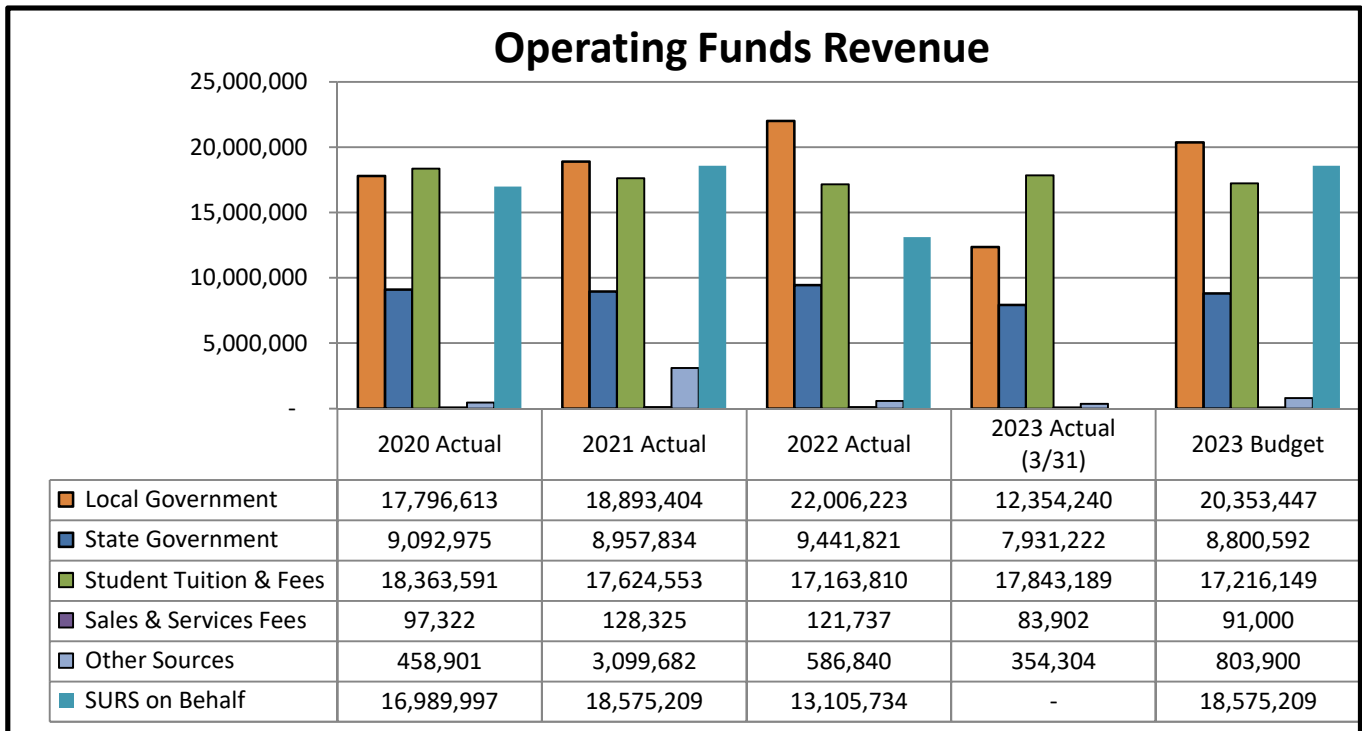
|                           |        |
|---------------------------|--------|
| Cover Sheet               | 1      |
| Table of Contents         | 2      |
| Operating Funds (01 & 02) | 3 - 6  |
| Payroll Vital Signs       | 7 - 8  |
| Health Care Vital Signs   | 9 - 10 |

**Rock Valley College**  
**FY23 Operating Funds 3rd Qtr Y-T-D**

*Operating (Funds 01 & 02)*

| <b>Revenues by Source</b>    | Fund 01<br>Actual<br>3/31/2023 | Fund 02<br>Actual<br>3/31/2023 | Total<br>Operating Revenue<br>3/31/2023 | 2023<br>Operating Revenue<br>Budget | % Actual<br>to Budget |
|------------------------------|--------------------------------|--------------------------------|---|-------------------------------------|-----------------------|
| 41 Local Government          | \$ 10,165,437                  | \$ 2,188,803                   | \$ 12,354,240                           | \$ 20,353,447                       | 60.70%                |
| 42 State Government          | 7,348,878                      | 582,344                        | 7,931,222                               | 8,800,592                           | 90.12%                |
| 43 Federal Governmental      | -                              | -                              | -                                       | -                                   |                       |
| 44 Student Tuition & Fees    | 16,509,732                     | 1,333,457                      | 17,843,189                              | 17,216,149                          | 103.64%               |
| 45 Sales & Services Fees     | 83,902                         | -                              | 83,902                                  | 91,000                              | 92.20%                |
| 46 Facilities Revenue        | -                              | 753,771                        | 753,771                                 | 968,000                             | 77.87%                |
| 47 Investment Revenue        | 1,235,746                      | 1,051                          | 1,236,797                               | 33,000                              | 3747.87%              |
| 48 Gifts, Grants, & Bequests | 239,986                        | -                              | 239,986                                 | 308,257                             | 77.85%                |
| 49 Other Sources             | 168,940                        | 185,364                        | 354,304                                 | 803,900                             | 44.07%                |
| SURS on Behalf               | -                              | -                              | -                                       | 18,575,209                          | 0.00%                 |
| <b>Total Revenues</b>        | <b>\$ 35,752,621</b>           | <b>\$ 5,044,790</b>            | <b>\$ 40,797,411</b>                    | <b>\$ 67,149,554</b>                | <b>60.76%</b>         |

Revenues excluding SURS on Behalf     \$ 35,752,621     \$ 5,044,790     \$ 40,797,411     \$ 48,574,345     83.99%

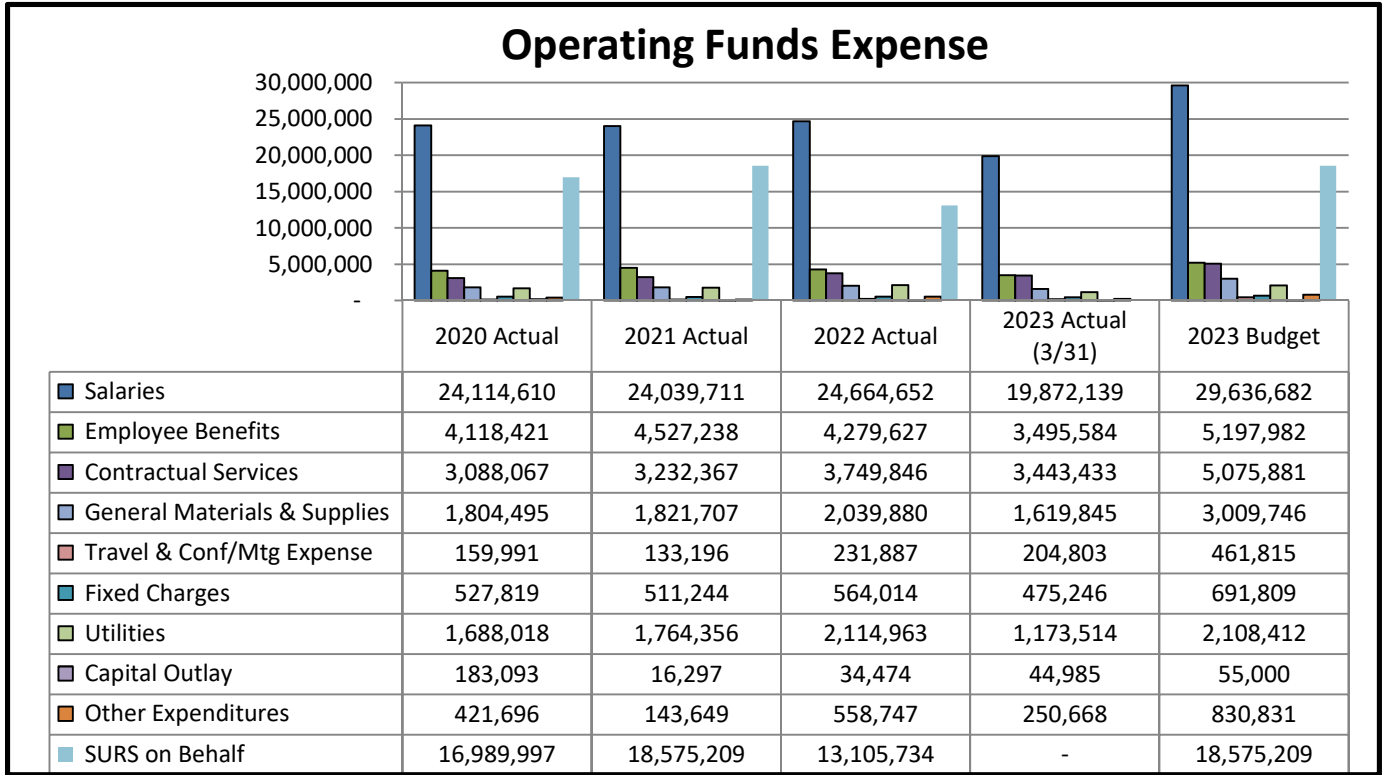


**Rock Valley College**  
**FY23 Operating Funds 3rd Qtr Y-T-D**

*Operating (Funds 01 & 02)*

| <b>Expenses by Source</b>       | Fund 01<br>Actual<br>3/31/2023 | Fund 02<br>Actual<br>3/31/2023 | Total<br>Operating Expense<br>3/31/2023 | 2023<br>Operating Expense<br>Budget | % Actual<br>to Budget |
|---------------------------------|--------------------------------|--------------------------------|---|-------------------------------------|-----------------------|
| 51 Salaries                     | \$ 18,197,088                  | \$ 1,675,052                   | \$ 19,872,139                           | \$ 29,636,682                       | 67.05%                |
| 52 Employee Benefits            | 3,222,319                      | 273,264                        | 3,495,584                               | 5,197,982                           | 67.25%                |
| 53 Contractual Services         | 2,094,718                      | 1,348,714                      | 3,443,433                               | 5,075,881                           | 67.84%                |
| 54 General Materials & Supplies | 1,269,903                      | 349,942                        | 1,619,845                               | 3,009,746                           | 53.82%                |
| 55 Travel & Conf/Mtg Expense    | 203,228                        | 1,575                          | 204,803                                 | 461,815                             | 44.35%                |
| 56 Fixed Charges                | 291,038                        | 184,208                        | 475,246                                 | 691,809                             | 68.70%                |
| 57 Utilities                    | 6,465                          | 1,167,049                      | 1,173,514                               | 2,108,412                           | 55.66%                |
| 58 Capital Outlay               | -                              | 44,985                         | 44,985                                  | 55,000                              | N/M                   |
| 59 Other Expenditures           | 250,668                        | -                              | 250,668                                 | 830,831                             | 30.17%                |
| SURS on Behalf                  | -                              | -                              | -                                       | 18,575,209                          | 0.00%                 |
| <b>Total Expenses</b>           | <b>\$ 25,535,427</b>           | <b>\$ 5,044,790</b>            | <b>\$ 30,580,217</b>                    | <b>\$ 65,643,367</b>                | <b>46.59%</b>         |

*Expenses excluding SURS on Behalf*                      25,535,426.68                      5,044,790.07                      30,580,217                      47,068,158                      64.97%



| <b>Other Financing Sources (Uses)</b>      | Fund 01<br>Actual<br>3/31/2023 | Fund 02<br>Actual<br>3/31/2023 | Total<br>Operating Expense<br>3/31/2023 | 2023<br>Operating Expense<br>Budget | % Actual<br>to Budget |
|--|--------------------------------|--------------------------------|---|-------------------------------------|-----------------------|
| Transfers from Other Funds                 |                                |                                |   |                                     |                       |
| Transfer to Other Funds                    | (12,240,000)                   |                                | (12,240,000)                            | -                                   | N/M                   |
| <b>Total Other Financing Sources</b>       | <b>\$ (12,240,000)</b>         | <b>\$ -</b>                    | <b>\$ (12,240,000)</b>                  | <b>\$ -</b>                         | <b>N/M</b>            |
| <b>Total Expenses, Including Transfers</b> | <b>\$ 37,775,427</b>           | <b>\$ 5,044,790</b>            | <b>\$ 42,820,217</b>                    | <b>\$ 65,643,367</b>                | <b>65.23%</b>         |

## Fund 01 Education-Detail

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

|   | (Target % = 75%)     |                      |                      |                                |                      |                      |                     |
|---|----------------------|----------------------|----------------------|--------------------------------|----------------------|----------------------|---------------------|
|   | FY 2020<br>Actuals   | FY 2021<br>Actuals   | FY2022<br>Actuals    | FY 2023 Actuals<br>(3/31/2023) | % of 2022<br>Actuals | FY 2023 Budget       | % of 2023<br>Budget |
| <b>Revenue</b>  |                      |                      |                      |                                |                      |                      |                     |
| Local Government  | \$ 15,047,276        | \$ 16,093,106        | \$ 18,136,578        | \$ 10,165,437                  | 56.05%               | \$ 16,456,640        | 61.77%              |
| State Government  | 8,435,475            | 8,303,462            | 8,759,445            | 7,348,878                      | 83.90%               | 8,117,810            | 90.53%              |
| Federal Government  | -                    | -                    | -                    | -                              | -                    | -                    | -                   |
| Student Tuition & Fees  | 18,092,620           | 16,135,139           | 16,002,715           | 16,509,732                     | 103.17%              | 15,236,149           | 108.36%             |
| Sales & Service Fees  | 97,322               | 128,325              | 121,737              | 83,902                         | 68.92%               | 91,000               | 92.20%              |
| Facilities Revenue  | -                    | -                    | -                    | -                              | -                    | -                    | -                   |
| Investment Revenue  | 929,394              | 95,063               | (20,405)             | 1,235,746                      | N/M                  | 33,000               | 3744.69%            |
| Gifts, Grants & Bequests  | 230,428              | 237,359              | 228,504              | 239,986                        | 105.02%              | 308,257              | 77.85%              |
| Other Revenue   | 191,571              | 2,846,338            | 369,383              | 168,940                        | 45.74%               | 584,000              | 28.93%              |
| SURS on Behalf  | 15,752,154           | 17,045,429           | 11,885,594           | -                              | 0.00%                | 17,045,429           | 0.00%               |
| <b>Total Revenue</b>  | <b>\$ 58,776,240</b> | <b>\$ 60,884,221</b> | <b>\$ 55,483,551</b> | <b>\$ 35,752,621</b>           | <b>64.44%</b>        | <b>\$ 57,872,285</b> | <b>61.78%</b>       |
| <b>Expenses</b>   |                      |                      |                      |                                |                      |                      |                     |
| Salaries  | \$ 22,326,700        | \$ 22,063,594        | \$ 22,476,246        | 18,197,088                     | 80.96%               | \$ 27,201,796        | 66.90%              |
| Employee Benefits   | 3,747,521            | 4,118,476            | 3,899,236            | 3,222,319                      | 82.64%               | 4,679,805            | 68.86%              |
| Contractual Services  | 1,918,517            | 1,874,496            | 2,209,868            | 2,094,718                      | 94.79%               | 2,973,246            | 70.45%              |
| General Materials & Supplies  | 1,459,192            | 1,427,947            | 1,583,239            | 1,269,903                      | 80.21%               | 2,449,046            | 51.85%              |
| Travel & Conf/Meeting Exp   | 165,765              | 129,560              | 227,071              | 203,228                        | 89.50%               | 472,140              | 43.04%              |
| Fixed Charges   | 363,655              | 347,293              | 370,456              | 291,038                        | 78.56%               | 463,809              | 62.75%              |
| Utilities   | 1,423                | 3,351                | 6,471                | 6,465                          | 99.91%               | 5,345                | 120.95%             |
| Capital Outlay  | 181,857              | 16,297               | 34,474               | -                              | 0.00%                | 10,000               | 0.00%               |
| Other Expenditures  | 421,696              | 129,014              | 554,735              | 250,668                        | 45.19%               | 830,831              | 30.17%              |
| SURS on Behalf  | 15,752,154           | 17,045,429           | 11,885,594           | -                              | 0.00%                | 17,045,429           | 0.00%               |
| <b>Total Expenses</b>   | <b>\$ 46,338,481</b> | <b>\$ 47,155,458</b> | <b>\$ 43,247,390</b> | <b>\$ 25,535,427</b>           | <b>59.05%</b>        | <b>\$ 56,131,447</b> | <b>45.49%</b>       |
| <b>Contingency</b>  | -                    | -                    | -                    | -                              | -                    | 1,506,187            | -                   |
| <b>Other Financing Sources (Uses)</b>   |                      |                      |                      |                                |                      |                      |                     |
| Transfers from Other Funds  | -                    | -                    | -                    | -                              | -                    | -                    | -                   |
| Transfer to Other Funds   | (5,000,000)          | -                    | (13,371,085)         | (12,240,000)                   | -                    | (234,651)            | -                   |
| <b>Total Other Financing Sources (Uses)</b>                                       | <b>(5,000,000)</b>   | <b>-</b>             | <b>(13,371,085)</b>  | <b>(12,240,000)</b>            | <b>-</b>             | <b>(234,651)</b>     | <b>-</b>            |
| <b>Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)</b> |                      |                      |                      |                                |                      |                      |                     |
|   | \$ 7,437,760         | \$ 13,728,763        | \$ (1,134,924)       | \$ (2,022,805)                 |                      | \$ -                 |                     |
| Beginning Fund Balance  | \$ 15,778,972        | \$ 23,216,732        | \$ 36,945,495        | \$ 35,810,571                  |                      | \$ 33,816,734        |                     |
| Change in Fund Balance  | 7,437,760            | 13,728,763           | (1,134,924)          | (2,022,805)                    |                      | -                    |                     |
| <b>Ending Fund Balance</b>  | <b>\$ 23,216,732</b> | <b>\$ 36,945,495</b> | <b>\$ 35,810,571</b> | <b>\$ 33,787,765</b>           |                      | <b>\$ 33,816,734</b> |                     |

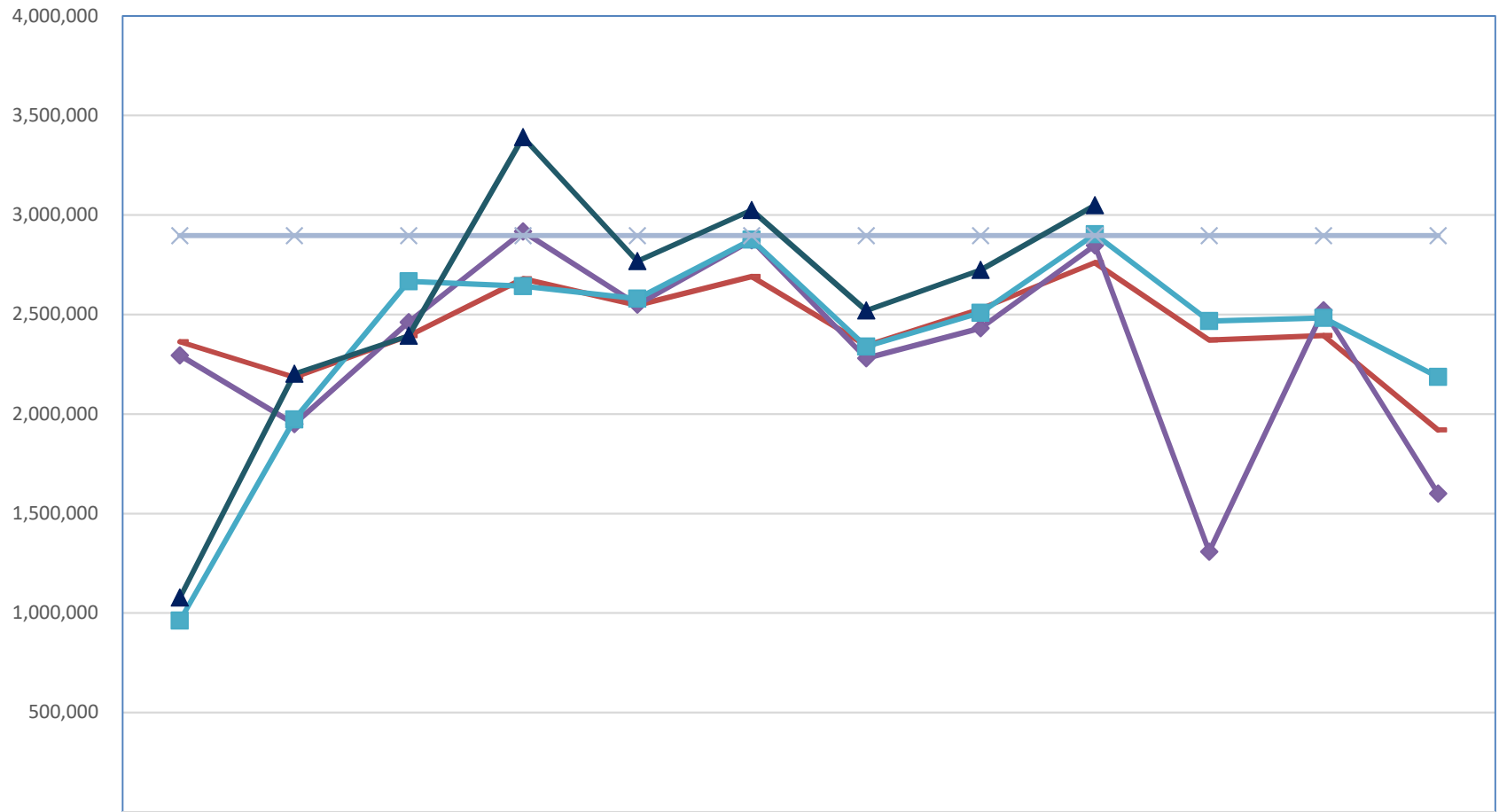


## Fund 02 Operations & Maintenance-Detail

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

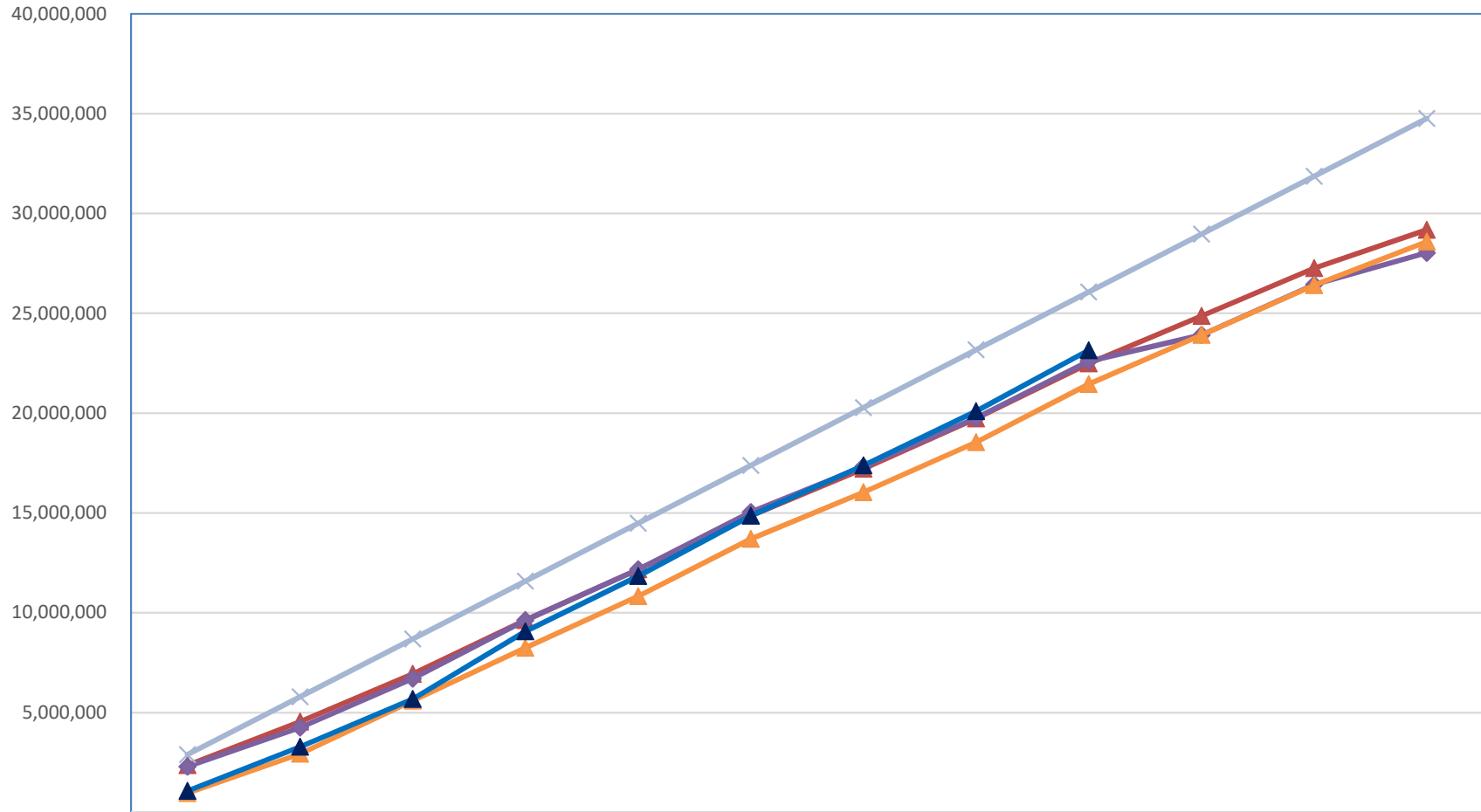
|   | FY 2020<br>Actuals  | FY 2021<br>Actuals  | FY2022<br>Actuals   | FY 2023<br>Actuals<br>(3/31/2023) | % of 2022<br>Actuals | FY 2023<br>Budget   | % of 2023<br>Budget |
|---|---------------------|---------------------|---------------------|-----------------------------------|----------------------|---------------------|---------------------|
|   |                     |                     |                     |                                   |                      | (Target % = 75%)    |                     |
| <b>Revenue</b>  |                     |                     |                     |                                   |                      |                     |                     |
| Local Government  | \$ 2,617,545        | \$ 2,800,298        | \$ 3,869,644        | \$ 2,188,803                      | 56.56%               | \$ 3,896,807        | 56.17%              |
| State Government  | 657,500             | 654,371             | 682,376             | 582,344                           | 85.34%               | 682,782             | 85.29%              |
| Federal Government  | -                   | -                   | -                   | -                                 |                      | -                   |                     |
| Student Tuition & Fees  | 925,295             | 1,489,414           | 1,161,095           | 1,333,457                         | 114.84%              | 1,980,000           | 67.35%              |
| Sales & Service Fees  | -                   | -                   | -                   | -                                 | N/M                  | -                   | N/M                 |
| Facilities Revenue  | 999,246             | 882,193             | 782,452             | 753,771                           | 96.33%               | 968,000             | 77.87%              |
| Investment Revenue  | 3,965               | 117                 | 163,270             | 1,051                             | 0.64%                | -                   | N/M                 |
| Gifts, Grants & Bequests  | -                   | -                   | -                   | -                                 |                      | -                   |                     |
| Other Revenue   | 263,718             | 253,343             | 217,456             | 185,364                           | 85.24%               | 219,900             | 84.29%              |
| SURS on Behalf  | 1,237,843           | 1,529,780           | 1,220,140           | -                                 | 0.00%                | 1,529,780           | 0.00%               |
| <b>Total Revenue</b>  | <b>\$ 6,705,110</b> | <b>\$ 7,609,516</b> | <b>\$ 8,096,435</b> | <b>\$ 5,044,790</b>               | <b>62.31%</b>        | <b>\$ 9,277,269</b> | <b>54.38%</b>       |
| <b>Expenses</b>   |                     |                     |                     |                                   |                      |                     |                     |
| Salaries  | \$ 1,736,301        | \$ 1,976,117        | \$ 2,188,406        | \$ 1,675,052                      | 76.54%               | \$ 2,434,886        | 68.79%              |
| Employee Benefits   | 370,642             | 408,762             | 380,390             | 273,264                           | 71.84%               | 518,177             | 52.74%              |
| Contractual Services  | 1,169,550           | 1,357,871           | 1,539,978           | 1,348,714                         | 87.58%               | 2,102,635           | 64.14%              |
| General Materials & Supplies  | 344,555             | 393,760             | 456,641             | 349,942                           | 76.63%               | 560,700             | 62.41%              |
| Travel & Conf/Meeting Exp   | (5,774)             | 3,636               | 4,816               | 1,575                             | 32.71%               | (10,325)            | -15.26%             |
| Fixed Charges   | 164,164             | 163,951             | 193,558             | 184,208                           | 95.17%               | 228,000             | 80.79%              |
| Utilities   | 1,686,595           | 1,761,006           | 2,108,493           | 1,167,049                         | 55.35%               | 2,103,067           | 55.49%              |
| Capital Outlay  | 1,235               | -                   | -                   | 44,985                            | N/M                  | 45,000              | N/M                 |
| Other Expenditures  | -                   | 14,635              | 4,013               | -                                 | N/M                  | -                   | N/M                 |
| SURS on Behalf  | 1,237,843           | 1,529,780           | 1,220,140           | -                                 | 0.00%                | 1,529,780           | 0.00%               |
| <b>Total Expenses</b>   | <b>\$ 6,705,110</b> | <b>\$ 7,609,516</b> | <b>\$ 8,096,435</b> | <b>\$ 5,044,790</b>               | <b>62.31%</b>        | <b>\$ 9,511,920</b> | <b>53.04%</b>       |
| <b>Contingency</b>  | <b>-</b>            |                     |                     | <b>-</b>                          |                      | <b>-</b>            |                     |
| <b>Other Financing Sources (Uses)</b>   |                     |                     |                     |                                   |                      |                     |                     |
| Transfers from Other Funds  |                     |                     |                     |                                   |                      | 234,651             |                     |
| Transfer to Other Funds   | -                   | -                   | -                   | -                                 |                      | -                   |                     |
| <b>Total Other Financing Sources (Uses)</b>                                       | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>                          |                      | <b>234,651</b>      |                     |
| <b>Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)</b> | <b>\$ -</b>         | <b>\$ 0</b>         | <b>\$ 0</b>         | <b>\$ 0</b>                       |                      | <b>\$ -</b>         |                     |
| Beginning Fund Balance  | \$ 0                | \$ 0                | \$ 0                | \$ 0                              |                      | \$ 0                |                     |
| Change in Fund Balance  | -                   | 0                   | 0                   | 0                                 |                      | -                   |                     |
| <b>Ending Fund Balance</b>  | <b>\$ 0</b>         | <b>\$ 0</b>         | <b>\$ 0</b>         | <b>\$ 0</b>                       |                      | <b>\$ 0</b>         |                     |

### Rock Valley College FY23 Payroll by Month



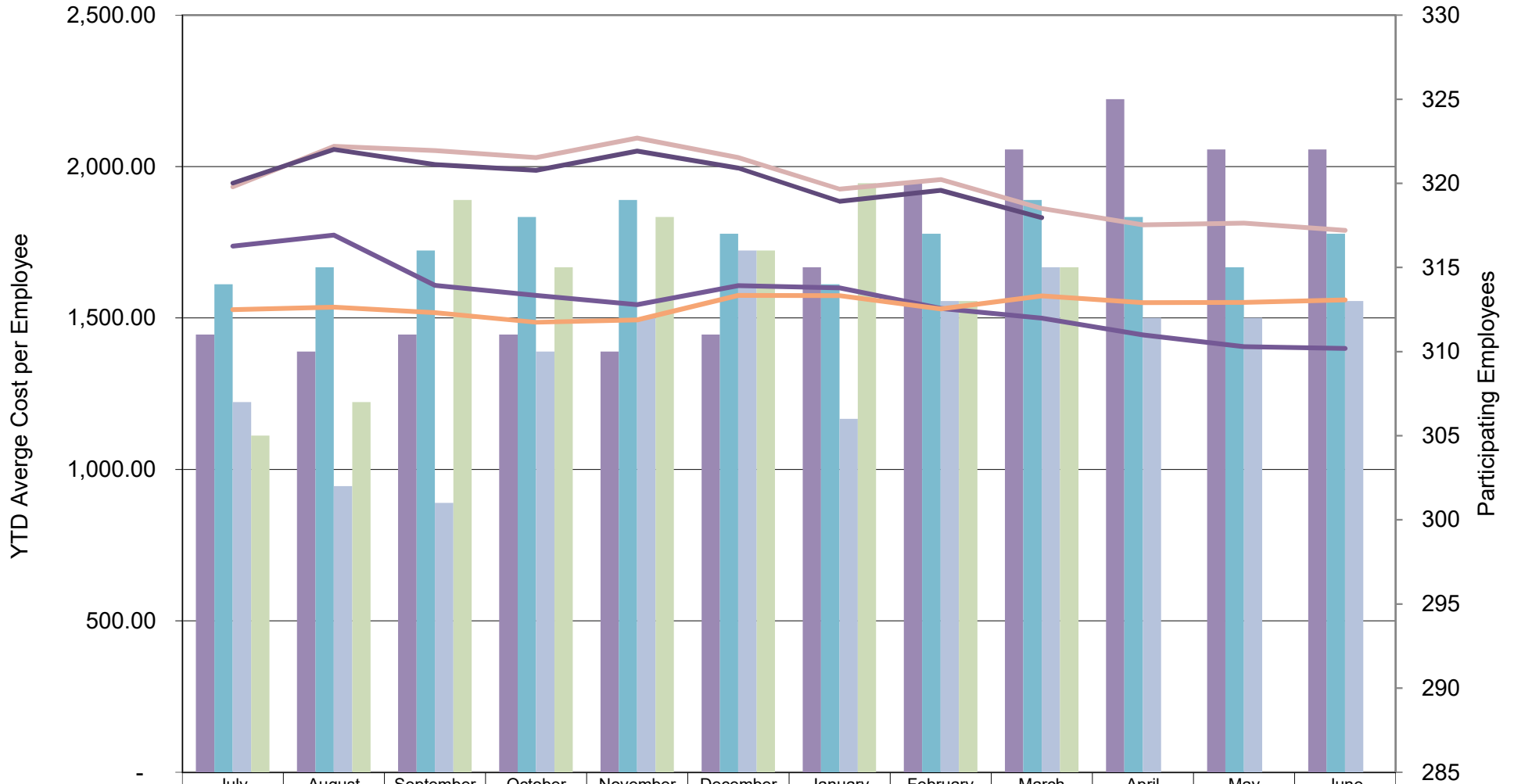
|              | July      | August    | September | October   | November  | December  | January   | February  | March     | April     | May       | June      |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| FY20 Actual  | 2,363,755 | 2,185,014 | 2,392,942 | 2,679,774 | 2,547,020 | 2,691,294 | 2,343,971 | 2,528,645 | 2,760,390 | 2,371,070 | 2,393,906 | 1,919,747 |
| FY21 Actual  | 2,294,726 | 1,950,092 | 2,462,026 | 2,916,990 | 2,550,209 | 2,872,814 | 2,279,917 | 2,431,184 | 2,847,274 | 1,308,544 | 2,520,823 | 1,599,983 |
| FY22 Actuals | 962,081   | 1,972,666 | 2,666,456 | 2,642,055 | 2,579,329 | 2,876,612 | 2,338,916 | 2,508,243 | 2,903,537 | 2,467,625 | 2,482,334 | 2,185,972 |
| FY23 Budget  | 2,896,689 | 2,896,689 | 2,896,689 | 2,896,689 | 2,896,689 | 2,896,689 | 2,896,689 | 2,896,689 | 2,896,689 | 2,896,689 | 2,896,689 | 2,896,689 |
| FY23 Actual  | 1,077,558 | 2,202,371 | 2,392,953 | 3,390,772 | 2,767,877 | 3,024,350 | 2,520,000 | 2,724,105 | 3,048,636 |           |           |           |

### Rock Valley College FY23 Payroll Year-to-Date



|  | July      | August    | September | October   | November  | December  | January   | February  | March     | April     | May       | June      |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <span style="color: red;">▲</span> FY20 Actuals      | 2,363,755 | 4,548,769 | 6,941,711 | 9,621,485 | 12,168,50 | 14,859,79 | 17,203,77 | 19,732,41 | 22,492,80 | 24,863,87 | 27,257,78 | 29,177,52 |
| <span style="color: purple;">◆</span> FY21 Actuals   | 2,294,726 | 4,244,818 | 6,706,844 | 9,623,834 | 12,174,04 | 15,046,85 | 17,326,77 | 19,757,95 | 22,605,23 | 23,913,77 | 26,434,59 | 28,034,58 |
| <span style="color: orange;">▲</span> FY22 Actuals   | 962,081   | 2,934,747 | 5,601,203 | 8,243,258 | 10,822,58 | 13,699,19 | 16,038,11 | 18,546,35 | 21,449,89 | 23,917,52 | 26,399,85 | 28,585,82 |
| <span style="color: lightblue;">×</span> FY23 Budget | 2,896,689 | 5,793,379 | 8,690,068 | 11,586,75 | 14,483,44 | 17,380,13 | 20,276,82 | 23,173,51 | 26,070,20 | 28,966,89 | 31,863,58 | 34,760,27 |
| <span style="color: darkblue;">▲</span> FY23 Actuals | 1,077,558 | 3,279,929 | 5,672,882 | 9,063,654 | 11,831,53 | 14,855,88 | 17,375,88 | 20,099,98 | 23,148,62 |           |           |           |

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



|                   | July     | August   | September | October  | November | December | January  | February | March    | April    | May      | June     |
|-------------------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| FY20 Participants | 311      | 310      | 311       | 311      | 310      | 311      | 315      | 320      | 322      | 325      | 322      | 322      |
| FY21 Participants | 314      | 315      | 316       | 318      | 319      | 317      | 314      | 317      | 319      | 318      | 315      | 317      |
| FY22 Participants | 307      | 302      | 301       | 310      | 312      | 316      | 306      | 313      | 315      | 312      | 312      | 313      |
| FY23 Participants | 305      | 307      | 319       | 315      | 318      | 316      | 320      | 313      | 315      |          |          |          |
| FY20 Actuals      | 1,737.32 | 1,773.66 | 1,607.72  | 1,574.17 | 1,544.01 | 1,606.46 | 1,599.17 | 1,531.75 | 1,499.03 | 1,444.35 | 1,405.39 | 1,399.26 |
| FY21 Actuals      | 1,527.79 | 1,535.82 | 1,517.10  | 1,485.53 | 1,493.89 | 1,574.47 | 1,573.64 | 1,529.73 | 1,572.55 | 1,550.68 | 1,551.37 | 1,559.78 |
| FY22 Actuals      | 1,932.84 | 2,066.52 | 2,053.00  | 2,029.73 | 2,093.81 | 2,029.36 | 1,925.48 | 1,956.83 | 1,861.29 | 1,807.54 | 1,813.06 | 1,789.47 |
| FY23 Actuals      | 1,945.52 | 2,056.39 | 2,006.69  | 1,987.38 | 2,050.97 | 1,994.81 | 1,885.22 | 1,921.01 | 1,831.01 |          |          |          |

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



|               | July    | August    | September | October   | November  | December  | January   | February  | March     | April     | May       | June      |
|---------------|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| FY 20 Actual  | 540,308 | 1,101,441 | 1,498,397 | 1,956,688 | 2,397,848 | 2,994,437 | 3,484,581 | 3,827,848 | 4,228,767 | 4,543,917 | 4,873,903 | 5,303,201 |
| FY 21 Actual  | 479,727 | 966,029   | 1,433,663 | 1,876,231 | 2,363,336 | 2,989,928 | 3,482,475 | 3,870,226 | 4,480,190 | 4,910,989 | 5,401,861 | 5,925,591 |
| FY 22 Actuals | 593,383 | 1,258,512 | 1,868,230 | 2,476,271 | 3,207,723 | 3,750,252 | 4,147,476 | 4,827,490 | 5,178,109 | 5,592,533 | 6,175,279 | 6,655,021 |
| FY 23 Budget  | 584,203 | 1,168,406 | 1,752,609 | 2,336,812 | 2,921,015 | 3,505,218 | 4,089,421 | 4,673,624 | 5,257,827 | 5,842,030 | 6,426,233 | 7,010,436 |
| FY 23 Actuals | 541,426 | 1,021,168 | 1,431,027 | 1,803,738 | 2,240,380 | 2,731,416 | 3,454,818 | 4,156,422 | 4,614,784 |           |           |           |

**Collection Services Firm**

**BACKGROUND:**

As part of the collection process, financial services staff makes several internal attempts in the collection of outstanding accounts receivables. A majority of the receivables are from student tuition and fees. Outsourcing collection efforts to a debt collection agency has been beneficial for the College, recovering approximately \$83,000 in fiscal year 2020, \$61,000 in fiscal year 2021, and \$38,000 in fiscal year 2022.

In February, the College issued a request for proposal (RFP #23-05) and received four (4) responses. Financial staff reviewed and evaluated each response against pre-established criteria outlined in the RFP. Criteria included firm qualifications, collection procedures, collection network, management reports, fee structure, and overall judgment of capability to perform the collection services. A scoring matrix was used to objectively rank respondents.

Based on the evaluation scores, the committee recommended National Credit Management to be engaged as the College's collection services firm based on qualifications, collection procedures, management reports, fee structure (20 percent), and overall capability to perform the collection services.

**RECOMMENDATION:**

It is recommended that the Board of Trustees authorizes staff to engage National Credit Management, St. Louis, MO, as the College's collection services firm for a five-year term.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

## Tentative Budget for Fiscal Year 2024

**Background:** The tentative spending plan totals \$128,569,144 for all funds and \$67,821,245 for the Operating funds (Funds 01 and 02).

### *Operating Funds*

The Operating funds budgeted revenue is \$70,852,587, an increase of \$3,703,033 from the FY 2023 Budget. This increase is due to increased EAV, resulting in higher property tax revenue. In addition, operating revenue assumes 100% state funding, and tuition and fees are budgeted based on 110,000 credit hours, flat to FY 2023 budget and slightly below FY 2023 projected actual credit hours. Operating funds budgeted expenditure for Operations is \$67,821,245, an increase of \$2,177,878 from the prior year's budget. The Operating Budget includes the following assumptions:

### Revenue

- 6.0% EAV increase over 2022 EAV estimates, 2% increase for 2023 EAV estimates.
- State Funding remains at FY 2023 levels for the ICCB Operating and Equalization Grant.
- Tuition and Fees are based on 110,000 credit hours, with an increase of \$5 per credit hour.

### Expenses

- Contractual Salary increases. Incorporates the estimated cost of the compensation study for ESP/PSA/ADM employees.
- Benefits increase by approximately 15%, predominately based on Healthcare, due to an actual rate increase of 19.1% for the calendar year 2023 and a projected 8% increase in the calendar year 2024.
- Contractual Services are projected to increase due to an increase in contracted instructors and services for CTE programs and Continuing Education, IT software support for certain programs, and annual contractual increases
- General Materials & Supplies projected to increase due to an increase in materials for academic programs, plus annual contractual increases as well as an increase in other supplies due to inflation

The FY 2024 proposed budget is a balanced budget for operations.

### *Other Funds*

The FY 2024 Tentative Budget includes detail for capital, auxiliary, health benefits, restricted, and other major fund groups. Included are detailed expenses and revenues for each fund. Also included in the budget packet is summary information on property tax revenues and the documents for Illinois Community College Board (ICCB).

*Next Steps*

The Budget shall be made available for public inspection at the Financial Services Office in the Support Services Building (SSB) on the Rock Valley College Campus at 3301 North Mulford Road, Rockford, IL, and on the Rock Valley College's website at [www.rockvalleycollege.edu](http://www.rockvalleycollege.edu) beginning at 9:00 a.m. on May 24, 2023.

A public hearing on the FY 2024 Budget will be held at 5:30 p.m. on the 27<sup>th</sup> day of June 2023, in the Performing Arts Room (PAR) in the Educational Resource Center (ERC) on the campus of Rock Valley College at 3301 North Mulford Road, Rockford, Illinois, in this Community College District No. 511.

**Recommendation:** It is recommended that the Board of Trustees approve the FY 2024 Tentative Budget and submit any questions to Chief Financial Officer Ellen Olson. The public hearing will be scheduled for 5:30 p.m. on June 27, 2023.

**Attachment:** FY 2024 Tentative Budget  
Notice of Public Hearing

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees



**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois, that a Tentative Budget for said District for the fiscal year beginning July 1, 2023, will be on file and conveniently available for public inspection at the Financial Services Office in the Support Services Building, Rock Valley College, 3301 North Mulford Road, Rockford, IL, and on the Rock Valley College’s website at [www.rockvalleycollege.edu](http://www.rockvalleycollege.edu) beginning at 9:00 a.m. on the 24<sup>th</sup> day of May 2023.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on the FY 2024 Budget Hearing will be held at 5:30 p.m. on the 27<sup>th</sup> day of June 2023, in the Performing Arts Room (PAR) in the Educational Resource Center on the campus of Rock Valley College at 3301 North Mulford Road, Rockford, Illinois, in this Community College District No. 511.

**ATTEST:**

\_\_\_\_\_  
Chair of the Board of Trustees  
Community College District No. 511

\_\_\_\_\_  
Secretary of the Board of Trustees  
Community College District No. 511



Community College District 511  
3301 North Mulford Road  
Rockford, IL 61114

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# Fiscal Year 2024 Tentative Budget

Beginning July 1, 2023 - Ending June 30, 2024

Submitted to the Board of Trustees: May 23, 2023

Public Hearing by the Board of Trustees: June 27, 2023

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Prepared by: Ellen Olson  
Vice President/Chief Financial Officer

Presented by: Ellen Olson  
Vice President/Chief Financial Officer

Dated: May 23, 2023

Rock Valley College  
Statement of Revenues and Expenses (Budgetary)

Table of Contents

Page #

All Funds Review:

|   |       |
|---|-------|
| Operating Funds Combined (01/02) Detail     | 3     |
| Fund (01 to 20) Detail                      | 4-15  |
| Comparison (5-Year)                         | 16    |
| Equalized Assessed Valuation with Tax Rates | 17-18 |
| Capital Budget                              | 19    |

ICCB Official documents:

|  |       |
|--|-------|
| Summary of Fiscal Year 2024 Budget by Fund                               | 20    |
| Fiscal Year 2024 Budget All Funds  | 21-22 |
| Education Fund Statement of Expenditures by Function Code                | 23-25 |
| Operations & Maintenance Fund Statement of Expenditures by Function Code | 26-28 |
| Summary of Fiscal Year 2024 Operating Budgeted Revenues                  | 29    |
| Summary of Fiscal Year 2024 Operating Budgeted Expenditures              | 30    |
| Summary of Fiscal Year 2024 Non-Operating Budgeted Expenditures          | 31    |

**Operating Funds**  
**Fund (00) Operating Funds- Detail**

|                                 | <b>FY 2020</b>    | <b>FY 2021</b>    | <b>FY 2022</b>    | <b>FY 2023</b>    | <b>FY 2023</b>       | <b>FY 2024</b>    |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|----------------------|-------------------|
|                                 | <b>Actuals</b>    | <b>Actuals</b>    | <b>Actual</b>     | <b>Budget</b>     | <b>Actuals as of</b> | <b>Budget</b>     |
|                                 |                   |                   |                   |                   | <b>March</b>         |                   |
| <b>Revenue</b>                  |                   |                   |                   |                   |                      |                   |
| Local Government                | 17,664,822        | 18,893,404        | 22,006,223        | 20,353,447        | 12,354,240           | 21,468,342        |
| State Government                | 9,092,975         | 8,957,834         | 9,441,821         | 8,800,592         | 7,931,222            | 10,446,311        |
| Federal Government              | -                 | -                 | -                 | -                 | -                    | -                 |
| Student Tuition & Fees          | 19,017,914        | 17,624,553        | 17,163,810        | 17,216,149        | 17,843,189           | 18,321,814        |
| Sales & Service Fees            | 97,322            | 128,325           | 121,737           | 91,000            | 83,902               | 101,000           |
| Facilities Revenue              | 999,246           | 882,193           | 811,213           | 968,000           | 753,771              | 968,000           |
| Investment Revenue              | 933,359           | 95,180            | 114,105           | 33,000            | 1,236,797            | 1,207,000         |
| Gifts, Grants & Bequests        | 230,428           | 237,359           | 228,504           | 308,257           | 239,986              | 346,555           |
| Other Revenue                   | 455,289           | 3,099,682         | 586,840           | 803,900           | 354,304              | 383,000           |
| SURS on-behalf revenue          | 16,989,997        | 18,575,209        | 13,105,734        | 18,575,209        | -                    | 17,610,565        |
| <b>Total Revenue</b>            | <b>65,481,351</b> | <b>68,493,737</b> | <b>63,579,986</b> | <b>67,149,554</b> | <b>40,797,411</b>    | <b>70,852,587</b> |
| <b>Expenses</b>                 |                   |                   |                   |                   |                      |                   |
| Salaries                        | 24,063,001        | 24,039,711        | 24,664,652        | 29,636,682        | 19,872,139           | 30,361,067        |
| Employee Benefits               | 4,118,163         | 4,527,238         | 4,279,627         | 5,197,982         | 3,495,584            | 6,058,729         |
| Contractual Services            | 3,088,067         | 3,232,367         | 3,749,846         | 5,075,881         | 3,443,433            | 5,554,903         |
| General Materials & Supplies    | 1,803,747         | 1,821,707         | 2,039,880         | 3,009,746         | 1,619,845            | 3,373,926         |
| Travel & Conference Meeting Exp | 159,991           | 133,196           | 231,887           | 461,815           | 204,803              | 556,381           |
| Fixed Charges                   | 527,819           | 511,244           | 564,014           | 691,809           | 475,246              | 786,780           |
| Utilities                       | 1,688,018         | 1,764,356         | 2,114,963         | 2,108,412         | 1,173,515            | 2,527,220         |
| Capital Outlay                  | 183,092           | 16,297            | 34,474            | 55,000            | 44,985               | 106,539           |
| Other Expenditures              | 421,696           | 143,649           | 558,747           | 830,831           | 250,668              | 885,135           |
| SURS On-Behalf Allocation       | 16,989,997        | 18,575,209        | 13,105,734        | 18,575,209        | -                    | 17,610,565        |
| <b>Total Expenses</b>           | <b>53,043,591</b> | <b>54,764,974</b> | <b>51,343,824</b> | <b>65,643,367</b> | <b>30,580,218</b>    | <b>67,821,245</b> |
| <b>Contingency</b>              | -                 | -                 | -                 | 1,506,187         | -                    | 3,031,342         |
| <b>Net Income (Loss)</b>        | 12,437,760        | 13,728,763        | 12,236,161        | -                 | 10,217,194           | (0)               |
| <b>Net Transfers</b>            | (5,000,000)       | -                 | (13,371,085)      | -                 | (12,240,000)         | (1,000,000)       |
| Beginning Fund Balance          | 15,778,971        | 23,216,731        | 36,945,494        | 35,810,570        | 35,810,570           | 33,787,764        |
| Change in Fund Balance          | 7,437,760         | 13,728,763        | (1,134,924)       | -                 | (2,022,806)          | (1,000,000)       |
| Fund Balance                    | 23,216,731        | 36,945,494        | 35,810,570        | 35,810,570        | 33,787,764           | 32,787,764        |
| Fund % Operating Exp            | 43.77%            | 67.46%            | 69.75%            | 54.55%            |                      | 48.34%            |

**Education Fund**  
**Fund (01) Education Fund- Detail**

|                                 | <b>FY 2020</b>    | <b>FY 2021</b>    | <b>FY 2022</b>    | <b>FY 2023</b>    | <b>FY 2023</b>       | <b>FY 2024</b>    |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|----------------------|-------------------|
|                                 | <b>Actuals</b>    | <b>Actuals</b>    | <b>Actual</b>     | <b>Budget</b>     | <b>Actuals as of</b> | <b>Budget</b>     |
|                                 |                   |                   |                   |                   | <b>March</b>         |                   |
| <b>Revenue</b>                  |                   |                   |                   |                   |                      |                   |
| Local Government                | 15,047,277        | 16,093,106        | 18,136,578        | 16,456,640        | 10,165,437           | 18,038,403        |
| State Government                | 8,435,475         | 8,303,462         | 8,759,445         | 8,117,810         | 7,348,878            | 9,669,852         |
| Federal Government              | -                 | -                 | -                 | -                 | -                    | -                 |
| Student Tuition & Fees          | 18,092,620        | 16,135,139        | 16,002,715        | 15,236,149        | 16,509,732           | 14,917,447        |
| Sales & Service Fees            | 97,322            | 128,325           | 121,737           | 91,000            | 83,902               | 101,000           |
| Facilities Revenue              | -                 | -                 | -                 | -                 | -                    | -                 |
| Investment Revenue              | 929,394           | 95,063            | (20,405)          | 33,000            | 1,235,746            | 1,207,000         |
| Gifts, Grants & Bequests        | 230,428           | 237,359           | 228,504           | 308,257           | 239,986              | 346,555           |
| Other Revenue                   | 191,571           | 2,846,338         | 369,383           | 584,000           | 168,940              | 136,500           |
| SURS on-behalf revenue          | 15,752,154        | 17,045,429        | 11,885,594        | 17,045,429        | -                    | 16,190,016        |
| <b>Total Revenue</b>            | <b>58,776,241</b> | <b>60,884,221</b> | <b>55,483,550</b> | <b>57,872,285</b> | <b>35,752,621</b>    | <b>60,606,773</b> |
| <b>Expenses</b>                 |                   |                   |                   |                   |                      |                   |
| Salaries                        | 22,326,700        | 22,063,594        | 22,476,246        | 27,201,796        | 18,197,088           | 27,932,170        |
| Employee Benefits               | 3,747,521         | 4,118,476         | 3,899,236         | 4,679,805         | 3,222,319            | 5,580,523         |
| Contractual Services            | 1,918,517         | 1,874,496         | 2,209,868         | 2,973,246         | 2,094,718            | 3,238,573         |
| General Materials & Supplies    | 1,459,192         | 1,427,947         | 1,583,239         | 2,449,046         | 1,269,903            | 2,611,661         |
| Travel & Conference Meeting Exp | 165,765           | 129,560           | 227,071           | 472,140           | 203,228              | 546,308           |
| Fixed Charges                   | 363,655           | 347,293           | 370,456           | 463,809           | 291,038              | 534,780           |
| Utilities                       | 1,423             | 3,351             | 6,471             | 5,345             | 6,466                | 6,265             |
| Capital Outlay                  | 181,857           | 16,297            | 34,474            | 10,000            | -                    | 50,000            |
| Other Expenditures              | 421,696           | 129,014           | 554,735           | 830,831           | 250,668              | 885,135           |
| SURS On-Behalf Allocation       | 15,752,154        | 17,045,429        | 11,885,594        | 17,045,429        | -                    | 16,190,016        |
| <b>Total Expenses</b>           | <b>46,338,481</b> | <b>47,155,458</b> | <b>43,247,389</b> | <b>56,131,447</b> | <b>25,535,428</b>    | <b>57,575,431</b> |
| <b>Contingency</b>              | -                 | -                 | -                 | 1,506,187         | -                    | 3,031,342         |
| <b>Net Income (Loss)</b>        | 12,437,760        | 13,728,763        | 12,236,161        | 234,651           | 10,217,194           | (0)               |
| <b>Net Transfers</b>            | (5,000,000)       | -                 | (13,371,085)      | (234,651)         | (12,240,000)         | (1,000,000)       |
| Beginning Fund Balance          | 15,778,971        | 23,216,731        | 36,945,494        | 35,810,570        | 35,810,570           | 33,787,764        |
| Change in Fund Balance          | 7,437,760         | 13,728,763        | (1,134,924)       | -                 | (2,022,806)          | (1,000,000)       |
| <b>Fund Balance</b>             | <b>23,216,731</b> | <b>36,945,494</b> | <b>35,810,570</b> | <b>35,810,570</b> | <b>33,787,764</b>    | <b>32,787,763</b> |

**Operations & Maintenance Fund**  
**Fund (02) Operations & Maintenance Fund- Detail**

|                                 | <b>FY 2020</b>   | <b>FY 2021</b>   | <b>FY 2022</b>   | <b>FY 2023</b>   | <b>FY 2023</b>       | <b>FY 2024</b>    |
|---------------------------------|------------------|------------------|------------------|------------------|----------------------|-------------------|
|                                 | <b>Actuals</b>   | <b>Actuals</b>   | <b>Actual</b>    | <b>Budget</b>    | <b>Actuals as of</b> | <b>Budget</b>     |
|                                 |                  |                  |                  |                  | <b>March</b>         |                   |
| <b>Revenue</b>                  |                  |                  |                  |                  |                      |                   |
| Local Government                | 2,617,545        | 2,800,298        | 3,869,644        | 3,896,807        | 2,188,803            | 3,429,939         |
| State Government                | 657,500          | 654,371          | 682,376          | 682,782          | 582,344              | 776,459           |
| Federal Government              | -                | -                | -                | -                | -                    | -                 |
| Student Tuition & Fees          | 925,295          | 1,489,414        | 1,161,095        | 1,980,000        | 1,333,457            | 3,404,367         |
| Sales & Service Fees            | -                | -                | -                | -                | -                    | -                 |
| Facilities Revenue              | 999,246          | 882,193          | 811,213          | 968,000          | 753,771              | 968,000           |
| Investment Revenue              | 3,965            | 117              | 134,510          | -                | 1,051                | -                 |
| Gifts, Grants & Bequests        | -                | -                | -                | -                | -                    | -                 |
| Other Revenue                   | 263,718          | 253,343          | 217,456          | 219,900          | 185,364              | 246,500           |
| SURS on-behalf revenue          | 1,237,843        | 1,529,780        | 1,220,140        | 1,529,780        | -                    | 1,420,549         |
| <b>Total Revenue</b>            | <b>6,705,110</b> | <b>7,609,516</b> | <b>8,096,435</b> | <b>9,277,269</b> | <b>5,044,790</b>     | <b>10,245,814</b> |
| <b>Expenses</b>                 |                  |                  |                  |                  |                      |                   |
| Salaries                        | 1,736,301        | 1,976,117        | 2,188,406        | 2,434,886        | 1,675,052            | 2,428,897         |
| Employee Benefits               | 370,642          | 408,762          | 380,390          | 518,177          | 273,264              | 478,206           |
| Contractual Services            | 1,169,550        | 1,357,871        | 1,539,978        | 2,102,635        | 1,348,714            | 2,316,330         |
| General Materials & Supplies    | 344,555          | 393,760          | 456,641          | 560,700          | 349,942              | 762,265           |
| Travel & Conference Meeting Exp | (5,774)          | 3,636            | 4,816            | (10,325)         | 1,575                | 10,073            |
| Fixed Charges                   | 164,164          | 163,951          | 193,558          | 228,000          | 184,208              | 252,000           |
| Utilities                       | 1,686,595        | 1,761,006        | 2,108,493        | 2,103,067        | 1,167,049            | 2,520,955         |
| Capital Outlay                  | 1,235            | -                | -                | 45,000           | 44,985               | 56,539            |
| Other Expenditures              | -                | 14,635           | 4,013            | -                | -                    | -                 |
| SURS On-Behalf Allocation       | 1,237,843        | 1,529,780        | 1,220,140        | 1,529,780        | -                    | 1,420,549         |
| <b>Total Expenses</b>           | <b>6,705,110</b> | <b>7,609,516</b> | <b>8,096,435</b> | <b>9,511,920</b> | <b>5,044,790</b>     | <b>10,245,814</b> |
| <b>Contingency</b>              | -                | -                | -                | -                | -                    | -                 |
| <b>Net Income (Loss)</b>        | -                | (0)              | 0                | (234,651)        | 0                    | (0)               |
| <b>Net Transfers</b>            | -                | -                | -                | 234,651          | -                    | -                 |
| Beginning Fund Balance          | -                | (0)              | (0)              | 0                | 0                    | 0                 |
| Change in Fund Balance          | -                | (0)              | 0                | -                | 0                    | (0)               |
| Fund Balance                    | -                | (0)              | 0                | 0                | 0                    | 0                 |

**Operations & Maint-Restricted  
Fund (03) Operations & Maint-Restricted- Detail**

|                                 | <b>FY 2020<br/>Actuals</b> | <b>FY 2021<br/>Actuals</b> | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Budget</b> | <b>FY 2023<br/>Actuals as of<br/>March</b> | <b>FY 2024<br/>Budget</b> |
|---------------------------------|----------------------------|----------------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Revenue</b>                  |                            |                            |                           |                           |  |                           |
| Local Government                | -                          | -                          | -                         | -                         | -  | 1,492,500                 |
| State Government                | -                          | -                          | -                         | -                         | -  | -                         |
| Federal Government              | -                          | -                          | -                         | -                         | -  | -                         |
| Student Tuition & Fees          | 372,700                    | 339,177                    | 321,912                   | 330,000                   | 317,697                                    | 330,000                   |
| Sales & Service Fees            | -                          | -                          | -                         | -                         | -  | -                         |
| Facilities Revenue              | -                          | -                          | -                         | -                         | -  | -                         |
| Investment Revenue              | 136,824                    | 8,982                      | 16,799                    | -                         | 265,090                                    | -                         |
| Gifts, Grants & Bequests        | -                          | -                          | -                         | -                         | -  | -                         |
| Other Revenue                   | -                          | -                          | -                         | -                         | -  | -                         |
| SURS on-behalf revenue          | -                          | 39,380                     | -                         | -                         | -  | -                         |
| <b>Total Revenue</b>            | <b>509,524</b>             | <b>387,539</b>             | <b>338,711</b>            | <b>330,000</b>            | <b>582,787</b>                             | <b>1,822,500</b>          |
| <b>Expenses</b>                 |                            |                            |                           |                           |  |                           |
| Salaries                        | -                          | 51,430                     | -                         | -                         | -  | -                         |
| Employee Benefits               | -                          | 241                        | -                         | -                         | -  | -                         |
| Contractual Services            | -                          | 42,888                     | 76,784                    | 500,206                   | 260,635                                    | 900,000                   |
| General Materials & Supplies    | 36,733                     | 491,338                    | 1,298,425                 | 615,600                   | 104,007                                    | 860,000                   |
| Travel & Conference Meeting Exp | -                          | -                          | -                         | -                         | -  | -                         |
| Fixed Charges                   | -                          | 19,015                     | -                         | -                         | -  | -                         |
| Utilities                       | -                          | 33,555                     | 6,195                     | -                         | -  | -                         |
| Capital Outlay                  | 1,391,908                  | 7,387,752                  | 4,624,927                 | 7,682,745                 | 1,054,971                                  | 10,179,128                |
| Other Expenditures              | 1,591                      | 1,619                      | 850                       | 1,500                     | -  | -                         |
| SURS On-Behalf Allocation       | -                          | 39,380                     | -                         | -                         | -  | -                         |
| <b>Total Expenses</b>           | <b>1,430,232</b>           | <b>8,067,217</b>           | <b>6,007,181</b>          | <b>8,800,051</b>          | <b>1,419,612</b>                           | <b>11,939,128</b>         |
| <b>Contingency</b>              | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Net Income (Loss)</b>        | <b>(920,708)</b>           | <b>(7,679,678)</b>         | <b>(5,668,470)</b>        | <b>(8,470,051)</b>        | <b>(836,825)</b>                           | <b>(10,116,628)</b>       |
| <b>Net Transfers</b>            | <b>2,500,000</b>           | -                          | <b>8,171,085</b>          | -                         | <b>10,590,000</b>                          | -                         |
| Beginning Fund Balance          | 27,837,489                 | 29,416,781                 | 21,737,103                | 24,239,718                | 24,239,718                                 | 33,992,892                |
| Change in Fund Balance          | 1,579,292                  | (7,679,678)                | 2,502,615                 | (8,470,051)               | 9,753,175                                  | (10,116,628)              |
| Fund Balance                    | <u>29,416,781</u>          | <u>21,737,103</u>          | <u>24,239,718</u>         | <u>15,769,666</u>         | <u>33,992,892</u>                          | <u>23,876,265</u>         |

**Bond & Interest Fund**  
**Fund (04) Bond & Interest Fund- Detail**

|                                 | <b>FY 2020<br/>Actuals</b> | <b>FY 2021<br/>Actuals</b> | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Budget</b> | <b>FY 2023<br/>Actuals as of<br/>March</b> | <b>FY 2024<br/>Budget</b> |
|---------------------------------|----------------------------|----------------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Revenue</b>                  |                            |                            |                           |                           |  |                           |
| Local Government                | 12,187,481                 | 12,190,910                 | 51,165,307                | 12,192,795                | 6,003,489                                  | 11,595,033                |
| State Government                | -                          | -                          | -                         | -                         | -  | -                         |
| Federal Government              | 76,822                     | 49,126                     | 18,710                    | -                         | -  | -                         |
| Student Tuition & Fees          | -                          | -                          | -                         | -                         | -  | -                         |
| Sales & Service Fees            | -                          | -                          | -                         | -                         | -  | -                         |
| Facilities Revenue              | -                          | -                          | -                         | -                         | -  | -                         |
| Investment Revenue              | 39,413                     | 2,086                      | 2,433                     | 2,500                     | 74,996                                     | 100,750                   |
| Gifts, Grants & Bequests        | -                          | -                          | -                         | -                         | -  | -                         |
| Other Revenue                   | -                          | -                          | -                         | -                         | -  | -                         |
| SURS on-behalf revenue          | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Total Revenue</b>            | <b>12,303,716</b>          | <b>12,242,121</b>          | <b>51,186,450</b>         | <b>12,195,295</b>         | <b>6,078,485</b>                           | <b>11,695,783</b>         |
| <b>Expenses</b>                 |                            |                            |                           |                           |  |                           |
| Salaries                        | -                          | -                          | -                         | -                         | -  | -                         |
| Employee Benefits               | -                          | -                          | -                         | -                         | -  | -                         |
| Contractual Services            | 3,318                      | 3,215                      | 1,500                     | 3,750                     | -  | 3,600                     |
| General Materials & Supplies    | -                          | -                          | -                         | -                         | -  | -                         |
| Travel & Conference Meeting Exp | -                          | -                          | -                         | -                         | -  | -                         |
| Fixed Charges                   | 12,225,328                 | 12,195,745                 | 50,413,648                | 12,142,795                | 12,102,094                                 | 12,143,153                |
| Utilities                       | -                          | -                          | -                         | -                         | -  | -                         |
| Capital Outlay                  | -                          | -                          | -                         | -                         | -  | -                         |
| Other Expenditures              | -                          | -                          | -                         | -                         | -  | -                         |
| SURS On-Behalf Allocation       | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Total Expenses</b>           | <b>12,228,646</b>          | <b>12,198,959</b>          | <b>50,415,148</b>         | <b>12,146,545</b>         | <b>12,102,094</b>                          | <b>12,146,753</b>         |
| <b>Contingency</b>              | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Net Income (Loss)</b>        | <b>75,070</b>              | <b>43,161</b>              | <b>771,303</b>            | <b>48,750</b>             | <b>(6,023,610)</b>                         | <b>(450,970)</b>          |
| <b>Net Transfers</b>            | -                          | -                          | -                         | -                         | -  | -                         |
| Beginning Fund Balance          | 6,123,085                  | 6,198,155                  | 6,241,317                 | 7,012,619                 | 7,012,619                                  | 989,010                   |
| Change in Fund Balance          | 75,070                     | 43,161                     | 771,303                   | 48,750                    | (6,023,610)                                | (450,970)                 |
| <b>Fund Balance</b>             | <b>6,198,155</b>           | <b>6,241,317</b>           | <b>7,012,619</b>          | <b>7,061,369</b>          | <b>989,010</b>                             | <b>538,040</b>            |



**Auxiliary Enterprises Fund**  
**Fund (05) Auxiliary Enterprises Fund- Detail**

|                                 | <b>FY 2020</b>   | <b>FY 2021</b>   | <b>FY 2022</b>   | <b>FY 2023</b>   | <b>FY 2023</b>       | <b>FY 2024</b>   |
|---------------------------------|------------------|------------------|------------------|------------------|----------------------|------------------|
|                                 | <b>Actuals</b>   | <b>Actuals</b>   | <b>Actual</b>    | <b>Budget</b>    | <b>Actuals as of</b> | <b>Budget</b>    |
|                                 |                  |                  |                  |                  | <b>March</b>         |                  |
| <b>Revenue</b>                  |                  |                  |                  |                  |                      |                  |
| Local Government                | -                | -                | -                | -                | -                    | -                |
| State Government                | -                | -                | -                | -                | -                    | -                |
| Federal Government              | -                | -                | -                | -                | -                    | -                |
| Student Tuition & Fees          | 1,567,205        | 1,538,986        | 1,715,671        | 2,420,300        | 1,746,198            | 2,094,697        |
| Sales & Service Fees            | 1,312,490        | 618,503          | 1,039,308        | 2,028,705        | 870,978              | 1,655,396        |
| Facilities Revenue              | -                | -                | -                | -                | -                    | -                |
| Investment Revenue              | -                | -                | -                | -                | -                    | -                |
| Gifts, Grants & Bequests        | 12,492           | 1,474            | 1,785            | 3,000            | 2,044                | 3,000            |
| Other Revenue                   | 632,998          | 783,641          | 989,721          | 411,700          | 271,417              | 578,794          |
| SURS on-behalf revenue          | 926,718          | 968,578          | 800,498          | 973,315          | -                    | 1,451,193        |
| <b>Total Revenue</b>            | <b>4,451,904</b> | <b>3,911,182</b> | <b>4,546,984</b> | <b>5,837,020</b> | <b>2,890,637</b>     | <b>5,783,081</b> |
| <b>Expenses</b>                 |                  |                  |                  |                  |                      |                  |
| Salaries                        | 1,717,999        | 1,531,960        | 2,020,432        | 2,518,865        | 1,500,409            | 2,485,044        |
| Employee Benefits               | 276,841          | 321,658          | 340,161          | 372,190          | 294,148              | 513,348          |
| Contractual Services            | 368,439          | 257,094          | 341,250          | 516,729          | 249,620              | 569,073          |
| General Materials & Supplies    | 247,900          | 257,062          | 329,292          | 515,142          | 273,821              | 552,995          |
| Travel & Conference Meeting Exp | 113,382          | 95,542           | 219,063          | 196,830          | 163,834              | 273,498          |
| Fixed Charges                   | 34,226           | 27,616           | 11,870           | 24,765           | 1,935                | 6,950            |
| Utilities                       | -                | -                | -                | -                | 407                  | 1,200            |
| Capital Outlay                  | -                | 20,695           | 5,299            | -                | -                    | -                |
| Other Expenditures              | 636,889          | 802,178          | 572,283          | 852,500          | 803,305              | 900,310          |
| SURS On-Behalf Allocation       | 926,718          | 968,578          | 800,498          | 968,578          | -                    | 1,451,193        |
| <b>Total Expenses</b>           | <b>4,322,394</b> | <b>4,282,383</b> | <b>4,640,148</b> | <b>5,965,599</b> | <b>3,287,479</b>     | <b>6,753,612</b> |
| <b>Contingency</b>              | -                | -                | -                | -                | -                    | -                |
| <b>Net Income (Loss)</b>        | <b>129,510</b>   | <b>(371,201)</b> | <b>(93,163)</b>  | <b>(128,578)</b> | <b>(396,841)</b>     | <b>(970,531)</b> |
| <b>Net Transfers</b>            | -                | -                | -                | -                | 500,000              | 1,000,000        |
| Beginning Fund Balance          | 373,166          | 502,676          | 131,476          | 38,312           | 38,312               | 141,471          |
| Change in Fund Balance          | 129,510          | (371,201)        | (93,163)         | (128,578)        | 103,159              | 29,469           |
| <b>Fund Balance</b>             | <b>502,676</b>   | <b>131,476</b>   | <b>38,312</b>    | <b>(90,266)</b>  | <b>141,471</b>       | <b>170,940</b>   |

**Restricted Purpose Fund**  
**Fund (06) Restricted Purpose Fund- Detail**

|                                 | <b>FY 2020</b>    | <b>FY 2021</b>    | <b>FY 2022</b>    | <b>FY 2023</b>    | <b>FY 2023</b>       | <b>FY 2024</b>    |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|----------------------|-------------------|
|                                 | <b>Actuals</b>    | <b>Actuals</b>    | <b>Actual</b>     | <b>Budget</b>     | <b>Actuals as of</b> | <b>Budget</b>     |
|                                 |                   |                   |                   |                   | <b>March</b>         |                   |
| <b>Revenue</b>                  |                   |                   |                   |                   |                      |                   |
| Local Government                | 226,432           | 168,579           | 67,952            | 5,000             | 105,917              | 15,000            |
| State Government                | 2,504,263         | 3,637,884         | 3,323,661         | 2,810,381         | 4,973,447            | 4,676,024         |
| Federal Government              | 14,478,418        | 16,478,865        | 17,309,478        | 9,003,850         | 9,511,926            | 10,770,526        |
| Student Tuition & Fees          | -                 | -                 | -                 | -                 | -                    | -                 |
| Sales & Service Fees            | 2,030             | 100               | -                 | -                 | -                    | -                 |
| Facilities Revenue              | -                 | -                 | -                 | 283,554           | -                    | 14,250            |
| Investment Revenue              | -                 | -                 | -                 | -                 | -                    | -                 |
| Gifts, Grants & Bequests        | 302,276           | 468,845           | 58,356            | 96,922            | 2,211,234            | -                 |
| Other Revenue                   | 272,198           | 1,258,296         | 203,537           | 50,000            | 211,096              | 1,254,478         |
| SURS on-behalf revenue          | 1,279,500         | 1,406,855         | 882,826           | 1,406,855         | -                    | 1,817,653         |
| <b>Total Revenue</b>            | <b>19,065,117</b> | <b>23,419,425</b> | <b>21,845,810</b> | <b>13,656,562</b> | <b>17,013,620</b>    | <b>18,547,931</b> |
| <b>Expenses</b>                 |                   |                   |                   |                   |                      |                   |
| Salaries                        | 2,365,986         | 2,343,444         | 2,244,319         | 2,517,792         | 1,870,301            | 3,202,878         |
| Employee Benefits               | 568,852           | 588,589           | 522,460           | 716,014           | 468,140              | 850,661           |
| Contractual Services            | 983,496           | 1,999,637         | 175,554           | 305,593           | 244,658              | 218,378           |
| General Materials & Supplies    | 370,811           | 555,357           | 379,468           | 630,175           | 306,465              | 484,721           |
| Travel & Conference Meeting Exp | 123,645           | 74,316            | 99,414            | 254,824           | 170,455              | 149,868           |
| Fixed Charges                   | 196,807           | 130,857           | 34,651            | 325,051           | 31,081               | 67,878            |
| Utilities                       | 5,176             | 20,045            | 23,197            | 18,571            | 17,040               | 11,693            |
| Capital Outlay                  | 44,765            | 634,287           | 242,986           | 202,162           | 172,116              | 136,752           |
| Other Expenditures              | 13,451,914        | 15,623,788        | 17,902,499        | 7,279,524         | 12,303,751           | 11,607,451        |
| SURS On-Behalf Allocation       | 1,279,500         | 1,406,855         | 882,826           | 1,406,855         | -                    | 1,817,653         |
| <b>Total Expenses</b>           | <b>19,390,952</b> | <b>23,377,175</b> | <b>22,507,374</b> | <b>13,656,562</b> | <b>15,584,007</b>    | <b>18,547,931</b> |
| <b>Contingency</b>              | -                 | -                 | -                 | -                 | -                    | -                 |
| <b>Net Income (Loss)</b>        | <b>(325,835)</b>  | <b>42,251</b>     | <b>(661,565)</b>  | <b>(0)</b>        | <b>1,429,613</b>     | <b>(0)</b>        |
| <b>Net Transfers</b>            | -                 | -                 | 2,700,000         | -                 | -                    | -                 |
| Beginning Fund Balance          | 288,056           | (37,779)          | 4,472             | 2,042,907         | 2,042,907            | 3,472,520         |
| Change in Fund Balance          | (325,835)         | 42,251            | 2,038,435         | 0                 | 1,429,613            | (0)               |
| Fund Balance                    | <u>(37,779)</u>   | <u>4,472</u>      | <u>2,042,907</u>  | <u>2,042,907</u>  | <u>3,472,520</u>     | <u>3,472,520</u>  |

**Trust & Agency Fund**  
**Fund (10) Trust & Agency Fund- Detail**

|                                 | <b>FY 2020<br/>Actuals</b> | <b>FY 2021<br/>Actuals</b> | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Budget</b> | <b>FY 2023<br/>Actuals as of<br/>March</b> | <b>FY 2024<br/>Budget</b> |
|---------------------------------|----------------------------|----------------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Revenue</b>                  |                            |                            |                           |                           |  |                           |
| Local Government                | -                          | -                          | -                         | -                         | -  | -                         |
| State Government                | -                          | -                          | -                         | -                         | -  | -                         |
| Federal Government              | -                          | -                          | -                         | -                         | -  | -                         |
| Student Tuition & Fees          | 155,095                    | 282,331                    | 185,106                   | 203,500                   | 190,936                                    | 196,700                   |
| Sales & Service Fees            | -                          | -                          | -                         | -                         | 37,008                                     | 11,500                    |
| Facilities Revenue              | -                          | -                          | -                         | -                         | -  | -                         |
| Investment Revenue              | -                          | -                          | -                         | -                         | -  | -                         |
| Gifts, Grants & Bequests        | 1,228                      | 2,431                      | 3,043                     | 1,000                     | 445  | 1,000                     |
| Other Revenue                   | 380,905                    | 223,664                    | 393,615                   | 373,912                   | 283,874                                    | 361,500                   |
| SURS on-behalf revenue          | -                          | -                          | -                         | -                         | -  | 2,339                     |
| <b>Total Revenue</b>            | <b>537,228</b>             | <b>508,426</b>             | <b>581,763</b>            | <b>578,412</b>            | <b>512,264</b>                             | <b>573,039</b>            |
| <b>Expenses</b>                 |                            |                            |                           |                           |  |                           |
| Salaries                        | -                          | -                          | -                         | -                         | 500  | 4,000                     |
| Employee Benefits               | -                          | -                          | -                         | -                         | 2  | -                         |
| Contractual Services            | 44,847                     | 28,841                     | 63,414                    | 68,430                    | 61,768                                     | 82,530                    |
| General Materials & Supplies    | 96,639                     | 72,735                     | 103,128                   | 119,210                   | 83,703                                     | 119,216                   |
| Travel & Conference Meeting Exp | 163,410                    | 24,651                     | 170,933                   | 220,122                   | 157,700                                    | 225,214                   |
| Fixed Charges                   | -                          | -                          | -                         | -                         | -  | -                         |
| Utilities                       | -                          | -                          | -                         | -                         | -  | -                         |
| Capital Outlay                  | -                          | -                          | -                         | -                         | -  | -                         |
| Other Expenditures              | 239,755                    | 196,045                    | 228,860                   | 233,263                   | 184,147                                    | 225,788                   |
| SURS On-Behalf Allocation       | -                          | -                          | -                         | -                         | -  | 2,339                     |
| <b>Total Expenses</b>           | <b>544,651</b>             | <b>322,272</b>             | <b>566,336</b>            | <b>641,025</b>            | <b>487,820</b>                             | <b>659,087</b>            |
| <b>Contingency</b>              | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Net Income (Loss)</b>        | <b>(7,423)</b>             | <b>186,154</b>             | <b>15,428</b>             | <b>(62,613)</b>           | <b>24,444</b>                              | <b>(86,048)</b>           |
| <b>Net Transfers</b>            | -                          | -                          | -                         | -                         | -  | -                         |
| Beginning Fund Balance          | 888,183                    | 880,760                    | 1,066,914                 | 1,082,342                 | 1,082,342                                  | 1,106,786                 |
| Change in Fund Balance          | (7,423)                    | 186,154                    | 15,428                    | (62,613)                  | 24,444                                     | (86,048)                  |
| <b>Fund Balance</b>             | <b>880,760</b>             | <b>1,066,914</b>           | <b>1,082,342</b>          | <b>1,019,729</b>          | <b>1,106,786</b>                           | <b>1,020,738</b>          |

**Audit Fund**  
**Fund (11) Audit Fund- Detail**

|                                 | <b>FY 2020<br/>Actuals</b> | <b>FY 2021<br/>Actuals</b> | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Budget</b> | <b>FY 2023<br/>Actuals as of<br/>March</b> | <b>FY 2024<br/>Budget</b> |
|---------------------------------|----------------------------|----------------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Revenue</b>                  |                            |                            |                           |                           |  |                           |
| Local Government                | 52,170                     | 51,840                     | 50,911                    | 50,000                    | 25,461                                     | 56,218                    |
| State Government                | -                          | -                          | -                         | -                         | -  | -                         |
| Federal Government              | -                          | -                          | -                         | -                         | -  | -                         |
| Student Tuition & Fees          | -                          | -                          | -                         | -                         | -  | -                         |
| Sales & Service Fees            | -                          | -                          | -                         | -                         | -  | -                         |
| Facilities Revenue              | -                          | -                          | -                         | -                         | -  | -                         |
| Investment Revenue              | 89                         | 2                          | 1                         | -                         | 21   | -                         |
| Gifts, Grants & Bequests        | -                          | -                          | -                         | -                         | -  | -                         |
| Other Revenue                   | -                          | -                          | -                         | -                         | -  | -                         |
| SURS on-behalf revenue          | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Total Revenue</b>            | <b>52,258</b>              | <b>51,842</b>              | <b>50,912</b>             | <b>50,000</b>             | <b>25,482</b>                              | <b>56,218</b>             |
| <b>Expenses</b>                 |                            |                            |                           |                           |  |                           |
| Salaries                        | -                          | -                          | -                         | -                         | -  | -                         |
| Employee Benefits               | -                          | -                          | -                         | -                         | -  | -                         |
| Contractual Services            | 37,448                     | 71,412                     | 38,000                    | 55,000                    | 53,848                                     | 60,000                    |
| General Materials & Supplies    | 279                        | 98                         | -                         | 500                       | -  | -                         |
| Travel & Conference Meeting Exp | -                          | -                          | -                         | -                         | -  | -                         |
| Fixed Charges                   | -                          | -                          | -                         | -                         | -  | -                         |
| Utilities                       | -                          | -                          | -                         | -                         | -  | -                         |
| Capital Outlay                  | -                          | -                          | -                         | -                         | -  | -                         |
| Other Expenditures              | -                          | -                          | -                         | -                         | -  | -                         |
| SURS On-Behalf Allocation       | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Total Expenses</b>           | <b>37,727</b>              | <b>71,510</b>              | <b>38,000</b>             | <b>55,500</b>             | <b>53,848</b>                              | <b>60,000</b>             |
| <b>Contingency</b>              | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Net Income (Loss)</b>        | <b>14,531</b>              | <b>(19,668)</b>            | <b>12,912</b>             | <b>(5,500)</b>            | <b>(28,366)</b>                            | <b>(3,782)</b>            |
| <b>Net Transfers</b>            | -                          | -                          | -                         | -                         | -  | -                         |
| Beginning Fund Balance          | 53,928                     | 68,459                     | 48,792                    | 61,703                    | 61,703                                     | 33,337                    |
| Change in Fund Balance          | 14,531                     | (19,668)                   | 12,912                    | (5,500)                   | (28,366)                                   | (3,782)                   |
| <b>Fund Balance</b>             | <b>68,459</b>              | <b>48,792</b>              | <b>61,703</b>             | <b>56,203</b>             | <b>33,337</b>                              | <b>29,555</b>             |

**Liability, Protection, & Settlement**  
**Fund (12) Liability, Protection, & Settlement- Detail**

|                                 | <b>FY 2020</b>   | <b>FY 2021</b>     | <b>FY 2022</b>     | <b>FY 2023</b>     | <b>FY 2023</b>       | <b>FY 2024</b>   |
|---------------------------------|------------------|--------------------|--------------------|--------------------|----------------------|------------------|
|                                 | <b>Actuals</b>   | <b>Actuals</b>     | <b>Actual</b>      | <b>Budget</b>      | <b>Actuals as of</b> | <b>Budget</b>    |
|                                 |                  |                    |                    |                    | <b>March</b>         |                  |
| <b>Revenue</b>                  |                  |                    |                    |                    |                      |                  |
| Local Government                | 499,717          | -                  | -                  | -                  | -                    | 1,900,000        |
| State Government                | -                | -                  | -                  | -                  | -                    | -                |
| Federal Government              | -                | -                  | -                  | -                  | -                    | -                |
| Student Tuition & Fees          | -                | -                  | -                  | -                  | -                    | -                |
| Sales & Service Fees            | -                | -                  | -                  | -                  | -                    | -                |
| Facilities Revenue              | -                | -                  | -                  | -                  | -                    | -                |
| Investment Revenue              | 1,714            | -                  | -                  | -                  | -                    | -                |
| Gifts, Grants & Bequests        | -                | -                  | -                  | -                  | -                    | -                |
| Other Revenue                   | -                | -                  | -                  | -                  | 55,214               | 60,735           |
| SURS on-behalf revenue          | -                | -                  | -                  | -                  | -                    | 118,249          |
| <b>Total Revenue</b>            | <b>501,431</b>   |                    |                    |                    | <b>55,214</b>        | <b>2,078,984</b> |
| <b>Expenses</b>                 |                  |                    |                    |                    |                      |                  |
| Salaries                        | 500              | 68,037             | 62,625             | 130,000            | 10,647               | 202,185          |
| Employee Benefits               | 736,546          | 719,018            | 709,227            | 780,598            | 587,285              | 334,401          |
| Contractual Services            | 82,644           | 76,423             | 52,240             | 120,000            | 39,664               | 399,717          |
| General Materials & Supplies    | -                | -                  | -                  | -                  | -                    | 23,775           |
| Travel & Conference Meeting Exp | -                | -                  | -                  | -                  | -                    | 6,430            |
| Fixed Charges                   | 239,786          | 352,006            | 362,839            | 405,000            | 430,994              | 507,067          |
| Utilities                       | -                | -                  | -                  | -                  | -                    | -                |
| Capital Outlay                  | -                | -                  | -                  | -                  | -                    | 150,000          |
| Other Expenditures              | -                | -                  | -                  | 500,000            | -                    | -                |
| SURS On-Behalf Allocation       | -                | -                  | -                  | -                  | -                    | 118,249          |
| <b>Total Expenses</b>           | <b>1,059,475</b> | <b>1,215,484</b>   | <b>1,186,932</b>   | <b>1,935,598</b>   | <b>1,068,590</b>     | <b>1,741,824</b> |
| <b>Contingency</b>              | -                | -                  | -                  | -                  | -                    | -                |
| <b>Net Income (Loss)</b>        | <b>(558,044)</b> | <b>(1,215,484)</b> | <b>(1,186,932)</b> | <b>(1,935,598)</b> | <b>(1,013,376)</b>   | <b>337,160</b>   |
| <b>Net Transfers</b>            | -                | -                  | -                  | -                  | -                    | -                |
| Beginning Fund Balance          | 6,548,819        | 5,990,775          | 4,775,290          | 3,588,359          | 3,588,359            | 2,574,982        |
| Change in Fund Balance          | (558,044)        | (1,215,484)        | (1,186,932)        | (1,935,598)        | (1,013,376)          | 337,160          |
| Fund Balance                    | <u>5,990,775</u> | <u>4,775,290</u>   | <u>3,588,359</u>   | <u>1,652,761</u>   | <u>2,574,982</u>     | <u>2,912,142</u> |

**Employee Benefits**  
**Fund (18) Employee Benefits- Detail**

|                                 | <b>FY 2020<br/>Actuals</b> | <b>FY 2021<br/>Actuals</b> | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Budget</b> | <b>FY 2023<br/>Actuals as of<br/>March</b> | <b>FY 2024<br/>Budget</b> |
|---------------------------------|----------------------------|----------------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Revenue</b>                  |                            |                            |                           |                           |  |                           |
| Local Government                | -                          | -                          | -                         | -                         | -  | -                         |
| State Government                | -                          | -                          | -                         | -                         | -  | -                         |
| Federal Government              | -                          | -                          | -                         | -                         | -  | -                         |
| Student Tuition & Fees          | -                          | -                          | -                         | -                         | -  | -                         |
| Sales & Service Fees            | -                          | -                          | -                         | -                         | -  | -                         |
| Facilities Revenue              | -                          | -                          | -                         | -                         | -  | -                         |
| Investment Revenue              | -                          | -                          | -                         | -                         | -  | -                         |
| Gifts, Grants & Bequests        | -                          | -                          | -                         | -                         | -  | -                         |
| Other Revenue                   | 5,653,979                  | 5,936,164                  | 5,795,948                 | 7,510,144                 | 4,122,294                                  | 8,009,489                 |
| SURS on-behalf revenue          | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Total Revenue</b>            | <b>5,653,979</b>           | <b>5,936,164</b>           | <b>5,795,948</b>          | <b>7,510,144</b>          | <b>4,122,294</b>                           | <b>8,009,489</b>          |
| <b>Expenses</b>                 |                            |                            |                           |                           |  |                           |
| Salaries                        | -                          | -                          | -                         | -                         | -  | -                         |
| Employee Benefits               | 5,300,220                  | 5,989,045                  | 7,255,647                 | 7,572,784                 | 4,552,956                                  | 7,977,264                 |
| Contractual Services            | 81,666                     | 104,399                    | 107,843                   | 140,000                   | 117,267                                    | 210,000                   |
| General Materials & Supplies    | 14,667                     | 17,669                     | 15,012                    | 26,600                    | 13,243                                     | 27,300                    |
| Travel & Conference Meeting Exp | -                          | -                          | -                         | 750                       | -  | -                         |
| Fixed Charges                   | -                          | -                          | -                         | -                         | -  | -                         |
| Utilities                       | -                          | -                          | -                         | -                         | -  | -                         |
| Capital Outlay                  | -                          | -                          | -                         | -                         | -  | -                         |
| Other Expenditures              | -                          | -                          | -                         | 5,000                     | -  | 5,000                     |
| SURS On-Behalf Allocation       | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Total Expenses</b>           | <b>5,396,553</b>           | <b>6,111,113</b>           | <b>7,378,502</b>          | <b>7,745,134</b>          | <b>4,683,467</b>                           | <b>8,219,564</b>          |
| <b>Contingency</b>              | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Net Income (Loss)</b>        | <b>257,426</b>             | <b>(174,949)</b>           | <b>(1,582,555)</b>        | <b>(234,990)</b>          | <b>(561,173)</b>                           | <b>(210,075)</b>          |
| <b>Net Transfers</b>            | <b>1,500,000</b>           | <b>-</b>                   | <b>1,000,000</b>          | <b>-</b>                  | <b>-</b>                                   | <b>-</b>                  |
| Beginning Fund Balance          | 1,600,647                  | 3,358,073                  | 3,183,124                 | 2,600,569                 | 2,600,569                                  | 2,039,396                 |
| Change in Fund Balance          | 1,757,426                  | (174,949)                  | (582,555)                 | (234,990)                 | (561,173)                                  | (210,075)                 |
| <b>Fund Balance</b>             | <b>3,358,073</b>           | <b>3,183,124</b>           | <b>2,600,569</b>          | <b>2,365,579</b>          | <b>2,039,396</b>                           | <b>1,829,321</b>          |

**OPEB Fund**  
**Fund (19) OPEB Fund- Detail**

|                                 | <b>FY 2020<br/>Actuals</b> | <b>FY 2021<br/>Actuals</b> | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Budget</b> | <b>FY 2023<br/>Actuals as of<br/>March</b> | <b>FY 2024<br/>Budget</b> |
|---------------------------------|----------------------------|----------------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Revenue</b>                  |                            |                            |                           |                           |  |                           |
| Local Government                | -                          | -                          | -                         | -                         | -  | -                         |
| State Government                | 528,304                    | 45,674                     | (399,613)                 | 90,000                    | -  | 90,000                    |
| Federal Government              | -                          | -                          | -                         | -                         | -  | -                         |
| Student Tuition & Fees          | -                          | -                          | -                         | -                         | -  | -                         |
| Sales & Service Fees            | -                          | -                          | -                         | -                         | -  | -                         |
| Facilities Revenue              | -                          | -                          | -                         | -                         | -  | -                         |
| Investment Revenue              | -                          | -                          | -                         | -                         | -  | -                         |
| Gifts, Grants & Bequests        | -                          | -                          | -                         | -                         | -  | -                         |
| Other Revenue                   | -                          | -                          | -                         | -                         | -  | -                         |
| SURS on-behalf revenue          | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Total Revenue</b>            | <b>528,304</b>             | <b>45,674</b>              | <b>(399,613)</b>          | <b>90,000</b>             | <b>-</b>                                   | <b>90,000</b>             |
| <b>Expenses</b>                 |                            |                            |                           |                           |  |                           |
| Salaries                        | -                          | -                          | -                         | -                         | -  | -                         |
| Employee Benefits               | 1,056,608                  | 91,349                     | (799,226)                 | 180,000                   | -  | 180,000                   |
| Contractual Services            | -                          | -                          | -                         | -                         | -  | -                         |
| General Materials & Supplies    | -                          | -                          | -                         | -                         | -  | -                         |
| Travel & Conference Meeting Exp | -                          | -                          | -                         | -                         | -  | -                         |
| Fixed Charges                   | -                          | -                          | -                         | -                         | -  | -                         |
| Utilities                       | -                          | -                          | -                         | -                         | -  | -                         |
| Capital Outlay                  | -                          | -                          | -                         | -                         | -  | -                         |
| Other Expenditures              | -                          | -                          | -                         | -                         | -  | -                         |
| SURS On-Behalf Allocation       | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Total Expenses</b>           | <b>1,056,608</b>           | <b>91,349</b>              | <b>(799,226)</b>          | <b>180,000</b>            | <b>-</b>                                   | <b>180,000</b>            |
| <b>Contingency</b>              | <b>-</b>                   | <b>-</b>                   | <b>-</b>                  | <b>-</b>                  | <b>-</b>                                   | <b>-</b>                  |
| <b>Net Income (Loss)</b>        | <b>(528,304)</b>           | <b>(45,674)</b>            | <b>399,613</b>            | <b>(90,000)</b>           |  | <b>(90,000)</b>           |
| <b>Net Transfers</b>            | <b>1,000,000</b>           | <b>-</b>                   | <b>1,000,000</b>          | <b>-</b>                  | <b>1,000,000</b>                           | <b>-</b>                  |
| Beginning Fund Balance          | (22,037,418)               | (21,565,722)               | (21,611,396)              | (20,211,783)              | (20,211,783)                               | (19,211,783)              |
| Change in Fund Balance          | 471,696                    | (45,674)                   | 1,399,613                 | (90,000)                  | 1,000,000                                  | (90,000)                  |
| Fund Balance                    | <u>(21,565,722)</u>        | <u>(21,611,396)</u>        | <u>(20,211,783)</u>       | <u>(20,301,783)</u>       | <u>(19,211,783)</u>                        | <u>(19,301,783)</u>       |

**SURS Penalty Fund**  
**Fund (20) SURS Penalty Fund- Detail**

|                                 | <b>FY 2020<br/>Actuals</b> | <b>FY 2021<br/>Actuals</b> | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Budget</b> | <b>FY 2023<br/>Actuals as of<br/>March</b> | <b>FY 2024<br/>Budget</b> |
|---------------------------------|----------------------------|----------------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Revenue</b>                  |                            |                            |                           |                           |  |                           |
| Local Government                | -                          | -                          | -                         | -                         | -  | -                         |
| State Government                | -                          | -                          | -                         | -                         | -  | -                         |
| Federal Government              | -                          | -                          | -                         | -                         | -  | -                         |
| Student Tuition & Fees          | -                          | -                          | -                         | -                         | -  | -                         |
| Sales & Service Fees            | -                          | -                          | -                         | -                         | -  | -                         |
| Facilities Revenue              | -                          | -                          | -                         | -                         | -  | -                         |
| Investment Revenue              | -                          | -                          | -                         | -                         | -  | -                         |
| Gifts, Grants & Bequests        | -                          | -                          | -                         | -                         | -  | -                         |
| Other Revenue                   | -                          | -                          | -                         | -                         | -  | -                         |
| SURS on-behalf revenue          | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Total Revenue</b>            | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Expenses</b>                 |                            |                            |                           |                           |  |                           |
| Salaries                        | -                          | -                          | -                         | -                         | -  | -                         |
| Employee Benefits               | -                          | -                          | -                         | -                         | -  | -                         |
| Contractual Services            | -                          | -                          | -                         | -                         | -  | -                         |
| General Materials & Supplies    | -                          | -                          | -                         | -                         | -  | -                         |
| Travel & Conference Meeting Exp | -                          | -                          | -                         | -                         | -  | -                         |
| Fixed Charges                   | -                          | -                          | -                         | -                         | -  | -                         |
| Utilities                       | -                          | -                          | -                         | -                         | -  | -                         |
| Capital Outlay                  | -                          | -                          | -                         | -                         | -  | -                         |
| Other Expenditures              | -                          | 10,876                     | 93,601                    | 150,000                   | 27,453                                     | 500,000                   |
| SURS On-Behalf Allocation       | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Total Expenses</b>           | -                          | 10,876                     | 93,601                    | 150,000                   | 27,453                                     | 500,000                   |
| <b>Contingency</b>              | -                          | -                          | -                         | -                         | -  | -                         |
| <b>Net Income (Loss)</b>        | -                          | (10,876)                   | (93,601)                  | (150,000)                 | (27,453)                                   | (500,000)                 |
| <b>Net Transfers</b>            | -                          | -                          | 500,000                   | -                         | 150,000                                    | -                         |
| Beginning Fund Balance          | 473,883                    | 473,883                    | 463,006                   | 869,405                   | 869,405                                    | 991,952                   |
| Change in Fund Balance          | -                          | (10,876)                   | 406,399                   | (150,000)                 | 122,547                                    | (500,000)                 |
| <b>Fund Balance</b>             | <b>473,883</b>             | <b>463,006</b>             | <b>869,405</b>            | <b>719,405</b>            | <b>991,952</b>                             | <b>491,952</b>            |



## COMPARISON

Year by Year

### Total All Funds - except Fund 10

|              | FY 2020 Actuals | FY 2021 Actuals | FY 2022 Actuals | FY 2023 Budget | FY 2023 Actuals as of YTD | FY 2024 Budget |
|--------------|-----------------|-----------------|-----------------|----------------|---------------------------|----------------|
| Revenue      | \$ 108,019,280  | \$ 114,442,011  | \$ 147,344,801  | \$ 106,728,575 | \$ 71,565,930             | \$ 118,846,573 |
| Expenses     | \$ 96,909,570   | \$ 110,088,816  | \$ 143,517,109  | \$ 115,948,355 | \$ 68,779,315             | \$ 127,230,057 |
| Net          | \$ 11,109,710   | \$ 4,353,195    | \$ 3,827,691    | \$ (9,219,780) | \$ 2,786,615              | \$ (8,383,484) |
| Fund Balance | \$ 68,713,870   | \$ 73,067,065   | \$ 75,394,756   | \$ -           | \$ 77,031,371             | \$ 65,616,545  |

### Operating (Funds 01 & 02)

|                  | FY 2020 Actuals | FY 2021 Actuals | FY 2022 Actuals | FY 2023 Budget | FY 2023 Actuals as of YTD | FY 2024 Budget |
|------------------|-----------------|-----------------|-----------------|----------------|---------------------------|----------------|
| Revenue          | \$ 65,481,351   | \$ 68,493,737   | \$ 63,579,986   | \$ 67,149,554  | \$ 40,797,411             | \$ 70,852,587  |
| Expenses         | \$ 53,043,591   | \$ 54,764,974   | \$ 51,343,824   | \$ 65,643,367  | \$ 30,580,218             | \$ 67,821,245  |
| Transfers In/Out | \$ (5,000,000)  |                 | \$ (13,371,085) |                | \$ (12,240,000)           | \$ (1,000,000) |
| Contingency      |                 |                 |                 | \$ 1,506,187   |                           | \$ 3,031,342   |
| Net              | \$ 7,437,760    | \$ 13,728,763   | \$ 25,607,246   | \$ -           | \$ (2,022,807)            | \$ (1,000,000) |
| Fund Balance     | \$ 23,216,731   | \$ 36,945,494   | \$ 35,810,570   | \$ 35,810,570  | \$ 33,787,763             | \$ 32,787,763  |

### Capital (Funds 03 & 04)

|                  | FY 2020 Actuals | FY 2021 Actuals | FY 2022 Actuals | FY 2023 Budget | FY 2023 Actuals as of YTD | FY 2024 Budget  |
|------------------|-----------------|-----------------|-----------------|----------------|---------------------------|-----------------|
| Revenue          | \$ 12,813,240   | \$ 12,629,660   | \$ 51,525,161   | \$ 12,525,295  | \$ 6,661,272              | \$ 13,518,283   |
| Expenses         | \$ 13,658,878   | \$ 20,266,177   | \$ 56,422,329   | \$ 20,946,596  | \$ 13,521,707             | \$ 24,085,881   |
| Transfers In/Out | \$ 2,500,000    |                 | \$ 8,171,085    |                | \$ 10,590,000             |                 |
| Net              | \$ 1,654,362    | \$ (7,636,517)  | \$ 3,273,917    | \$ (8,421,301) | \$ 3,729,565              | \$ (10,567,598) |
| Fund Balance     | \$ 35,614,936   | \$ 27,978,419   | \$ 31,252,336   | \$ 22,831,035  | \$ 34,981,901             | \$ 24,414,303   |

### Auxiliary & Restricted & Benefits (Funds 05 & 06 & 18)

|                  | FY 2020 Actuals | FY 2021 Actuals | FY 2022 Actuals | FY 2023 Budget | FY 2023 Actuals as of YTD | FY 2024 Budget |
|------------------|-----------------|-----------------|-----------------|----------------|---------------------------|----------------|
| Revenue          | \$ 29,171,000   | \$ 33,266,772   | \$ 32,188,742   | \$ 27,003,726  | \$ 24,026,551             | \$ 32,340,501  |
| Expenses         | \$ 29,109,899   | \$ 33,770,671   | \$ 34,526,024   | \$ 27,367,294  | \$ 23,554,952             | \$ 33,521,107  |
| Transfers In/Out | \$ 1,500,000    |                 | \$ 3,700,000    |                | \$ 500,000                | \$ 1,000,000   |
| Net              | \$ 1,561,101    | \$ (503,899)    | \$ 1,362,718    | \$ (363,568)   | \$ 971,599                | \$ (180,606)   |
| Fund Balance     | \$ 3,822,970    | \$ 3,319,071    | \$ 4,681,789    | \$ 4,318,221   | \$ 5,653,388              | \$ 5,472,782   |

### Audit & Liability, Protection & Settlement (Funds 11 & 12)

|              | FY 2020 Actuals | FY 2021 Actuals | FY 2022 Actuals | FY 2023 Budget | FY 2023 Actuals as of YTD | FY 2024 Budget |
|--------------|-----------------|-----------------|-----------------|----------------|---------------------------|----------------|
| Revenue      | \$ 553,689      | \$ 51,842       | \$ 50,912       | \$ 50,000      | \$ 80,696                 | \$ 2,135,202   |
| Expenses     | \$ 1,097,202    | \$ 1,286,994    | \$ 1,224,932    | \$ 1,991,098   | \$ 1,122,438              | \$ 1,801,824   |
| Net          | \$ (543,513)    | \$ (1,235,152)  | \$ (1,174,020)  | \$ (1,941,098) | \$ (1,041,742)            | \$ 333,378     |
| Fund Balance | \$ 6,059,233    | \$ 4,824,081    | \$ 3,650,061    | \$ 1,708,963   | \$ 2,608,319              | \$ 2,941,697   |

### Trust & Agency (Fund 10)

|              | FY 2020 Actuals | FY 2021 Actuals | FY 2022 Actuals | FY 2023 Budget | FY 2023 Actuals as of YTD | FY 2024 Budget |
|--------------|-----------------|-----------------|-----------------|----------------|---------------------------|----------------|
| Revenue      | \$ 537,228      | \$ 508,426      | \$ 581,763      | \$ 578,412     | \$ 512,264                | \$ 573,039     |
| Expenses     | \$ 544,651      | \$ 322,272      | \$ 566,336      | \$ 641,025     | \$ 487,820                | \$ 659,087     |
| Net          | \$ (7,423)      | \$ 186,154      | \$ 15,427       | \$ (62,613)    | \$ 24,444                 | \$ (86,048)    |
| Fund Balance | \$ 880,760      | \$ 1,066,914    | \$ 1,082,341    | \$ 1,019,728   | \$ 1,106,785              | \$ 1,020,737   |

Rock Valley College

Equalized Assessed Valuation with tax rates

| Calendar Year Levy  | 2020<br>Actual       | 2021<br>Actual       | 2022<br>Estimated *  | 2023<br>Estimated    | 2024<br>Proposed     | 2025<br>Proposed     |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Total assessed valuations</b>  | <b>6,373,157,081</b> | <b>6,683,596,509</b> | <b>7,084,612,300</b> | <b>7,226,304,546</b> | <b>7,370,830,636</b> | <b>7,518,247,249</b> |
| % EAV Growth  | 4.69%                | 4.87%                | 6.00%                | 2.00%                | 2.00%                | 2.00%                |
| Tax rates (per \$100 assessed valuation)                                  |                      |                      |                      |                      |                      |                      |
| Educational Fund  | 0.2300               | 0.2300               | 0.2300               | 0.2300               | 0.2300               | 0.2300               |
| Operations and Maintenance Fund   | 0.0400               | 0.0400               | 0.0400               | 0.0400               | 0.0400               | 0.0400               |
| Debt Service Fund   |                      |                      |                      |                      |                      |                      |
| 2010A Bond  | 0.0163               | -                    | -                    | -                    | -                    | -                    |
| 2015C Bond  | 0.0095               | 0.0091               | 0.0020               | 0.0020               | 0.0019               | 0.0452               |
| 2015D Refinancing Bond  | 0.0174               | 0.0166               | -                    | -                    | -                    | -                    |
| 2015E Refinancing Bond  | 0.0034               | 0.0698               | 0.0380               | -                    | -                    | -                    |
| 2016 Refinancing Bond   | 0.0497               | -                    | -                    | -                    | -                    | -                    |
| 2017 Refinancing Bond   | 0.0944               | 0.0863               | 0.0308               | -                    | -                    | -                    |
| 2022A Refunding Bond  | -                    | -                    | 0.0914               | 0.1571               | 0.0911               | -                    |
| 2022B Refunding Bond  | -                    | -                    | -                    | 0.0068               | 0.0717               | 0.1162               |
| Liability, Protection and Settlement Fund:                                |                      |                      |                      |                      |                      |                      |
| Tort Liability  | 0.0000               | 0.0000               | 0.0222               | 0.0217               | 0.0213               | 0.0209               |
| Workers Compensation  | 0.0000               | 0.0000               | 0.0000               | 0.0000               | 0.0000               | 0.0000               |
| Unemployment Insurance  | 0.0000               | 0.0000               | 0.0000               | 0.0000               | 0.0000               | 0.0000               |
| Athletics   | 0.0000               | 0.0000               | 0.0000               | 0.0000               | 0.0000               | 0.0000               |
| Property/Casualty   | 0.0000               | 0.0000               | 0.0000               | 0.0000               | 0.0000               | 0.0000               |
| FICA  | 0.0000               | 0.0000               | 0.0061               | 0.0060               | 0.0058               | 0.0057               |
| Audit Fund  | 0.0008               | 0.0007               | 0.0007               | 0.0008               | 0.0008               | 0.0008               |
| Protection, Health and Safety Fund  | 0.0000               | 0.0000               | 0.0212               | 0.0208               | 0.0204               | 0.0200               |
| Adjustments   | -                    | 0.0012               | -                    | -                    | -                    | -                    |
|   | 0.4615               | 0.4537               | 0.4824               | 0.4852               | 0.4830               | 0.4788               |
| *2022 Final Assessed Valuation have not all been received as of 3/31/2023 |                      |                      |                      |                      |                      |                      |
| Tax extension:  |                      |                      |                      |                      |                      |                      |
| Educational Fund  | 14,657,003           | 15,372,272           | 16,294,608           | 16,620,500           | 16,952,910           | 17,291,969           |
| Operations and Maintenance Fund   | 2,549,044            | 2,673,439            | 2,833,845            | 2,890,522            | 2,948,332            | 3,007,299            |
| Debt Service Fund   |                      |                      |                      |                      |                      |                      |
| 2010A Bond  | 1,038,735            | -                    | -                    | -                    | -                    | -                    |
| 2015C Bond  | 605,398              | 605,370              | 141,950              | 141,950              | 141,950              | 3,400,595            |
| 2015D Refinancing Bond  | 1,108,834            | 1,108,500            | -                    | -                    | -                    | -                    |
| 2015E Refinancing Bond  | 216,669              | 4,662,375            | 2,694,825            | -                    | -                    | -                    |
| 2017A Refinancing Bond  | 3,167,187            | -                    | -                    | -                    | -                    | -                    |
| 2017C Refinancing Bond  | 6,015,744            | 5,766,550            | 2,183,228            | -                    | -                    | -                    |
| 2022A Refunding Bond  | -                    | -                    | 6,473,900            | 11,350,500           | 6,715,600            | -                    |
| 2022B Refunding Bond  | -                    | -                    | 1,130                | 489,411              | 5,282,750            | 8,736,000            |
| Liability, Protection and Settlement Fund                                 |                      |                      |                      |                      |                      |                      |
| Tort Liability  | -                    | -                    | 1,570,000            | 1,570,000            | 1,570,000            | 1,570,000            |
| Workers Compensation  | -                    | -                    | -                    | -                    | -                    | -                    |
| Unemployment Insurance  | -                    | -                    | -                    | -                    | -                    | -                    |
| Athletics   | -                    | -                    | -                    | -                    | -                    | -                    |
| Property/Casualty   | -                    | -                    | -                    | -                    | -                    | -                    |
| FICA  | -                    | -                    | 430,000              | 430,000              | 430,000              | 430,000              |
| Audit Fund  | 50,981               | 50,000               | 53,000               | 60,000               | 61,200               | 62,424               |
| Protection, Health and Safety Fund  | -                    | -                    | 1,500,000            | 1,500,000            | 1,500,000            | 1,500,000            |
| Adjustment for Overextended Tax Abatement                                 | -                    | 80,203               | -                    | -                    | -                    | -                    |
|   | 29,409,594           | 30,318,709           | 34,176,486           | 35,052,883           | 35,602,743           | 35,998,287           |
| % Dollar Growth   | 2.73%                | 3.09%                | 12.72%               | 2.56%                | 1.57%                | 1.11%                |
| Allowance for uncollectible taxes and collection costs                    | (147,048)            | (151,594)            | (170,882)            | (175,264)            | (178,014)            | (179,991)            |
|   | 29,262,546           | 30,167,115           | 34,005,604           | 34,877,619           | 35,424,729           | 35,818,296           |

Rock Valley College

Equalized Assessed Valuation with tax rates

| Calendar Year Levy        | 2020<br>Actual | 2021<br>Actual | 2022<br>Estimated * | 2023<br>Estimated | 2024<br>Proposed | 2025<br>Proposed |
|---------------------------|----------------|----------------|---------------------|-------------------|------------------|------------------|
| Total assessed valuations | 6,373,157,081  | 6,683,596,509  | 7,084,612,300       | 7,226,304,546     | 7,370,830,636    | 7,518,247,249    |

Rock Valley College

Equalized Assessed Valuation with Tax Rates (cont'd)

|  |            |            |            |            |            |            |
|--|------------|------------|------------|------------|------------|------------|
| 01 Education Fund                          | 14,583,718 | 15,295,410 | 16,213,135 | 16,537,398 | 16,868,146 | 17,205,509 |
| 02 Operations & Maintenance Fund           | 2,536,299  | 2,660,071  | 2,819,676  | 2,876,069  | 2,933,591  | 2,992,262  |
| 03 Capital (PHS) Fund                      | -          | -          | 1,492,500  | 1,492,500  | 1,492,500  | 1,492,500  |
| 04 Bond Fund                               | 12,147,373 | 12,142,795 | 11,495,033 | 11,981,861 | 12,140,300 | 12,136,595 |
| 11 Audit Fund                              | 50,724     | 49,750     | 52,735     | 59,700     | 60,894     | 62,112     |
| 12 Liability, Protection & Settlement Fund | -          | -          | 1,990,000  | 1,990,000  | 1,990,000  | 1,990,000  |
|  | 29,318,114 | 30,148,027 | 34,063,079 | 34,937,529 | 35,485,430 | 35,878,978 |

Fiscal Year (1/2 + 1/2)

|  | FY 19      | FY 20      | FY 21      | FY 22      | FY 23      | FY 24      |
|--|------------|------------|------------|------------|------------|------------|
| 01 Education Fund                          | 13,048,352 | 13,574,223 | 14,245,241 | 14,939,564 | 15,754,273 | 16,375,267 |
| 02 Operations & Maintenance Fund           | 2,269,279  | 2,362,841  | 2,479,540  | 2,598,185  | 2,739,874  | 2,847,872  |
| 03 Capital (PHS) Fund                      | -          | -          | -          | -          | 746,250    | 1,492,500  |
| 04 Bond Fund                               | 12,135,589 | 12,125,318 | 12,139,709 | 12,145,084 | 11,818,914 | 11,738,447 |
| 11 Audit Fund                              | 50,154     | 52,259     | 52,618     | 50,237     | 51,243     | 56,218     |
| 12 Liability, Protection & Settlement Fund | 1,002,768  | 500,040    | -          | -          | 995,000    | 1,990,000  |
|  | 28,506,142 | 28,614,681 | 28,917,108 | 29,733,071 | 32,105,553 | 34,500,304 |

## Fiscal Year 2024 Capital Projects

| Project                                       | Funding Source          | Amount       |
|---|-------------------------|--------------|
| Engineering Our Future - NIU Equipment        | Bonds                   | 370,627.67   |
| EOF-RVC Equipment                             | Bonds                   | 370,000.00   |
| IT Computer Replacements                      | Operating/Fund Transfer | 400,000.00   |
| LED Upgrades-Parking, Roadways, Walking       | Operating/Fund Transfer | 50,000.00    |
| LED Upgrades-Interior Buildings               | Operating/Fund Transfer | 277,000.00   |
| ATC Phase II                                  | Operating/Fund Transfer | 3,050,000.00 |
| Site Improvement                              | Operating/Fund Transfer | 300,000.00   |
| Fleet Replacement                             | Operating/Fund Transfer | 310,000.00   |
| Service Equipment Replacement                 | Operating/Fund Transfer | 45,000.00    |
| Athletic Equipment Replacement                | Operating/Fund Transfer | 20,000.00    |
| Body Cameras                                  | PHS                     | 140,000.00   |
| A&E Services FY24 Projects                    | Operating/Fund Transfer | 700,000.00   |
| Parking Lot 7 Upgrade                         | Operating/Fund Transfer | 1,000,000.00 |
| Facilities Master Plan                        | Operating/Fund Transfer | 200,000.00   |
| HVAC Upgrade                                  | Operating/Fund Transfer | 1,079,000.00 |
| Athletic Fields Drainage Issue                | Operating/Fund Transfer | 200,000.00   |
| Gym Floor                                     | Operating/Fund Transfer | 700,000.00   |
| SSB Pole Barn Expansion                       | Operating/Fund Transfer | 100,000.00   |
| HSC Patio Furniture                           | Operating/Fund Transfer | 50,000.00    |
| Student Center Bridge Repair                  | Operating/Fund Transfer | 80,000.00    |
| Exterior Trim & Siding Repair/Replacement     | Operating/Fund Transfer | 150,000.00   |
| UPS Upgrade                                   | Operating/Fund Transfer | 80,000.00    |
| Student Center Patio Roof Replacement         | Operating/Fund Transfer | 30,000.00    |
| Remodel of HSC Surgical Lab                   | Operating/Fund Transfer | 50,000.00    |
| Repair of Starlight/BST Stage Equip           | Operating/Fund Transfer | 65,000.00    |
| BST Video Wall Installation                   | Operating/Fund Transfer | 80,000.00    |
| Replacement of Stage & House Lighting BST     | Operating/Fund Transfer | 400,000.00   |
| Office Furniture & Portable Wall System       | Operating/Fund Transfer | 220,000.00   |
| Boiler House Exterior Painting                | Operating/Fund Transfer | 30,000.00    |
| Carpet Replacement Mass Comm-ERC              | Operating/Fund Transfer | 50,000.00    |
| Carpet Replacement - Student Center-2nd Floor | Operating/Fund Transfer | 187,500.00   |
| UPS Upgrade JCSM                              | Operating/Fund Transfer | 80,000.00    |
| IT Wireless Upgrade                           | IT Technology Fees      | 900,000.00   |
| Power Shed Replacement                        | Operating/Fund Transfer | 175,000.00   |

FY24 Capital Budget

11,939,127.67



Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114

**SUMMARY OF FISCAL YEAR 2024 BUDGET BY FUND**

|  | <u>GENERAL</u>   |                         | <u>CAPITAL</u>           | <u>DEBT SERVICE</u>        | <u>PROPRIETARY</u>      |
|--|------------------|-------------------------|--------------------------|----------------------------|-------------------------|
|  | <u>Education</u> | <u>Operations &amp;</u> | <u>Operations &amp;</u>  | <u>Bond &amp; Interest</u> | <u>Auxiliary</u>        |
|  | <u>Fund 01</u>   | <u>Maintenance</u>      | <u>(Restricted) Fund</u> | <u>Fund 04</u>             | <u>Enterprises</u>      |
|  |                  | <u>Fund 02</u>          | <u>03</u>                |                            | <u>Fund 05 &amp; 18</u> |
| <b>Est. Begin. Fund Balance 07/01/2023</b> | \$ 33,787,764    | \$ -                    | \$ 33,992,892            | \$ 989,010                 | \$ 2,180,867            |
| <b>Budget Revenues</b>                     | 60,606,773       | 10,245,814              | 1,822,500                | 11,695,783                 | 13,792,570              |
| <b>Less: Budgeted Expenditures</b>         | 57,575,431       | 10,245,814              | 11,939,128               | 12,146,753                 | 14,973,176              |
| <b>Less: Budgeted Contingency</b>          | 3,031,342        | -                       | -                        | -                          | -                       |
| <b>Plus: Transfer In (Out)</b>             | (1,000,000)      | -                       | -                        | -                          | 1,000,000               |
| <b>Revenue over (under) Expenditures</b>   | \$ (1,000,000)   | \$ (0)                  | \$ (10,116,628)          | \$ (450,970)               | \$ (180,606)            |
| <b>Est. Ending Budgeted Fund Balance</b>   | \$ 32,787,764    | \$ (0)                  | \$ 23,876,264            | \$ 538,040                 | \$ 2,000,261            |

|  | <u>SPECIAL REVENUE</u> |                      |                          |                   |
|--|------------------------|----------------------|--------------------------|-------------------|
|  | <u>Restricted</u>      |                      | <u>Liability,</u>        |                   |
|  | <u>Purpose Fund</u>    | <u>Audit Fund 11</u> | <u>Protection, &amp;</u> | <u>Total ICCB</u> |
|  | <u>06</u>              |                      | <u>Settlement Fund</u>   | <u>Funds</u>      |
|  |                        |                      | <u>12</u>                |                   |
| <b>Est. Begin. Fund Balance 07/01/2023</b> | \$ 3,472,520           | \$ 33,337            | \$ 2,574,982             | \$ 77,031,372     |
| <b>Budget Revenues</b>                     | 18,547,931             | 56,218               | 2,078,984                | 118,846,573       |
| <b>Less: Budgeted Expenditures</b>         | 18,547,931             | 60,000               | 1,741,824                | 127,230,056       |
| <b>Less: Budgeted Contingency</b>          | -                      | -                    | -                        | 3,031,342         |
| <b>Plus: Transfer In (Out)</b>             | -                      | -                    | -                        | -                 |
| <b>Revenue over (under) Expenditures</b>   | \$ (0)                 | \$ (3,782)           | \$ 337,160               | \$ (11,414,826)   |
| <b>Est. Ending Budgeted Fund Balance</b>   | \$ 3,472,520           | \$ 29,555            | \$ 2,912,142             | \$ 65,616,546     |

The Official FY 2024 Budget which is accurately summarized in this document,  
 was approved by the Board of Trustees on: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
 Secretary, Board of Trustees  
 Community College District 511

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 FY24 Budget ALL FUNDS

| Beginning Fund Balance July 1, 2023 |                   |                               |                               |                      |                       |                         |                     |               |                                     |                     |                   |                    |         |           |    |        |    |           |    |              |    |         |    |            |
|-------------------------------------|-------------------|-------------------------------|-------------------------------|----------------------|-----------------------|-------------------------|---------------------|---------------|-------------------------------------|---------------------|-------------------|--------------------|---------|-----------|----|--------|----|-----------|----|--------------|----|---------|----|------------|
|                                     | \$                | 33,787,764                    | \$                            | -                    | \$                    | 33,992,892              | \$                  | 989,010       | \$                                  | 2,180,867           | \$                | 3,472,520          | \$      | 1,106,786 | \$ | 33,337 | \$ | 2,574,982 | \$ | (19,211,783) | \$ | 991,952 | \$ | 58,926,375 |
|                                     | Fund 01           | Fund 02                       | Fund 03                       | Fund 04              | Fund 05 & 18          | Fund 06                 | Fund 10             | Fund 11       | Fund 12                             | Fund 19             | Fund 20           | Total of Budget    | Percent |           |    |        |    |           |    |              |    |         |    |            |
|                                     | Education Fund    | Operations & Maintenance Fund | Operations & Maint-Restricted | Bond & Interest Fund | Auxiliary Enterprises | Restricted Purpose Fund | Trust & Agency Fund | Audit Fund    | Liability, Protection, & Settlement | OPEB Fund           | SURS Penalty Fund |                    |         |           |    |        |    |           |    |              |    |         |    |            |
| <b>Revenues</b>                     |                   |                               |                               |                      |                       |                         |                     |               |                                     |                     |                   |                    |         |           |    |        |    |           |    |              |    |         |    |            |
| Local Government                    | 18,038,403        | 3,429,939                     | 1,492,500                     | 11,595,033           | -                     | 15,000                  | -                   | 56,218        | 1,900,000                           | -                   | -                 | 36,527,093         | 31%     |           |    |        |    |           |    |              |    |         |    |            |
| State Government                    | 9,669,852         | 776,459                       | -                             | -                    | -                     | 4,676,024               | -                   | -             | -                                   | 90,000              | -                 | 15,212,335         | 13%     |           |    |        |    |           |    |              |    |         |    |            |
| Federal Government                  | -                 | -                             | -                             | -                    | -                     | 10,770,526              | -                   | -             | -                                   | -                   | -                 | 10,770,526         | 9%      |           |    |        |    |           |    |              |    |         |    |            |
| Student Tuition & Fees              | 14,917,447        | 3,404,367                     | 330,000                       | -                    | 2,094,697             | -                       | 196,700             | -             | -                                   | -                   | -                 | 20,943,211         | 18%     |           |    |        |    |           |    |              |    |         |    |            |
| Sales & Service Fees                | 101,000           | -                             | -                             | -                    | 1,655,396             | -                       | 11,500              | -             | -                                   | -                   | -                 | 1,767,896          | 1%      |           |    |        |    |           |    |              |    |         |    |            |
| Facilities Revenue                  | -                 | 968,000                       | -                             | -                    | -                     | 14,250                  | -                   | -             | -                                   | -                   | -                 | 982,250            | 1%      |           |    |        |    |           |    |              |    |         |    |            |
| Investment Revenue                  | 1,207,000         | -                             | -                             | 100,750              | -                     | -                       | -                   | -             | -                                   | -                   | -                 | 1,307,750          | 1%      |           |    |        |    |           |    |              |    |         |    |            |
| Gifts, Grants & Bequests            | 346,555           | -                             | -                             | -                    | 3,000                 | -                       | 1,000               | -             | -                                   | -                   | -                 | 350,555            | 0%      |           |    |        |    |           |    |              |    |         |    |            |
| Other Revenue                       | 136,500           | 246,500                       | -                             | -                    | 8,588,283             | 1,254,478               | 361,500             | -             | 60,735                              | -                   | -                 | 10,647,996         | 9%      |           |    |        |    |           |    |              |    |         |    |            |
| SURS on Behalf                      | 16,190,016        | 1,420,549                     | -                             | -                    | 1,451,193             | 1,817,653               | 2,339               | -             | 118,249                             | -                   | -                 | 21,000,000         | 18%     |           |    |        |    |           |    |              |    |         |    |            |
|                                     | 60,606,773        | 10,245,814                    | 1,822,500                     | 11,695,783           | 13,792,570            | 18,547,931              | 573,039             | 56,218        | 2,078,984                           | 90,000              | -                 | 119,509,612        | 100%    |           |    |        |    |           |    |              |    |         |    |            |
| <b>Less Nonoperating Items</b>      |                   |                               |                               |                      |                       |                         |                     |               |                                     |                     |                   |                    |         |           |    |        |    |           |    |              |    |         |    |            |
| <b>Adjusted Revenue</b>             | <b>60,606,773</b> | <b>10,245,814</b>             | <b>1,822,500</b>              | <b>11,695,783</b>    | <b>13,792,570</b>     | <b>18,547,931</b>       | <b>573,039</b>      | <b>56,218</b> | <b>2,078,984</b>                    | <b>90,000</b>       | <b>-</b>          | <b>119,509,612</b> |         |           |    |        |    |           |    |              |    |         |    |            |
| <b>Expenditures</b>                 |                   |                               |                               |                      |                       |                         |                     |               |                                     |                     |                   |                    |         |           |    |        |    |           |    |              |    |         |    |            |
| Salaries                            | 27,932,170        | 2,428,897                     | -                             | -                    | 2,485,044             | 3,202,878               | 4,000               | -             | 202,185                             | -                   | -                 | 36,255,173         | 28%     |           |    |        |    |           |    |              |    |         |    |            |
| Employee Benefits                   | 5,580,523         | 478,206                       | -                             | -                    | 8,490,612             | 850,661                 | -                   | -             | 334,401                             | 180,000             | -                 | 15,914,404         | 12%     |           |    |        |    |           |    |              |    |         |    |            |
| Contractual Services                | 3,238,573         | 2,316,330                     | 900,000                       | 3,600                | 779,073               | 218,378                 | 82,530              | 60,000        | 399,717                             | -                   | -                 | 7,998,201          | 6%      |           |    |        |    |           |    |              |    |         |    |            |
| General Materials & Supplies        | 2,611,661         | 762,265                       | 860,000                       | -                    | 580,295               | 484,721                 | 119,216             | -             | 23,775                              | -                   | -                 | 5,441,933          | 4%      |           |    |        |    |           |    |              |    |         |    |            |
| Travel & Conference Meeting Exp     | 546,308           | 10,073                        | -                             | -                    | 273,498               | 149,868                 | 225,214             | -             | 6,430                               | -                   | -                 | 1,211,390          | 1%      |           |    |        |    |           |    |              |    |         |    |            |
| Fixed Charges                       | 534,780           | 252,000                       | -                             | 12,143,153           | 6,950                 | 67,878                  | -                   | -             | 507,067                             | -                   | -                 | 13,511,827         | 11%     |           |    |        |    |           |    |              |    |         |    |            |
| Utilities                           | 6,265             | 2,520,955                     | -                             | -                    | 1,200                 | 11,693                  | -                   | -             | -                                   | -                   | -                 | 2,540,113          | 2%      |           |    |        |    |           |    |              |    |         |    |            |
| Capital Outlay                      | 50,000            | 56,539                        | 10,179,128                    | -                    | -                     | 136,752                 | -                   | -             | 150,000                             | -                   | -                 | 10,572,418         | 8%      |           |    |        |    |           |    |              |    |         |    |            |
| Other Expenditures                  | 885,135           | -                             | -                             | -                    | 905,310               | 11,607,451              | 225,788             | -             | -                                   | -                   | 500,000           | 14,123,684         | 11%     |           |    |        |    |           |    |              |    |         |    |            |
| SURS on Behalf                      | 16,190,016        | 1,420,549                     | -                             | -                    | 1,451,193             | 1,817,653               | 2,339               | -             | 118,249                             | -                   | -                 | 21,000,000         | 16%     |           |    |        |    |           |    |              |    |         |    |            |
|                                     | 57,575,431        | 10,245,814                    | 11,939,128                    | 12,146,753           | 14,973,176            | 18,547,931              | 659,087             | 60,000        | 1,741,824                           | 180,000             | 500,000           | 128,569,144        | 100%    |           |    |        |    |           |    |              |    |         |    |            |
| Contingency                         | 3,031,342         | -                             | -                             | -                    | -                     | -                       | -                   | -             | -                                   | -                   | -                 | 3,031,342          |         |           |    |        |    |           |    |              |    |         |    |            |
| <b>Less Nonoperating Items</b>      |                   |                               |                               |                      |                       |                         |                     |               |                                     |                     |                   |                    |         |           |    |        |    |           |    |              |    |         |    |            |
| <b>Adjusted Expenditures</b>        | <b>60,606,773</b> | <b>10,245,814</b>             | <b>11,939,128</b>             | <b>12,146,753</b>    | <b>14,973,176</b>     | <b>18,547,931</b>       | <b>659,087</b>      | <b>60,000</b> | <b>1,741,824</b>                    | <b>180,000</b>      | <b>500,000</b>    | <b>131,600,486</b> |         |           |    |        |    |           |    |              |    |         |    |            |
| Transfer In (Out)                   | (1,000,000)       | -                             | -                             | -                    | 1,000,000             | -                       | -                   | -             | -                                   | -                   | -                 | -                  | -       |           |    |        |    |           |    |              |    |         |    |            |
| Net by Fund                         | (1,000,000)       | (0)                           | (10,116,628)                  | (450,970)            | (180,606)             | (0)                     | (86,048)            | (3,782)       | 337,160                             | (90,000)            | (500,000)         | (9,059,532)        |         |           |    |        |    |           |    |              |    |         |    |            |
| Estimated Fund Balance June 30 2024 | <b>32,787,764</b> | <b>(0)</b>                    | <b>23,876,264</b>             | <b>538,040</b>       | <b>2,000,261</b>      | <b>3,472,520</b>        | <b>1,020,738</b>    | <b>29,555</b> | <b>2,912,142</b>                    | <b>(19,301,783)</b> | <b>491,952</b>    | <b>49,866,843</b>  |         |           |    |        |    |           |    |              |    |         |    |            |
| By Function                         | Education Fund    | Operations & Maintenance Fund | Operations & Maint-Restricted | Bond & Interest Fund | Auxiliary Enterprises | Restricted Purpose Fund | Trust & Agency Fund | Audit Fund    | Liability, Protection, & Settlement | OPEB Fund           | SURS Penalty Fund | Total of Budget    | Percent |           |    |        |    |           |    |              |    |         |    |            |
| Other                               | -                 | -                             | -                             | -                    | -                     | -                       | -                   | -             | -                                   | -                   | -                 | -                  | 0%      |           |    |        |    |           |    |              |    |         |    |            |
| Instruction                         | 28,471,103        | -                             | -                             | -                    | 108,120               | 1,380,776               | -                   | -             | -                                   | -                   | -                 | 29,959,999         | 23%     |           |    |        |    |           |    |              |    |         |    |            |
| Academic Support                    | 4,754,741         | -                             | -                             | -                    | -                     | 1,700                   | -                   | -             | -                                   | -                   | -                 | 4,756,441          | 4%      |           |    |        |    |           |    |              |    |         |    |            |
| Student Services                    | 7,078,572         | -                             | -                             | -                    | 48,544                | 990,639                 | 287,637             | -             | -                                   | -                   | -                 | 8,405,391          | 7%      |           |    |        |    |           |    |              |    |         |    |            |
| Public Service/Continuing Education | 1,810,423         | -                             | -                             | -                    | 4,089,239             | 5,383,989               | 1,250               | -             | -                                   | -                   | -                 | 11,284,901         | 9%      |           |    |        |    |           |    |              |    |         |    |            |
| Auxiliary Services                  | -                 | -                             | -                             | -                    | 1,736,909             | -                       | 189,200             | -             | -                                   | -                   | -                 | 1,926,109          | 1%      |           |    |        |    |           |    |              |    |         |    |            |
| Operation and Maintenance           | -                 | 9,886,164                     | 11,039,128                    | 12,146,753           | -                     | -                       | -                   | -             | -                                   | -                   | -                 | 33,072,045         | 26%     |           |    |        |    |           |    |              |    |         |    |            |
| Institutional Support               | 15,425,592        | 359,650                       | 900,000                       | -                    | 8,990,364             | -                       | -                   | 60,000        | 849,019                             | 180,000             | 500,000           | 27,264,625         | 21%     |           |    |        |    |           |    |              |    |         |    |            |
| Scholarships, Grants, Waivers       | 35,000            | -                             | -                             | -                    | -                     | 10,790,827              | 181,000             | -             | 892,805                             | -                   | -                 | 11,899,632         | 9%      |           |    |        |    |           |    |              |    |         |    |            |
|                                     | 57,575,431        | 10,245,814                    | 11,939,128                    | 12,146,753           | 14,973,176            | 18,547,931              | 659,087             | 60,000        | 1,741,824                           | 180,000             | 500,000           | 128,569,144        | 100%    |           |    |        |    |           |    |              |    |         |    |            |

Rock Valley College, Community College District 511  
3301 North Mulford Road, Rockford, IL 61114  
FY24 Budget ALL FUNDS (continued)

| Revenues by Source           | Operating             | Capital              | Other             | Total                 |
|------------------------------|-----------------------|----------------------|-------------------|-----------------------|
| 41 Local Government          | \$ 23,439,560         | \$ 13,087,533        | \$ -              | \$ 36,527,093         |
| 42 State Government          | 15,122,335            | -                    | 90,000            | 15,212,335            |
| 43 Federal Government        | 10,770,526            | -                    | -                 | 10,770,526            |
| 44 Student Tuition & Fees    | 20,416,511            | 330,000              | 196,700           | 20,943,211            |
| 45 Sales & Service Fees      | 1,756,396             | -                    | 11,500            | 1,767,896             |
| 46 Facilities Revenue        | 982,250               | -                    | -                 | 982,250               |
| 47 Investment Revenue        | 1,207,000             | 100,750              | -                 | 1,307,750             |
| 48 Gifts, Grants & Bequests  | 349,555               | -                    | 1,000             | 350,555               |
| 49 Other Revenue             | 10,286,496            | -                    | 361,500           | 10,647,996            |
| SURS on Behalf               | 20,997,661            | -                    | 2,339             | 21,000,000            |
| <b>Total Budget Revenues</b> | <b>\$ 105,328,290</b> | <b>\$ 13,518,283</b> | <b>\$ 663,039</b> | <b>\$ 119,509,612</b> |

| Appropriations by Object           | Operating             | Capital              | Other             | Total                 |
|------------------------------------|-----------------------|----------------------|-------------------|-----------------------|
| 51 Salaries                        | \$ 36,251,173         | \$ -                 | \$ 4,000          | \$ 36,255,173         |
| 52 Employee Benefits               | 15,734,404            | -                    | 180,000           | 15,914,404            |
| 53 Contractual Services            | 7,012,071             | 903,600              | 82,530            | 7,998,201             |
| 54 General Materials & Supplies    | 4,462,717             | 860,000              | 119,216           | 5,441,933             |
| 55 Travel & Conference Meeting Exp | 986,176               | -                    | 225,214           | 1,211,390             |
| 56 Fixed Charges                   | 1,368,674             | 12,143,153           | -                 | 13,511,827            |
| 57 Utilities                       | 2,540,113             | -                    | -                 | 2,540,113             |
| 58 Capital Outlay                  | 393,291               | 10,179,128           | -                 | 10,572,418            |
| 59 Other Expenditures              | 13,897,896            | -                    | 225,788           | 14,123,684            |
| SURS On-Behalf                     | 20,997,661            | -                    | 2,339             | 21,000,000            |
| <b>Total Budget Expenses</b>       | <b>\$ 103,644,176</b> | <b>\$ 24,085,881</b> | <b>\$ 839,087</b> | <b>\$ 128,569,144</b> |

| Expenditures by Function              | Operating             | Capital              | Other             | Total                 |
|---------------------------------------|-----------------------|----------------------|-------------------|-----------------------|
| 0 Other                               | \$ -                  | \$ -                 | \$ -              | \$ -                  |
| 1 Instruction                         | 29,959,999            | -                    | -                 | 29,959,999            |
| 2 Academic Support                    | 4,756,441             | -                    | -                 | 4,756,441             |
| 3 Student Services                    | 8,117,754             | -                    | 287,637           | 8,405,391             |
| 4 Public Service/Continuing Education | 11,283,651            | -                    | 1,250             | 11,284,901            |
| 6 Auxiliary Services                  | 1,736,909             | -                    | 189,200           | 1,926,109             |
| 7 Operation and Maintenance           | 9,886,164             | 23,185,881           | -                 | 33,072,045            |
| 8 Institutional Support               | 26,184,625            | 900,000              | 180,000           | 27,264,625            |
| 9 Scholarships, Grants, Waivers       | 11,718,632            | -                    | 181,000           | 11,899,632            |
| <b>Total Expenses by Function</b>     | <b>\$ 103,644,176</b> | <b>\$ 24,085,881</b> | <b>\$ 839,087</b> | <b>\$ 128,569,144</b> |

Education Fund Statement of Expenditures by Function Code

| <b>EDUCATION FUND 01</b>      |                                 | <u><i>FY24 Budget</i></u>   |
|-------------------------------|---------------------------------|-----------------------------|
| <b>0 Other</b>                |                                 |                             |
| 51                            | Salaries                        | \$ -                        |
| 52                            | Employee Benefits               | -                           |
| 53                            | Contractual Services            | -                           |
| 54                            | General Materials & Supplies    | -                           |
| 55                            | Travel & Conference Meeting Exp | -                           |
| 56                            | Fixed Charges                   | -                           |
| 57                            | Utilities                       | -                           |
| 58                            | Capital Outlay                  | -                           |
| 59                            | Other Expenditures              | -                           |
| 71                            | Transfers to Other Funds        | 1,000,000                   |
| 72                            | Transfers from Other Funds      | -                           |
|                               |                                 | <u><b>\$ 1,000,000</b></u>  |
| <br><b>1 INSTRUCTION</b>      |                                 |                             |
| 51                            | Salaries                        | \$ 15,335,088               |
| 52                            | Employee Benefits               | 11,411,380                  |
| 53                            | Contractual Services            | 543,225                     |
| 54                            | General Materials & Supplies    | 817,432                     |
| 55                            | Travel & Conference Meeting Exp | 198,625                     |
| 56                            | Fixed Charges                   | 122,193                     |
| 57                            | Utilities                       | -                           |
| 58                            | Capital Outlay                  | 35,000                      |
| 59                            | Other Expenditures              | 8,160                       |
| 71                            | Transfers to Other Funds        | -                           |
| 72                            | Transfers from Other Funds      | -                           |
|                               |                                 | <u><b>\$ 28,471,103</b></u> |
| <br><b>2 ACADEMIC SUPPORT</b> |                                 |                             |
| 51                            | Salaries                        | \$ 2,108,716                |
| 52                            | Employee Benefits               | 1,705,500                   |
| 53                            | Contractual Services            | 400,847                     |
| 54                            | General Materials & Supplies    | 384,812                     |
| 55                            | Travel & Conference Meeting Exp | 27,670                      |
| 56                            | Fixed Charges                   | 107,546                     |
| 57                            | Utilities                       | 1,950                       |
| 58                            | Capital Outlay                  | 15,000                      |
| 59                            | Other Expenditures              | 2,700                       |
| 71                            | Transfers to Other Funds        | -                           |
| 72                            | Transfers from Other Funds      | -                           |
|                               |                                 | <u><b>\$ 4,754,741</b></u>  |



Education Fund Statement of Expenditures by Function Code

(Continued)

**3 STUDENT SERVICES**

|    |                                 |           |                  |
|----|---------------------------------|-----------|------------------|
| 51 | Salaries                        | \$        | 3,714,172        |
| 52 | Employee Benefits               |           | 2,957,486        |
| 53 | Contractual Services            |           | 76,255           |
| 54 | General Materials & Supplies    |           | 200,965          |
| 55 | Travel & Conference Meeting Exp |           | 105,533          |
| 56 | Fixed Charges                   |           | 1,375            |
| 57 | Utilities                       |           | -                |
| 58 | Capital Outlay                  |           | -                |
| 59 | Other Expenditures              |           | 22,785           |
| 71 | Transfers to Other Funds        |           | -                |
| 72 | Transfers from Other Funds      |           | -                |
|    |                                 | <b>\$</b> | <b>7,078,572</b> |

**4 PUBLIC SERVICE/CONTINUING EDUCATION**

|    |                                 |           |                  |
|----|---------------------------------|-----------|------------------|
| 51 | Salaries                        | \$        | 723,008          |
| 52 | Employee Benefits               |           | 598,477          |
| 53 | Contractual Services            |           | 22,000           |
| 54 | General Materials & Supplies    |           | 113,040          |
| 55 | Travel & Conference Meeting Exp |           | 28,100           |
| 56 | Fixed Charges                   |           | 65,798           |
| 57 | Utilities                       |           | 750              |
| 58 | Capital Outlay                  |           | -                |
| 59 | Other Expenditures              |           | -                |
| 71 | Transfers to Other Funds        |           | 259,250          |
| 72 | Transfers from Other Funds      |           | -                |
|    |                                 | <b>\$</b> | <b>1,810,423</b> |

**6 AUXILIARY SERVICES**

|    |                                 |           |          |
|----|---------------------------------|-----------|----------|
| 51 | Salaries                        | \$        | -        |
| 52 | Employee Benefits               |           | -        |
| 53 | Contractual Services            |           | -        |
| 54 | General Materials & Supplies    |           | -        |
| 55 | Travel & Conference Meeting Exp |           | -        |
| 56 | Fixed Charges                   |           | -        |
| 57 | Utilities                       |           | -        |
| 58 | Capital Outlay                  |           | -        |
| 59 | Other Expenditures              |           | -        |
| 71 | Transfers to Other Funds        |           | -        |
| 72 | Transfers from Other Funds      |           | -        |
|    |                                 | <b>\$</b> | <b>-</b> |

Education Fund Statement of Expenditures by Function Code

(Continued)

|  |                                 |             |
|--|---------------------------------|-------------|
| <b>7 OPERATIONS AND MAINTENANCE OF PLANT</b> |                                 |             |
| 51   | Salaries                        | \$ -        |
| 52   | Employee Benefits               | -           |
| 53   | Contractual Services            | -           |
| 54   | General Materials & Supplies    | -           |
| 55   | Travel & Conference Meeting Exp | -           |
| 56   | Fixed Charges                   | -           |
| 57   | Utilities                       | -           |
| 58   | Capital Outlay                  | -           |
| 59   | Other Expenditures              | -           |
| 71   | Transfers to Other Funds        | -           |
| 72   | Transfers from Other Funds      | -           |
|  |                                 | <u>\$ -</u> |

|                                |                                 |                      |
|--------------------------------|---------------------------------|----------------------|
| <b>8 INSTITUTIONAL SUPPORT</b> |                                 |                      |
| 51                             | Salaries                        | \$ 6,051,185         |
| 52                             | Employee Benefits               | 5,097,696            |
| 53                             | Contractual Services            | 2,196,247            |
| 54                             | General Materials & Supplies    | 1,095,412            |
| 55                             | Travel & Conference Meeting Exp | 186,380              |
| 56                             | Fixed Charges                   | 237,868              |
| 57                             | Utilities                       | 3,565                |
| 58                             | Capital Outlay                  | -                    |
| 59                             | Other Expenditures              | 557,240              |
| 71                             | Transfers to Other Funds        | -                    |
| 72                             | Transfers from Other Funds      | -                    |
|                                |                                 | <u>\$ 15,425,592</u> |

|  |                                 |                  |
|--|---------------------------------|------------------|
| <b>9 SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b> |                                 |                  |
| 51   | Salaries                        | \$ -             |
| 52   | Employee Benefits               | -                |
| 53   | Contractual Services            | -                |
| 54   | General Materials & Supplies    | -                |
| 55   | Travel & Conference Meeting Exp | -                |
| 56   | Fixed Charges                   | -                |
| 57   | Utilities                       | -                |
| 58   | Capital Outlay                  | -                |
| 59   | Other Expenditures              | 35,000           |
| 71   | Transfers to Other Funds        | -                |
| 72   | Transfers from Other Funds      | -                |
|  |                                 | <u>\$ 35,000</u> |

|                    |  |                      |
|--------------------|--|----------------------|
| <b>GRAND TOTAL</b> |  | <u>\$ 58,575,431</u> |
|--------------------|--|----------------------|

Operations & Maintenance Fund Statement of Expenditures by Function Code

| <b>OPERATIONS &amp; MAINTENANCE FUND 02</b> |                                 | <u>FY24 Budget</u> |
|---|---------------------------------|--------------------|
| <br>  |                                 |                    |
| <b>0</b>                                    | <b>Other</b>                    |                    |
| 51  | Salaries                        | \$ -               |
| 52  | Employee Benefits               | -                  |
| 53  | Contractual Services            | -                  |
| 54  | General Materials & Supplies    | -                  |
| 55  | Travel & Conference Meeting Exp | -                  |
| 56  | Fixed Charges                   | -                  |
| 57  | Utilities                       | -                  |
| 58  | Capital Outlay                  | -                  |
| 59  | Other Expenditures              | -                  |
| 71  | Transfers to Other Funds        | -                  |
| 72  | Transfers from Other Funds      | -                  |
|   |                                 | <u>\$ -</u>        |
| <br>  |                                 |                    |
| <b>1</b>                                    | <b>INSTRUCTION</b>              |                    |
| 51  | Salaries                        | \$ -               |
| 52  | Employee Benefits               | -                  |
| 53  | Contractual Services            | -                  |
| 54  | General Materials & Supplies    | -                  |
| 55  | Travel & Conference Meeting Exp | -                  |
| 56  | Fixed Charges                   | -                  |
| 57  | Utilities                       | -                  |
| 58  | Capital Outlay                  | -                  |
| 59  | Other Expenditures              | -                  |
| 71  | Transfers to Other Funds        | -                  |
| 72  | Transfers from Other Funds      | -                  |
|   |                                 | <u>\$ -</u>        |
| <br>  |                                 |                    |
| <b>2</b>                                    | <b>ACADEMIC SUPPORT</b>         |                    |
| 51  | Salaries                        | \$ -               |
| 52  | Employee Benefits               | -                  |
| 53  | Contractual Services            | -                  |
| 54  | General Materials & Supplies    | -                  |
| 55  | Travel & Conference Meeting Exp | -                  |
| 56  | Fixed Charges                   | -                  |
| 57  | Utilities                       | -                  |
| 58  | Capital Outlay                  | -                  |
| 59  | Other Expenditures              | -                  |
| 71  | Transfers to Other Funds        | -                  |
| 72  | Transfers from Other Funds      | -                  |
|   |                                 | <u>\$ -</u>        |

Operations & Maintenance Fund Statement of Expenditures by Function Code

(Continued)

|                           |                                 |           |          |
|---------------------------|---------------------------------|-----------|----------|
| <b>3 STUDENT SERVICES</b> |                                 |           |          |
| 51                        | Salaries                        | \$        | -        |
| 52                        | Employee Benefits               |           | -        |
| 53                        | Contractual Services            |           | -        |
| 54                        | General Materials & Supplies    |           | -        |
| 55                        | Travel & Conference Meeting Exp |           | -        |
| 56                        | Fixed Charges                   |           | -        |
| 57                        | Utilities                       |           | -        |
| 58                        | Capital Outlay                  |           | -        |
| 59                        | Other Expenditures              |           | -        |
| 71                        | Transfers to Other Funds        |           | -        |
| 72                        | Transfers from Other Funds      |           | -        |
|                           |                                 | <u>\$</u> | <u>-</u> |

|  |                                 |           |          |
|--|---------------------------------|-----------|----------|
| <b>4 PUBLIC SERVICE/CONTINUING EDUCATION</b> |                                 |           |          |
| 51   | Salaries                        | \$        | -        |
| 52   | Employee Benefits               |           | -        |
| 53   | Contractual Services            |           | -        |
| 54   | General Materials & Supplies    |           | -        |
| 55   | Travel & Conference Meeting Exp |           | -        |
| 56   | Fixed Charges                   |           | -        |
| 57   | Utilities                       |           | -        |
| 58   | Capital Outlay                  |           | -        |
| 59   | Other Expenditures              |           | -        |
| 71   | Transfers to Other Funds        |           | -        |
| 72   | Transfers from Other Funds      |           | -        |
|  |                                 | <u>\$</u> | <u>-</u> |

|                             |                                 |           |          |
|-----------------------------|---------------------------------|-----------|----------|
| <b>6 AUXILIARY SERVICES</b> |                                 |           |          |
| 51                          | Salaries                        | \$        | -        |
| 52                          | Employee Benefits               |           | -        |
| 53                          | Contractual Services            |           | -        |
| 54                          | General Materials & Supplies    |           | -        |
| 55                          | Travel & Conference Meeting Exp |           | -        |
| 56                          | Fixed Charges                   |           | -        |
| 57                          | Utilities                       |           | -        |
| 58                          | Capital Outlay                  |           | -        |
| 59                          | Other Expenditures              |           | -        |
| 71                          | Transfers to Other Funds        |           | -        |
| 72                          | Transfers from Other Funds      |           | -        |
|                             |                                 | <u>\$</u> | <u>-</u> |

Operations & Maintenance Fund Statement of Expenditures by Function Code

(Continued)

|  |                                 |                          |
|--|---------------------------------|--------------------------|
| <b>7 OPERATIONS AND MAINTENANCE OF PLANT</b>       |                                 |                          |
| 51   | Salaries                        | \$ 2,428,897             |
| 52   | Employee Benefits               | 1,898,756                |
| 53   | Contractual Services            | 2,305,830                |
| 54   | General Materials & Supplies    | 760,015                  |
| 55   | Travel & Conference Meeting Exp | 10,073                   |
| 56   | Fixed Charges                   | 72,000                   |
| 57   | Utilities                       | 2,354,055                |
| 58   | Capital Outlay                  | 56,539                   |
| 59   | Other Expenditures              | -                        |
| 71   | Transfers to Other Funds        | -                        |
| 72   | Transfers from Other Funds      | -                        |
|  |                                 | <b>\$ 9,886,164</b>      |
| <br>   |                                 |                          |
| <b>8 INSTITUTIONAL SUPPORT</b>                     |                                 |                          |
| 51   | Salaries                        | \$ -                     |
| 52   | Employee Benefits               | -                        |
| 53   | Contractual Services            | 10,500                   |
| 54   | General Materials & Supplies    | 2,250                    |
| 55   | Travel & Conference Meeting Exp | -                        |
| 56   | Fixed Charges                   | 180,000                  |
| 57   | Utilities                       | 166,900                  |
| 58   | Capital Outlay                  | -                        |
| 59   | Other Expenditures              | -                        |
| 71   | Transfers to Other Funds        | -                        |
| 72   | Transfers from Other Funds      | -                        |
|  |                                 | <b>\$ 359,650</b>        |
| <br>   |                                 |                          |
| <b>9 SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b> |                                 |                          |
| 51   | Salaries                        | \$ -                     |
| 52   | Employee Benefits               | -                        |
| 53   | Contractual Services            | -                        |
| 54   | General Materials & Supplies    | -                        |
| 55   | Travel & Conference Meeting Exp | -                        |
| 56   | Fixed Charges                   | -                        |
| 57   | Utilities                       | -                        |
| 58   | Capital Outlay                  | -                        |
| 59   | Other Expenditures              | -                        |
| 71   | Transfers to Other Funds        | -                        |
| 72   | Transfers from Other Funds      | -                        |
|  |                                 | <b>\$ -</b>              |
| <br><b>GRAND TOTAL</b>                             |                                 | <br><b>\$ 10,245,814</b> |

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 Summary of Fiscal Year 2024 Operating Budgeted Revenues

|   | Education Fund       | Operations & Maintenance Fund | Total Operating Funds |
|---|----------------------|-------------------------------|-----------------------|
| <b>OPERATING REVENUES BY SOURCE</b>           |                      |                               |                       |
| <i>Local Government</i>                       |                      |                               |                       |
| Local Taxes                                   | \$ 16,163,403        | \$ 2,804,939                  | \$ 18,968,342         |
| Corporate Personal Property Replacement Taxes | 1,875,000            | 625,000                       | 2,500,000             |
| Chargeback Revenue                            |                      |                               |                       |
| Other   | -                    | -                             | -                     |
| <b>TOTAL LOCAL GOVERNMENT</b>                 | <b>\$ 18,038,403</b> | <b>\$ 3,429,939</b>           | <b>\$ 21,468,342</b>  |
| <i>State Government</i>                       |                      |                               |                       |
| ICCB Base Operating Grants                    | \$ 4,399,932         | \$ 776,459                    | \$ 5,176,391          |
| ICCB Equalization Grants                      | 4,919,920            | -                             | 4,919,920             |
| ICCB - Career and Technical Education         | 350,000              | -                             | 350,000               |
| ICCB - Adult Education                        | -                    | -                             | -                     |
| ICCB Performance                              | -                    | -                             | -                     |
| SURS ON BEHALF                                | 16,190,016           | 1,420,549                     | 17,610,565            |
| <b>TOTAL STATE GOVERNMENT</b>                 | <b>\$ 25,859,868</b> | <b>\$ 2,197,008</b>           | <b>\$ 28,056,876</b>  |
| <i>Federal Government</i>                     |                      |                               |                       |
| Dept. of Education                            | -                    | -                             | -                     |
| Dept. of Labor                                | -                    | -                             | -                     |
| Dept. of Health and Human Services            | -                    | -                             | -                     |
| Other   | -                    | -                             | -                     |
| <b>TOTAL FEDERAL GOVERNMENT</b>               | <b>\$ -</b>          | <b>\$ -</b>                   | <b>\$ -</b>           |
| <i>Student Tuition and Fees</i>               |                      |                               |                       |
| Tuition                                       | 11,613,633           | 3,404,367                     | 15,018,000            |
| Fees  | 3,303,814            | -                             | 3,303,814             |
| Other Student Assessments                     |                      |                               |                       |
|   | <b>\$ 14,917,447</b> | <b>\$ 3,404,367</b>           | <b>\$ 18,321,814</b>  |
| <i>Other Sources</i>                          |                      |                               |                       |
| Sales and Service Fees                        | \$ 101,000           | \$ -                          | \$ 101,000            |
| Facilities Revenue                            | -                    | 968,000                       | 968,000               |
| Investment Revenue                            | 1,207,000            | -                             | 1,207,000             |
| Nongovernmental Grants                        | 346,555              | -                             | 346,555               |
| Other   | 136,500              | 246,500                       | 383,000               |
| <b>TOTAL OTHER SOURCES</b>                    | <b>\$ 1,791,055</b>  | <b>\$ 1,214,500</b>           | <b>\$ 3,005,555</b>   |
| <b>TOTAL 2023 BUDGETED REVENUE</b>            | <b>\$ 60,606,773</b> | <b>\$ 10,245,814</b>          | <b>\$ 70,852,587</b>  |
| <i>Less Non-operating Items</i>               |                      |                               |                       |
| Tuition Chargeback Revenue                    | \$ -                 | \$ -                          | \$ -                  |
| Instructional Service                         | -                    | -                             | -                     |
| Contract Revenue                              | -                    | -                             | -                     |
| <b>ADJUSTED REVENUE</b>                       | <b>\$ 60,606,773</b> | <b>\$ 10,245,814</b>          | <b>\$ 70,852,587</b>  |

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 Summary of Fiscal Year 2024 Operating Budgeted Expenditures

| <b>BY PROGRAM</b>                      | <b>Education Fund</b> | <b>Operations &amp; Maintenance Fund</b> | <b>Operating Funds</b> |
|--|-----------------------|--|------------------------|
| Instruction                            | \$ 28,471,103         | \$ -                                     | \$ 28,471,103          |
| Academic Support                       | 4,754,741             | -  | 4,754,741              |
| Student Services                       | 7,078,572             | -  | 7,078,572              |
| Public Service/Continuing Education    | 1,810,423             | -  | 1,810,423              |
| Auxiliary Services                     | -                     | -  | -                      |
| Operation and Maintenance              | -                     | 9,886,164                                | 9,886,164              |
| Institutional Support                  | 15,425,592            | 359,650                                  | 15,785,242             |
| Scholarships, Student Grants & Waivers | 35,000                | -  | 35,000                 |
|  | <b>\$ 57,575,431</b>  | <b>\$ 10,245,814</b>                     | <b>\$ 67,821,245</b>   |
| <br>INTERFUND TRANSFERS                | <br>\$ 1,000,000      | <br>\$ -                                 | <br>\$ -               |
| <br>TOTAL 2024 BUDGETED EXPENDITURES   | <br>\$ 58,575,431     | <br>\$ 10,245,814                        | <br>\$ 67,821,245      |
| <br><i>Less Non-operating Items</i>    |                       |  |                        |
| Tuition Chargeback                     | \$ -                  | \$ -                                     | \$ -                   |
| Instructional Service                  | -                     | -  | -                      |
| Contracts                              | -                     | -  | -                      |
| <b>ADJUSTED EXPENDITURES</b>           | <b>\$ 58,575,431</b>  | <b>\$ 10,245,814</b>                     | <b>\$ 67,821,245</b>   |

| <b>BY OBJECT</b>                     | <b>Education Fund</b> | <b>Operations &amp; Maintenance Fund</b> | <b>Operating Funds</b> |
|--------------------------------------|-----------------------|--|------------------------|
| Salaries                             | \$ 27,932,170         | \$ 2,428,897                             | \$ 30,361,067          |
| Employee Benefits                    | 5,580,523             | 478,206                                  | 6,058,729              |
| Contractual Services                 | 3,238,573             | 2,316,330                                | 5,554,903              |
| General Materials & Supplies         | 2,611,661             | 762,265                                  | 3,373,926              |
| Travel & Conference Meeting Exp      | 546,308               | 10,073                                   | 556,381                |
| Fixed Charges                        | 534,780               | 252,000                                  | 786,780                |
| Utilities                            | 6,265                 | 2,520,955                                | 2,527,220              |
| Capital Outlay                       | 50,000                | 56,539                                   | 106,539                |
| Other Expenditures                   | 885,135               | -  | 885,135                |
| SURS On-Behalf Allocation            | 16,190,016            | 1,420,549                                | 17,610,565             |
| Contingency                          | 3,031,342             | -  | 3,031,342              |
|                                      | <b>\$ 60,606,773</b>  | <b>\$ 10,245,814</b>                     | <b>\$ 70,852,587</b>   |
| <br>INTERFUND TRANSFERS              | <br>\$ -              | <br>\$ -                                 | <br>\$ -               |
| <br>TOTAL 2024 BUDGETED EXPENDITURES | <br>\$ 60,606,773     | <br>\$ 10,245,814                        | <br>\$ 70,852,587      |
| <br><i>Less Non-operating Items</i>  |                       |  |                        |
| Tuition Chargeback                   | \$ -                  | \$ -                                     | \$ -                   |
| Instructional Service                | -                     | -  | -                      |
| Contracts                            | -                     | -  | -                      |
| <b>ADJUSTED EXPENDITURES</b>         | <b>\$ 60,606,773</b>  | <b>\$ 10,245,814</b>                     | <b>\$ 70,852,587</b>   |

| BY PROGRAM                             | Operations & Maint- Restricted | Bond & Interest Fund | Auxiliary Enterprises Fund | Restricted Purpose Fund | Trust & Agency Fund | Audit Fund       | Liability, Protection, & Settlement | OPEB Fund         | SURS Penalty Fund | Total Non-Operating Funds |
|--|--------------------------------|----------------------|----------------------------|-------------------------|---------------------|------------------|-------------------------------------|-------------------|-------------------|---------------------------|
| Instruction                            | \$ -                           | \$ -                 | \$ 108,120                 | \$ 1,380,776            | \$ -                | \$ -             | \$ -                                | \$ -              | \$ -              | \$ 1,488,896              |
| Academic Support                       | -                              | -                    | -                          | 1,700                   | -                   | -                | -                                   | -                 | -                 | 1,700                     |
| Student Services                       | -                              | -                    | 48,544                     | 990,639                 | 287,637             | -                | -                                   | -                 | -                 | 1,326,820                 |
| Public Service/Continuing Education    | -                              | -                    | 4,089,239                  | 5,383,989               | 1,250               | -                | -                                   | -                 | -                 | 9,474,478                 |
| Auxiliary Services                     | -                              | -                    | 1,736,909                  | -                       | 189,200             | -                | -                                   | -                 | -                 | 1,926,109                 |
| Operation and Maintenance              | 11,039,128                     | -                    | -                          | -                       | -                   | -                | 849,019                             | -                 | -                 | 11,888,147                |
| Institutional Support                  | 900,000                        | 12,146,753           | 8,990,364                  | -                       | -                   | 60,000           | 892,805                             | 180,000           | 500,000           | 23,669,922                |
| Scholarships, Student Grants & Waivers | -                              | -                    | -                          | 10,790,827              | 181,000             | -                | -                                   | -                 | -                 | 10,971,827                |
|  | \$ 11,939,128                  | \$ 12,146,753        | \$ 14,973,176              | \$ 18,547,931           | \$ 659,087          | \$ 60,000        | \$ 1,741,824                        | \$ 180,000        | \$ 500,000        | \$ 60,747,899             |
| INTERFUND TRANSFERS                    | \$ -                           | \$ -                 | \$ -                       | \$ -                    | \$ -                | \$ -             | \$ -                                | \$ -              | \$ -              | \$ -                      |
| TOTAL 2024 BUDGETED EXPENDITURES       | \$ 11,939,128                  | \$ 12,146,753        | \$ 14,973,176              | \$ 18,547,931           | \$ 659,087          | \$ 60,000        | \$ 1,741,824                        | \$ 180,000        | \$ 500,000        | \$ 60,747,899             |
| <i>Less Non-operating Items</i>        |                                |                      |                            |                         |                     |                  |                                     |                   |                   |                           |
| Tuition Chargeback                     | \$ -                           | \$ -                 | \$ -                       | \$ -                    | \$ -                | \$ -             | \$ -                                | \$ -              | \$ -              | \$ -                      |
| Instructional Service                  | -                              | -                    | -                          | -                       | -                   | -                | -                                   | -                 | -                 | -                         |
| Contracts                              | -                              | -                    | -                          | -                       | -                   | -                | -                                   | -                 | -                 | -                         |
| <b>ADJUSTED EXPENDITURES</b>           | <b>\$ 11,939,128</b>           | <b>\$ 12,146,753</b> | <b>\$ 14,973,176</b>       | <b>\$ 18,547,931</b>    | <b>\$ 659,087</b>   | <b>\$ 60,000</b> | <b>\$ 1,741,824</b>                 | <b>\$ 180,000</b> | <b>\$ 500,000</b> | <b>\$ 60,747,899</b>      |

| BY OBJECT                        | Operations & Maint- Restricted | Bond & Interest Fund | Auxiliary Enterprises Fund | Restricted Purpose Fund | Trust & Agency Fund | Audit Fund       | Liability, Protection, & Settlement | OPEB Fund         | SURS Penalty Fund | Total Non-Operating Funds |
|----------------------------------|--------------------------------|----------------------|----------------------------|-------------------------|---------------------|------------------|-------------------------------------|-------------------|-------------------|---------------------------|
| Salaries                         | \$ -                           | \$ -                 | \$ 2,485,044               | \$ 3,202,878            | \$ 4,000            | \$ -             | \$ 202,185                          | \$ -              | \$ -              | \$ 5,894,106              |
| Employee Benefits                | -                              | -                    | 8,490,612                  | 850,661                 | -                   | -                | 334,401                             | 180,000           | -                 | 9,855,675                 |
| Contractual Services             | 900,000                        | 3,600                | 779,073                    | 218,378                 | 82,530              | 60,000           | 399,717                             | -                 | -                 | 2,443,298                 |
| General Materials & Supplies     | 860,000                        | -                    | 580,295                    | 484,721                 | 119,216             | -                | 23,775                              | -                 | -                 | 2,068,007                 |
| Travel & Conference Meeting Exp  | -                              | -                    | 273,498                    | 149,868                 | 225,214             | -                | 6,430                               | -                 | -                 | 655,010                   |
| Fixed Charges                    | -                              | 12,143,153           | 6,950                      | 67,878                  | -                   | -                | 507,067                             | -                 | -                 | 12,725,047                |
| Utilities                        | -                              | -                    | 1,200                      | 11,693                  | -                   | -                | -                                   | -                 | -                 | 12,893                    |
| Capital Outlay                   | 10,179,128                     | -                    | -                          | 136,752                 | -                   | -                | 150,000                             | -                 | -                 | 10,465,880                |
| Other Expenditures               | -                              | -                    | 905,310                    | 11,607,451              | 225,788             | -                | -                                   | -                 | 500,000           | 13,238,549                |
| SURS On-Behalf Allocation        | -                              | -                    | 1,451,193                  | 1,817,653               | 2,339               | -                | 118,249                             | -                 | -                 | 3,389,435                 |
|                                  | \$ 11,939,128                  | \$ 12,146,753        | \$ 14,973,176              | \$ 18,547,931           | \$ 659,087          | \$ 60,000        | \$ 1,741,824                        | \$ 180,000        | \$ 500,000        | \$ 60,747,899             |
| INTERFUND TRANSFERS              | \$ -                           | \$ -                 | \$ -                       | \$ -                    | \$ -                | \$ -             | \$ -                                | \$ -              | \$ -              | \$ -                      |
| TOTAL 2024 BUDGETED EXPENDITURES | \$ 11,939,128                  | \$ 12,146,753        | \$ 14,973,176              | \$ 18,547,931           | \$ 659,087          | \$ 60,000        | \$ 1,741,824                        | \$ 180,000        | \$ 500,000        | \$ 60,747,899             |
| <i>Less Non-operating Items</i>  |                                |                      |                            |                         |                     |                  |                                     |                   |                   |                           |
| Tuition Chargeback               | \$ -                           | \$ -                 | \$ -                       | \$ -                    | \$ -                | \$ -             | \$ -                                | \$ -              | \$ -              | \$ -                      |
| Instructional Service            | -                              | -                    | -                          | -                       | -                   | -                | -                                   | -                 | -                 | -                         |
| Contracts                        | -                              | -                    | -                          | -                       | -                   | -                | -                                   | -                 | -                 | -                         |
| <b>ADJUSTED EXPENDITURES</b>     | <b>\$ 11,939,128</b>           | <b>\$ 12,146,753</b> | <b>\$ 14,973,176</b>       | <b>\$ 18,547,931</b>    | <b>\$ 659,087</b>   | <b>\$ 60,000</b> | <b>\$ 1,741,824</b>                 | <b>\$ 180,000</b> | <b>\$ 500,000</b> | <b>\$ 60,747,899</b>      |



Personnel Report

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

**A. APPOINTMENTS**

Karen Kerr, Director of Business Services, Full-Time, ADM, Grade C, \$73,195, prorated for the balance of the fiscal year, effective May 16, 2023.

Nathaniel Jordan, Small Business Development Center Director, Full-Time, ADM, Grade D, \$64,000, prorated for the balance of the fiscal year, effective May 24, 2023.

Nancy McDonald, Executive Director of Grant and Small Business Development, Full-Time, ADM, Grade F, \$78,292, prorated for the balance of the fiscal year, effective May 24, 2023.

\_\_\_\_\_, Mathematics Instructor, Full-time Faculty (FT), Lane \_\_, Step \_\_, \$\_\_\_\_\_ effective \_\_\_\_\_, \_\_, 20\_\_.

\_\_\_\_\_, Mathematics Instructor, Temporary Full-time Faculty (TFT), Lane \_\_, Step \_\_, \$\_\_\_\_\_ effective \_\_\_\_\_, \_\_, 20\_\_.

\_\_\_\_\_, Physics Instructor, Full-time Faculty (FT), Lane \_\_, Step \_\_, \$\_\_\_\_\_ effective \_\_\_\_\_, \_\_, 20\_\_.

\_\_\_\_\_, Aviation Maintenance Technology Instructor, Full-time Faculty (FT), Lane \_\_, Step \_\_, \$\_\_\_\_\_ effective \_\_\_\_\_, \_\_, 20\_\_.

\_\_\_\_\_, Aviation Maintenance Technology Instructor, Full-time Faculty (FT), Lane \_\_, Step \_\_, \$\_\_\_\_\_ effective \_\_\_\_\_, \_\_, 20\_\_.

**B. DEPARTURES**

Steve Wong, Business Professor, Full-Time Faculty, is retiring effective May 31, 2024.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

## Compensation Study

**BACKGROUND:** Per Board Policy 3:40.020 Salary Program, the Administration will ensure the appropriate administration of a salary program for all non-union college employees. Non-union employees are in the following groups: Administration, Professional Staff Association, and Educational Support Personnel.

Fifteen vendors were invited to bid on this project, and compensation consultant Carlson Dettmann was selected to conduct the survey. Carlson Dettmann assisted by: defining the target market, determining market placement, designing the structure, and developing an implementation plan. During the evaluation representing 176 employees, 158 titles were evaluated. Market data was received by 15 colleges and K12 school districts, as well as survey data from Compdata Benchmark Pro, College and University Professional Association (CUPA-HR), Economic Research Institute, Payfactors, Willis Towers Watson, and the United States Department of Labor.

Recommendations from Carlson Dettmann included the expansion of the existing seven grades to thirteen grades to allow RVC-focused compensation ranges for each job. A new salary table will be implemented to reflect current market pay practices, allowing RVC greater ability to retain current employees, as well as attract highly qualified diverse talent when vacancies occur. Furthermore, a longevity adjustment was also recommended for employees who have worked at the College for more than five years. Additional recommendations included flexibility with Grant and Foundation employees as employees in those roles operate under a different budgeting model.

As a result of the compensation study, it is recommended that approximately 53% of the employee base receive a market, longevity, Grant, and/or Foundation salary adjustment.

The cost to implement the recommendations is approximately \$368,000 (\$231,000 Operation, \$21,000 Foundation, \$116,000 Grant). The recommended adjustments will be included in the FY2024 budget.

**RECOMMENDATION:** It is recommended that the Board of Trustees supports Administration's plan to implement the recommendations made by the compensation study consultant Carlson Dettmann.

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Howard J. Spearman. Ph. D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**RESOLUTION TO ESTABLISH  
DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY  
AS REQUIRED BY PUBLIC ACT 102-1088**

**WHEREAS**, on June 10, 2022, the Illinois General Assembly enacted Public Act 102-1088, known as the “Decennial Committees on Local Government Efficiency Act” (the “Act”), which became effective immediately; and

**WHEREAS**, the Act mandates that, within one (1) year after the effective date of the Act, and at least once every ten (10) years thereafter, each governmental unit, except municipalities and counties, must form a committee to study local efficiencies and increased accountability to the county board in which the governmental unit is located; and

**WHEREAS**, to comply with the Act, the Board of Trustees of Community College District No. 511, Counties of Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle, Illinois (the “Board of Trustees”) deem it necessary and appropriate to establish a Decennial Committee on Local Government Efficiency, as provided herein;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees as follows:

**SECTION ONE: Formation and Duration.** The Decennial Committee on Local Government Efficiency (the “Committee”) is hereby established. Rock Valley College (“Community College”) shall provide administrative and other support to the Committee, as determined by the Community College’s President. The Committee shall be dissolved upon the publication of the report required under Section Five below until such time as it is re-established with newly appointed members pursuant to Section 10 of the Decennial Committees on Local Government Efficiency Act.

**SECTION TWO: Membership.** The Committee's membership shall consist of the members of the Board of Trustees, the Community College’s President, the President’s designees, and two residents of the Rock Valley College jurisdiction (“Community College Residents”) to be appointed by the Chair of the Board of Trustees, with the advice and consent of the Board of Trustees. The College’s President and Trustee Crystal Soltow, shall serve as the Co-Chairpersons of the Committee. The Co-Chairpersons may appoint additional Committee members. Committee members shall serve without compensation but may be reimbursed by the Community College for any pre-approved expenses incurred in performing their duties. Except as otherwise required by law, the appointed Community College Residents serving on the Committee may be removed from

serving on the Committee at the sole discretion of the Board of Trustees. In the event of a vacancy in the Committee's appointed members or the role of the Co-Chairpersons, such vacancy shall be filled in the same manner as the appointment under this Section Two.

**SECTION THREE: Powers and Duties.** The duties of the Committee shall include at least two but are not limited to, the following: (a) the study of the Community College's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units; and (b) the collection of data, research, and analysis as necessary to prepare the report required under Section Five below. The Committee may employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate and may seek assistance from colleges and universities as necessary to prepare the report required under Section Five below. Before enlisting any services and the expenditure of any public funds, the Committee shall bring recommendations for such services and expenditures to the President and the Board of Trustees for their review and approval.

**SECTION FOUR: Meetings.** The Committee shall meet from time to time as determined by the Co-Chairpersons and at least three (3) times prior to dissolution under Section One above. The Committee shall meet in accordance with all applicable rules, regulations, ordinances, and laws, including, but not limited to, the Open Meetings Act, 5 ILCS 120/1 *et seq.*, and any applicable provisions of the College's Policy Manual. In addition, at the conclusion of each Committee meeting, the Committee shall conduct a survey of the residents in attendance and ask for input on the matters discussed at the meeting. The Committee may meet during a regularly scheduled Board meeting, so long as (a) separate notice is given in conformance with the Open Meetings Act; (b) the Committee meeting is listed as part of the Agenda for the meeting of the Board of Trustees; and (c) at least a majority of the Committee members are present at the Committee's meeting.

**SECTION FIVE: Reporting.** The Committee shall summarize its work and findings in a written report, which shall include recommendations in respect to increased accountability and efficiency. The report shall be provided to all County Boards within Community College District #511 on or before November 23, 2024, which is eighteen months after the Committee's formation, and shall be made available to the public. At the discretion of the Board Chair, the President, or Co-Chairpersons, may be required to present its report at a full meeting of the Board of Trustees. The Board Chair may also, from time to time, require that the Co-Chairpersons present in-person

progress and/or status reports to the Board of Trustees at regularly scheduled Board Meetings.

**SECTION SIX: Severability.** If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity of unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Resolution.

**SECTION SEVEN: Repealer.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION EIGHT: Effective Date.** This Resolution shall be in full force and effect from its passage and approval as required by law.

**PASSED AND APPROVED THIS 23rd DAY OF MAY 2023.**

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Secretary, Board of Trustees

**Information maintained by the Legislative Reference Bureau**

Updating the database of the Illinois Compiled Statutes (ILCS) is an ongoing process. Recent laws may not yet be included in the ILCS database, but they are found on this site as Public Acts soon after they become law. For information concerning the relationship between statutes and Public Acts, refer to the Guide.

Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

## **LOCAL GOVERNMENT**

### **(50 ILCS 70/) Decennial Committees on Local Government Efficiency Act.**

(50 ILCS 70/1)

Sec. 1. Short title. This Act may be cited as the Decennial Committees on Local Government Efficiency Act.  
(Source: P.A. 102-1088, eff. 6-10-22.)

(50 ILCS 70/5)

Sec. 5. Definitions. As used in this Act:

"Governing board" means the governing body of a governmental unit. If the governmental unit is a road district, then "governing board" means the governing body of the road district, as provided in Division 1 of Article 6 of the Illinois Highway Code, including, but not limited to, the highway board of auditors, the highway commissioner of a township road district, the township board of trustees, the city council, the municipal president and board of trustees, or the county board, as applicable.

"Governmental unit" means all entities that levy taxes and are also units of local government, as defined in Section 1 of Article VII of the Illinois Constitution, except municipalities and counties.

(Source: P.A. 102-1088, eff. 6-10-22; 102-1136, eff. 2-10-23.)

(50 ILCS 70/10)

Sec. 10. Formation of committee; members; vacancy; administrative support.

(a) By June 10, 2023 (one year after the effective date of this Act) and at least once every 10 years after June 10, 2023, each governmental unit must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located.

(b) Each committee's membership shall include the elected or appointed members of the governing board of the governmental unit; at least 2 residents within the territory served by the governmental unit, who are appointed by the chair of the governing board, with the advice and consent of the governing board; and any chief executive officer or other officer of the governmental unit. The committee shall be chaired by the president or chief elected or appointed official of the governing board or his or her designee. The chairperson may appoint additional members to the committee as the chairperson deems appropriate.

Committee members shall serve without compensation but may be reimbursed by the governmental unit for their expenses incurred in performing their duties.

(b-5) In lieu of the committee described in subsection (a), a highway commissioner of a township road district in a county with a population under 400,000 and the township board of the same township may form a joint committee for the purposes described in subsection (a). That joint committee shall include:

the township trustees; the highway commissioner; at least 2 residents of the territory served by the governmental unit appointed by the township supervisor with the advice and consent of the township board; at least one resident of the governmental unit appointed by the highway commissioner; and the township supervisor. The joint committee shall be chaired by the township supervisor and shall issue a joint report with 2 sections, one section for the township and one section for the road district. Except with respect to its composition and report, the joint committee shall otherwise comply with subsection (b). References in this Act to a "committee" shall also include a joint committee formed under this subsection.

(c) A committee may employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate, and it may seek assistance from community colleges and universities as necessary to prepare the report required under Section 25.

(d) If a vacancy occurs in the committee membership, the vacancy shall be filled in the same manner as the appointments under subsection (b).

(e) Each governmental unit shall provide administrative and other support to its committee.

(Source: P.A. 102-1088, eff. 6-10-22; 102-1136, eff. 2-10-23.)

(50 ILCS 70/15)

Sec. 15. Duties of a committee. The duties of a committee include, but are not limited to, the study of the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State. The committee shall also collect data, research, and analysis as necessary to prepare the report described in Section 25.

(Source: P.A. 102-1088, eff. 6-10-22.)

(50 ILCS 70/20)

Sec. 20. Meetings. Each committee shall meet at least 3 times. The committee may meet during a regularly scheduled meeting of the governmental unit as long as: (1) separate notice is given in conformance with the Open Meetings Act; (2) the committee meeting is listed as part of the governing board's agenda; and (3) at least a majority of the members of the committee are present at the committee's meeting. Each meeting of the committee shall be public, and the committee shall provide an opportunity for any person to be heard at the public hearings for at least 3 minutes. The committee may require speakers to register. The committee shall meet in accordance with the Open Meetings Act, and the committee shall be a public body to which the Freedom of Information Act applies.

At the conclusion of each meeting, the committee shall conduct a survey of residents who attended asking for input on the matters discussed at the meeting. A survey conducted via email to all residents who attended the meeting and provided a valid email address will be sufficient to satisfy the requirements of this paragraph.

(Source: P.A. 102-1088, eff. 6-10-22; 102-1136, eff. 2-10-23.)

(50 ILCS 70/25)

Sec. 25. Report. Each committee shall summarize its work and findings within a written report, which shall include recommendations in respect to increased accountability and efficiency, and shall provide the report to the administrative office of each county board in which the governmental unit is

located no later than 18 months after the formation of the committee. The report shall be made available to the public.

For purposes of this Section, if a governmental unit is located in multiple counties, the committee may, if required, provide the same report to the county board of each of those counties.

(Source: P.A. 102-1088, eff. 6-10-22; 102-1136, eff. 2-10-23.)

(50 ILCS 70/30)

Sec. 30. Dissolution of the committee. After a committee has made the report required under Section 25 available to the public, the committee is dissolved until it is reestablished with newly appointed members under Section 10.

(Source: P.A. 102-1088, eff. 6-10-22.)

(50 ILCS 70/85)

Sec. 85. (Amendatory provisions; text omitted).

(Source: P.A. 102-1088, eff. 6-10-22; text omitted.)

(50 ILCS 70/90)

Sec. 90. (Amendatory provisions; text omitted).

(Source: P.A. 102-1088, eff. 6-10-22; text omitted.)

(50 ILCS 70/99)

Sec. 99. Effective date. This Act takes effect upon becoming law.

(Source: P.A. 102-1088, eff. 6-10-22.)





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One Team. Making Your Mission Ours.

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# Frequently Asked Questions Related to the Establishment, Function and Dissolution of the Decennial Committee on Local Government Efficiency

**March 31, 2023**

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## **FREQUENTLY ASKED QUESTIONS RELATED TO THE ESTABLISHMENT, FUNCTION AND DISSOLUTION OF THE DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY**

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### **What is the Decennial Committee on Local Government Efficiency?**

- Public Act 102-1088 (the “Act”) requires all units of local government that may levy a tax, except municipalities and counties, to convene a Decennial Committee on Local Government Efficiency (the “Committee”) to “study local efficiencies and report recommendations regarding efficiencies and increased accountability” to the county board of the county in which the unit of local government is located.
- This definition includes Community Colleges. School districts are not a unit of local government for purposes of the Act.

### **When must the Decennial Committee be formed by?**

- Each Community College is required to form its Decennial Committee no later than June 10, 2023.

### **Who is required to serve on the Decennial Committee?**

- All elected or appointed Trustees of the Community College are required to serve on the Decennial Committee.
- In addition, the “chief executive officer or other officer” of the Community College is required to serve on the Decennial Committee. Therefore, the Community College may include its President, its Chief of Staff, or other officer on the Decennial Committee to fulfill this requirement.
- Finally, at least two (2) residents of the Community College’s territory are required to serve on the Decennial Committee. The Chair of the Board of Trustees is responsible for appointing the public members of the Decennial Committee, with the advice and consent of the Board of Trustees. The Chair of the Board of Trustees should work closely with the Board and staff to find two residents who possess professional knowledge that would assist the Decennial Committee and help to fulfill its purpose and goals.
- The Act states that the Chair of the Decennial Committee may, but is not required to, appoint additional members to the Decennial Committee. However, it is our recommendation that a Community College appoint fewer public members to the Decennial Committee than there are elected officials.

### **Who should serve as Chair of the Decennial Committee?**

- The Act provides that the Chair of the Community College’s Board of Trustees (or their designee) shall serve as the Chair of the Decennial Committee. If the Board Chair does not wish to chair the Decennial Committee, the Board Chair may designate another person to serve as the Chair of the Decennial Committee. Note: The Chair of the Community College’s Board of Trustees is still required to serve on the Decennial Committee.

**Are members of the Decennial Committee permitted to be compensated for their service?**

- No. Members of the Decennial Committee are not permitted to be compensated for their service. However, members of the Decennial Committee may be reimbursed for any expenses incurred in the performance of their duties.
- All expenses should be pre-approved by the Community College.

**Is it possible for two units of local government to create a “Joint Decennial Committee” to satisfy the requirements of the Act?**

- No. Each unit of local government is required to establish their own Decennial Committee. A joint committee is not contemplated or authorized by the Act.
- However, that does not prohibit a representative of another unit of local government (for example a township representative) from being appointed to serve on the Community College’s Decennial Committee as a resident member.

**What should the Decennial Committee’s charge or purpose be? What should the Decennial Committee focus on?**

- Section 15 of the Act discusses the duties of the Decennial Committee. That Section provides that the duties of the Decennial Committee include, but are not limited to, “the study of the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State.” In addition, the Decennial Committee must “collect data, research, and analysis as necessary” to prepare the report discussed below.
- The Decennial Committee should establish a manageable and attainable charge. The Decennial Committee should select one or two of the above topics that it can realistically study and report on.

**Is the Decennial Committee required to use outside entities or consultants?**

- No. The Act provides that the Decennial Committee may use the service of outside consultants or specialists. However, the Decennial Committee is under no obligation to do so. Outside consultants would be an additional cost to the Community College.

**How many times is the Decennial Committee required to meet? How should the meetings be structured?**

- The Act requires the Decennial Committee to meet at least three (3) times.
- During the initial meeting, the Decennial Committee should at least determine what topic(s) it will focus on and plan for future meetings.
- At subsequent meetings the Decennial Committee should meet to discuss and analyze the data and documents that have been gathered on the committee’s topic. This process could include presentations from Community College staff (and possibly consultants). The Decennial Committee can schedule as many meetings as it needs to discuss and analyze the data.

- The Act does not limit how many times the Decennial Committee may meet. Some Decennial Committees may only meet the required three (3) times; others might find it beneficial to meet more often. Neither approach is right or wrong.
- Finally, the Decennial Committee must finalize a report on its findings within eighteen (18) months of formation. The report must be approved by the Decennial Committee during its final meeting.

#### **When is the Decennial Committee permitted to meet?**

- The Decennial Committee may meet during a regularly scheduled meeting of the Community College's Board of Trustees, so long as: (1) a separate notice regarding the Decennial Committee meeting is given in conformance with the Open Meetings Act; (2) the Decennial Committee meeting is included as part of the Board of Trustees' agenda; and (3) at least a majority of the members of the Decennial Committee are present at the meeting.
- The Decennial Committee may also meet outside of a regularly scheduled meeting of the Community College's Board of Trustees. The Decennial Committee will need to post notice and an agenda for the meeting at least 48 hours in advance of the meeting as required by the Open Meetings Act.

#### **Is the Decennial Committee required to comply with the requirements of the Open Meetings Act?**

- All meetings of the Decennial Committee must comply with the Open Meetings Act. In addition, the Decennial Committee must provide an opportunity for public comment of at least three (3) minutes per speaker.

#### **Is the Decennial Committee required to survey its residents?**

- At the conclusion of each meeting, the Decennial Committee is required to survey the residents who attended, asking for their input on matters discussed at the meeting. A good way to satisfy this requirement would be via email to all residents who attended the meeting and who provided a valid email address to the Community College.

#### **What should be included in the Decennial Committee's final report? What is the Decennial Committee required to do with the final report? Is there a deadline for sending the final report?**

- The Decennial Committee must summarize its findings in a written report. In the report, the committee must include its recommendations regarding increased accountability and efficiency. There are no specific requirements regarding the length of the report. Many Decennial Committees will aim for a succinct written report, which is prudent. The report should include: (1) the names of the committee members; (2) the dates of the committee meetings; (3) a statement confirming that input was sought from the residents who attended the meetings; (4) a statement confirming that residents had an opportunity to submit feedback; (5) the committee's charge; (6) a general statement regarding what data the committee considered; and (7) the committee's recommendations related to the committee's charge.
- Once the report is approved by the Decennial Committee, it must be sent to the county board for the county in which the Community College is located. If the Community College is located in more than one county, the report must be sent to the county board of every county in which the Community College is located. It is permissible to provide an identical report to multiple county boards.

- The report must be sent to the county board(s) within eighteen (18) months of the Decennial Committee's formation.
- Finally, the report must be made available to the public.

**How is the Decennial Committee dissolved?**

- The Decennial Committee is automatically dissolved after the final report has been transmitted to the applicable county boards and made available to the public.

**Are Community College's required to go through the Decennial Committee process again in the future? If so, how does that process work?**

- Yes. The Act provides that each Community College is required to appoint a new Decennial Committee and repeat the process outlined above every ten (10) years.
- Although the Act is not clear exactly when the new ten (10) year periods begin, it is our guidance and recommendation that the new Decennial Committees be formed every ten (10) years beginning in June 2033 (i.e., June 2043, 2053, etc.).

For specific guidance related to your institution's compliance with this new legal requirement, please contact any Robbins Schwartz attorney.

We have also developed two optional model resolutions: (1) Resolution to Establish a Decennial Committee and (2) Resolution to Approve the Appointment of Decennial Committee Members, which we can provide to clients and non-clients upon request for a flat fee. For more information, please contact Catie Locallo at [clocallo@robbins-schwartz.com](mailto:clocallo@robbins-schwartz.com).

Although the information contained herein is considered accurate, it is not, nor should it be construed to be legal advice. If you have an individual problem or incident that involves a topic covered in this document, please seek a legal opinion that is based upon the facts of your particular case.

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### Holiday College Closure

**BACKGROUND:** Prior to 2017, Rock Valley College (RVC) had a longstanding practice of closing the College between the Christmas Day holiday and the New Year's Eve holiday (December 26 – December 30; typically, three weekdays in most calendar years). In 2016, the former RVC administration elected to have the College open during those three weekdays beginning in 2017. In 2017, 2018, 2019, and 2020, the College remained open. This negatively impacted the morale of employees who had previously enjoyed the break to spend time with family and friends. The impact was that very few employees actually worked during that time period, so the College buildings were largely vacant.

In 2021, 2022, and 2023, the current administration recommended to the Board of Trustees that the College would close during those three days, and the Board approved those requests. During the April 2023 Committee of the Whole and regular Board meetings, it was recommended by Trustees that Administration return to the previous practice of closing the College every year between the Christmas Day and New Year's Eve holidays.

**RECOMMENDATION:** It is recommended that the Board of Trustees approves that beginning in 2023 and each year thereafter, the College will remain closed between the Christmas Day and New Year's Eve holidays.

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Howard J. Spearman, Ph. D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Donation Report**  
**City of Loves Park Police Department – Squad Car**

**BACKGROUND:**

In late July 2022, the Rock Valley College (RVC) Police Department was notified of a delay in the delivery of the newly ordered squad car due to supply chain issues. Additionally, another squad car had an engine seized, which left the RVC Police Department in a difficult situation. Police Chief Yehl sent requests to local and county police departments asking if any of them had a used squad car for RVC to purchase.

In early September 2022, Deputy Chief Shane Lynch of the Loves Park Police Department, on behalf of Chief Mike McCammond, notified Chief Yehl that their agency may have a vehicle for RVC. They sought approval from their Mayor, Greg Jury, and the Loves Park City Council.

In late September, Chief Yehl was informed that Mayor Jury and the Loves Park City Council had voted to donate a used squad car to Rock Valley College. The College's Police Department took delivery of a 2017 Ford Explorer equipped with emergency lights and a functioning radar unit.

In a time when other police departments were holding onto vehicles due to supply chain problems, the City of Loves Park understood the issue faced by the Rock Valley College Police Department and donated a used police vehicle.

**RECOMMENDATION:**

It is recommended that the Board of Trustees accepts and acknowledges the generous donation of a used squad car by the City of Loves Park.

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Howard J. Spearman, Ph. D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

# ROCK VALLEY COLLEGE 2023 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

| Date          | Event   | Staff | Student | Athletic | Community |
|---------------|---|-------|---------|----------|-----------|
| <b>May</b>    |   |       |         |          |           |
| 5/1/2023      | D100 AP Testing - ATC Classrooms, 8am                           | x     |         |          | x         |
| 5/1/2023      | Bourn & Koch Hiring Event - ATC 1310, 8am                       | x     | x       |          | x         |
| 5/1/2023      | AAPI Heritage Month Kick-off - SC Atrium, 11am                  | x     | x       |          |           |
| 5/1/2023      | Baseball Game - Baseball Field, 2pm                             | x     | x       | x        | x         |
| 5/2/2023      | First Tuesday Lecture - SC Atrium, 12pm                         | x     |         |          | x         |
| 5/2/2023      | SACN Donor Reception - HSC Lobby, 5pm                           | x     |         |          | x         |
| 5/3/2023      | Welding Graduates Reverse Job Fair - ATC 1402, 2pm              | x     | x       |          | x         |
| 5/3/2023      | Baseball Game - Baseball Field, 3pm                             | x     | x       | x        | x         |
| 5/4/2023      | Arbor Day Celebration - SC Atrium, 3pm                          | x     | x       |          |           |
| 5/5/2023      | ATC Breakfast Buzz - ATC 1300, 8am                              | x     |         |          | x         |
| 5/5/2023      | Cinco De Mayo Observation - SC Atrium, 9am                      | x     | x       |          |           |
| 5/5/2023      | Electroform Co Recruitment Event - ATC 1141, 9am                | x     | x       |          | x         |
| 5/5/2023      | TRiO and Delta Alpha Pi Ceremonies - SC Atrium, 11am            | x     | x       |          | x         |
| 05/05 - 05/06 | RVC Old Towne Band Concert - ERC PAR, 7:30pm                    | x     | x       |          | x         |
| 5/6/2023      | ISS and HBCU Greek Step Show - SCCE Commons, 4pm                | x     | x       |          | x         |
| 5/9/2023      | Student Life Leadership Award Banquet - SC Atrium, 6pm          | x     | x       |          |           |
| 5/10/2023     | RVC Bowling Team Championship Celebration - SC Atrium, 2pm      | x     | x       |          | x         |
| 5/11/2023     | RPS Med Term Quiz Bowl - PEC 0110, 10am                         | x     |         |          | x         |
| 5/11/2023     | RVC Career Closet Fashion Show - SC Atrium, 3pm                 | x     | x       |          |           |
| 5/11/2023     | Phlebotomy Pinning Ceremony - SC Atrium, 6pm                    | x     | x       |          | x         |
| 5/12/2023     | Hispanic Recognition Celebration - BST Stage, 2pm               | x     | x       |          | x         |
| 5/12/2023     | Massage Therapy Graduation - SC Atrium, 6pm                     | x     | x       |          | x         |
| 5/12/2023     | SANKOFA Completion Ceremony - SCCE Commons, 6pm                 | x     | x       |          | x         |
| 5/13/2023     | Immigration Support Clinic - SC Atrium, 10am                    | x     | x       |          | x         |
| 5/13/2023     | Softball Region IV Tournament - TBD, TBD                        | x     | x       | x        | x         |
| 5/16/2023     | RVC Community Orchestra Concert - ERC PAR, 7pm                  | x     | x       |          | x         |
| 5/17/2023     | Respiratory Care Pinning Ceremony - SC Atrium, 2pm              | x     | x       |          | x         |
| 5/18/2023     | Nursing Program Pinning Ceremony - SC Atrium, 10am              | x     | x       |          |           |
| 5/18/2023     | Dental Hygiene Pinning Ceremony - SC Atrium, 12:15pm            | x     | x       |          | x         |
| 5/18/2023     | RVC Certificate Ceremony - PEC Gym, 2pm                         | x     | x       |          | x         |
| 5/18/2023     | GED & ICAPS Recognition Ceremony - PEC Gym, 6pm                 | x     | x       |          | x         |
| 5/19/2023     | Advanced Machine & Engineering Recruiting Event - ATC 1141, 9am | x     | x       |          | x         |
| 5/19/2023     | Business Department Merit Award Ceremony - WTC 1308, 12pm       | x     | x       |          |           |
| 5/19/2023     | 2023 RVC Commencement - PEC Gym, 2pm & 6pm                      | x     | x       |          | x         |
| 5/20/2023     | 2023 Belvidere CUSD 100 Graduation - PEC Gym, 10am & 2pm        | x     |         |          | x         |
| 5/25/2023     | RAISE Graduation Ceremony - SC Atrium, 4pm                      | x     | x       |          | x         |
| 5/26/2023     | DEI Digital Badge Foundation Level Training - SC Atrium, 8am    | x     |         |          |           |



## 2023 Rock Valley College Commencement Event Information

| Commencement Event                                    | Date                    | Time                | Location   |
|---|-------------------------|---------------------|--|
| Workforce Equity Initiative (WEI) Completion Ceremony | Saturday, April 1, 2023 | 2:00 pm - 4:00 pm   | Main Campus, Student Center (SC) Atrium                                  |
| TRiO Ceremony   | Friday, May 5, 2023     | 11:00 am - 2:00 pm  | Main Campus, Student Center (SC) Atrium                                  |
| Phlebotomy Pinning Ceremony                           | Thursday, May 11, 2023  | 6:00 pm - 7:30 pm   | Main Campus, Student Center (SC) Atrium                                  |
| Hispanic Recognition Celebration                      | Friday, May 12, 2023    | 2:00 pm - 4:00 pm   | Main Campus, Starlight Theater   |
| Massage Therapy Graduation                            | Friday, May 12, 2023    | 6:00 pm             | Main Campus, Student Center (SC) Atrium                                  |
| SANKOFA Completion Ceremony                           | Friday, May 12, 2023    | 6:00 pm             | Stenstrom Center for Career Education                                    |
| Respiratory Care Program Pinning Ceremony             | Wednesday, May 17, 2023 | 2:00 pm - 3:00 pm   | Main Campus, Student Center (SC) Atrium                                  |
| Nursing Program Pinning Ceremony                      | Thursday, May 18, 2023  | 10:00 am - 11:00 am | Main Campus, Student Center (SC) Atrium                                  |
| Dental Hygiene Program Pinning Ceremony               | Thursday, May 18, 2023  | 12:15 pm - 1:15 pm  | Main Campus, Student Center (SC) Atrium                                  |
| Certificate Recognition Ceremony                      | Thursday, May 18, 2023  | 2:00 pm             | Main Campus, Physical Education Center (PEC)                             |
| GED & ICAPS Recognition Ceremony                      | Thursday, May 18, 2023  | 6:00 pm             | Main Campus, Physical Education Center (PEC)                             |
| Commencement Ceremony-AS, AES, AAS                    | Friday, May 19, 2023    | 2:00 pm             | Main Campus, Physical Education Center (PEC)                             |
| Commencement Ceremony-AA                              | Friday, May 19, 2023    | 6:00 pm             | Main Campus, Physical Education Center (PEC)                             |
| RAISE Graduation Ceremony                             | Thursday, May 25, 2023  | 4:00 pm - 5:00 pm   | Main Campus, Student Center (SC) Atrium                                  |
| Highway Construction                                  | Thursday, June 8, 2023  | 11:00 am            | Main Campus, Education Resource Center (ERC), Performing Arts Room (PAR) |