

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, July 8, 2025

Livestreaming Link: https://www.youtube.com/channel/UCwa3Fs6l4pWAR_4iDZPTNZA

(The link opens to the YouTube page; access the Board meeting by clicking on the “Live” video icon with the date shown above)

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 June 10, 2025
- G. General Presentation**
- H. Teaching, Learning & Communications Discussion: Board Liaison Trustee Goldsmith**
 - 1. Enrollment Update
 - 2. Human Services Generalist Certificate / New Curriculum
 - 3. Studer Education Contract
 - 4. Strategic Plan Goals Update: Implement Culture Survey Action Steps
 - 5. Kishwaukee Education Consortium Emergency Medical Technician (EMT) Memorandum of Understanding (MOU)
 - 6. Strengthening Community Colleges Training Grant Subaward Agreement: Highland Community College
 - 7. Strengthening Community Colleges Training Grant Subaward Agreement: McHenry County College
 - 8. *Informational Only*
 - a. Land Acknowledgement
- I. Finance Discussion: Board Liaison Trustee Cardenas Cudia**
 - 1. Purchase Reports (A, B, and C)
 - 2. Cash and Investment Report
- J. Operations Discussion: Board Liaison Trustee Trojan**
 - 1. Personnel Report
 - 2. Downtown West Construction Budget Update
 - 3. Change Order Update
 - 4. Rock Valley College Events Calendar
- K. Other Business: Unfinished Business/New Business**
- 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) 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:** July 22, 2025, at 5:15 p.m. The meeting will be held 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:** August 12, 2025, at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- P. Adjourn**

Paul Gorski, Board Chair

**Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, June 10, 2025
MINUTES**

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, June 10, 2025, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Chairperson Paul Gorski.

Roll Call

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

Mr. Paul Gorski

Mr. Robert Trojan

Dr. Jenna Goldsmith

Mr. Isiah Blake, Student Trustee

Ms. Kristen Simpson

The following Trustees were absent at roll call: Ms. Gloria Cardenas Cudia, Mr. John Nelson, and Ms. Crystal Soltow.

Also present: Dr. Howard J. Spearman, President; Dr. Keith Barnes, Vice President of Cultural Excellence; Dr. Terrica Huntley, Vice President of Human Resources; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Hansen Stewart, Vice President of Career and Technical Education and Workforce Development; Mr. Rick Jenks, Vice President of Operations; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ellen Olson, Vice President of Finance; Ms. Ann Kerwitz, Assistant to the President; Ms. Araceli Olvera, Interim Executive Assistant, Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations, Attorney Joseph Perkoski, Robbins Schwartz.

Board Member Attendance by Means Other than Physical Presence

A motion was made by Trustee Trojan, seconded by Trustee Simpson, to allow Trustee Crystal Soltow to join the meeting via teleconference. The motion was approved by a unanimous roll call vote. Trustee Soltow joined the meeting via telephone.

Communications and Petitions

There were no public comments, communications, or petitions to be recognized.

Recognition of Visitors

Dr. Spearman stated that visitors would be introduced during the General Presentations.

Review of Minutes

There were no comments on the minutes from the May 13, 2025, Board of Trustees Committee of the Whole meeting.

Trustee Nelson joined the meeting at 5:19 p.m.

General Presentations

1. Spring Brook Road Traffic Roundabout

Mr. Rick Jenks, vice president of operations, introduced Mr. Brett Rottinghaus of OPN Architects, Mr. Eric Moe, Client Executive, and Mr. Brad Lang, Professional Traffic Operations Engineer (PTOE) of IMEG. Vice President Jenks stated that the purpose of the presentation is to review the congestion issues at the Spring Brook Road entrance and parking lots 7 through 9. OPN and IMEG were tasked with finding a more efficient traffic pattern. Vice President Jenks said that the potential solution would not be implemented immediately, but that, for planning purposes, an understanding of RVC's future plans was needed.

To develop the documentation, IMEG reviewed RVC's Facilities Master Plan, gathered supporting documentation, and analyzed the traffic patterns. The City of Rockford proposed the roundabout concept. IMEG prepared cost assumptions for the Chartwell Roundabout, the Hubbard Roundabout, and the improvements to Ring Road and Lots Seven through Nine. They recommend enhancing campus access from Spring Brook Road by constructing the Chartwell Roundabout and reconfiguring the South Lot improvements. Discussion ensued. Vice President Jenks asked OPN and IMEG to develop two drawings: one with the existing entrance remaining the same, and another with a roundabout, including costs for RVC.

1. Athletic Fields Renovation Update

Dr. Spearman provided a brief response to the Trustees' questions from the May 13, 2025, Committee of the Whole meeting. The board received a recommendation from the Administration for the installation of artificial turf on the softball, baseball, and soccer fields. Dr. Spearman reiterated that the initial idea was to replace the natural grass, estimated at \$1.3 million, but RVC had a failed bid because the \$1.3 million replacement came in at \$3.1 million. RVC then considered replacing natural grass with artificial turf and estimated the associated costs and maintenance. It was then decided that artificial turf would be a better long-term option, with easier maintenance.

The Athletic Department addressed questions and concerns raised by the Trustees by providing data on athletic safety and preferences. Dr. Spearman stated that RVC, along with the Administration and Athletic Department, is satisfied with the information presented. They asked that the Board consider the Administration's recommendation to install artificial turf on the softball, baseball, and soccer fields. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Goldsmith

1. FY2025 Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2025 and FY2026 Enrollment Update. FY2025 is scheduled to end the week of June 9, 2025. Currently, there are no changes to report, as the numbers remain consistent. However, it is worth noting that FY2025 has exceeded both the budget and the stretch goal. The Summer II session for FY2026 will start on Monday, June 16, 2025. Vice President Snider stated that Summer II is operating at 125% of the budget and 120% of the stretch goal. In contrast, the Fall semester is at 70% of the budget and 68% of the stretch goal. Discussion ensued.

2. Renewal of the Studer Education Agreement

Dr. Spearman acknowledged that the Trustees viewed the presentation at the May 13, 2025, Committee of the Whole meeting; therefore, the Administration recommends that the Board extend the Studer Education agreement for two years. Chairperson Gorski subsequently sent out a confidential survey to the Cabinet, stating that most believe the studies were essential and effective in their decision-making, as well as for the College. He also noted that the Cabinet acknowledged the value of the training and coaching offered by Studer Education.

Trustee Trojan expressed his disappointment about not having access to the confidential survey questions and answers. Chairperson Gorski stated that he held back on sharing the information with the Trustees.

because he was waiting for one of the Cabinet members to respond to the survey. However, since he has discussed his findings, he will send the Trustees the questions and responses from the Cabinet.

3. Intergovernmental Agreement (IGA) 2025-2026 Illinois Department of Transportation (IDOT) Highway Construction Career Training Program (HCCTP)

Dr. Hansen Stewart, vice president of career technical education and workforce development, reviewed the Intergovernmental Agreement for the IDOT HCCTP program. Vice President Stewart reviewed the history of RVC and the HCCTP, as well as the training offered to students. He stated that he anticipates 24 trainees will participate in the program for FY2026 and that, under the Agreement, RVC will be compensated an amount not to exceed \$390,419 to administer the grant program.

Trustee Nelson inquired whether an attorney had reviewed the 2025-2026 IDOT HCCTP Intergovernmental Agreement. Vice President Stewart confirmed that RVC typically does not have grants reviewed by attorneys. In response, Trustee Nelson expressed his desire for the IGA to be reviewed by legal counsel. Chairperson Gorski then requested that the RVC attorneys review the grant-funded IGA.

4. Strategic Plan Goals Update: Caring Campus-Course Completion Rates

Dr. Amanda Smith, vice president of academic affairs, reviewed the Caring Campus-Course Completion Rates presentation. Dr. Smith explained that students who feel more connected to their colleges are more likely to be retained and achieve their academic goals. The Institute for Evidence-Based Change (IEBC) developed Caring Campus. Faculty collaborated with a consultant from IEBC to establish “caring behaviors” that will foster an enhanced sense of belonging for all students. Six behaviors were identified and will be rolled out to all faculty in the Fall of 2025.

Trustee Tojan asked about RVC’s comparability to the other community colleges in the area. Vice President Smith confirmed we have many similarities but noted that we lack the specific data requested. Discussion ensued.

5. Grants Update

Vice President Snider stated that RVC has 32 grants, each exceeding \$100,000, totaling \$16,431,702. Eleven of those grants are from Federal sources, including a multi-year grant of \$5,585,017 from the U.S. Department of Labor. The other 21 grants are from State sources, including six multi-year grants. Vice President Snider discussed the impact of the Federal funding climate and the outlook for FY2025 and FY2026. Discussion ensued.

Early College Items: As an introduction to the Early College items on the agenda, Dr. Stewart provided an overview of the Career Pathways Jump Start, Dual and Articulated Credit, Running Start, and Senior Semester programs, as well as agreements with the area high school districts.

The Career Pathways Jump Start Intergovernmental Agreement (IGA) program allows high school students to take dual credit courses that meet the requirements for a high school diploma and an RVC certificate in Fundamentals of Mechatronics, Certified Manufacturing Associate, Industrial Welder, Automotive Maintenance and Light Repair, Basic Electronics or 30 credits toward the Aviation Maintenance program certificate.

To provide consistency across school districts and align with the Dual Credit Quality Act, RVC developed the Dual and Articulated Credit Memorandum of Understanding (MOU) that offers dual credit for high school courses. These dual credit courses, taught by qualified high school instructors, are designed to allow eligible students to earn college credit while still in high school.

Running Start is a formal program that allows qualified students to attend RVC for their junior and senior high school years. Students may enroll in a two-year degree completion program, which will enable them to take courses that meet the requirements for both a high school diploma and an RVC associate degree

simultaneously. Alternatively, they may enroll in a one-year program that meets the requirements for both a high school diploma and one year of RVC credit courses simultaneously. The Running Start program will be administered through the Early College office at RVC in conjunction with the high schools enrolled in the program.

6. Career Pathways Jump Start Intergovernmental Agreements (IGA)

- a. Belvidere Community Unit School District #100 (New)

7. Dual and Articulated Credit Memoranda of Understanding (MOU)

- a. Belvidere Community Unit School District #100
b. Hononegah Community High School District #207

8. Running Start Intergovernmental Agreements (IGA)

- a. Belvidere Community Unit School District #100

Finance Discussion: Board Liaison Trustee Cardenas Cudia

1. Purchase Reports

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

Purchase Report A – FY2025 Amendments

A. Contractual Services – (Vendor Training Alliances – Continuing Education Center)

1.	Wolter, Inc.	Brookfield, WI	\$ 9,500.00*(1)
			Not to Exceed

Purchase Report B – FY2026 Purchases

A. Grounds – (Capital Expense)

1.	Team REIL	Union, IL	\$1,888,381.95*(1)
			Not to Exceed

B. Grounds – (Capital Expense)

2.	Field Turf USA	Chicago, IL	\$1,165,849.45*(2)
			Not to Exceed

C. Workbenches – (Office Equipment/Furniture – Current Capital Needs)

3.	Global Industrial Company, Inc.	Port Washington, NY	\$ 31,091.40*(3)

D. Software – (IT Administration – Maintenance Services Software Support)

4.	Entre Computer Solutions	Machesney Park, IL	\$ 27,666.00*(4)
			Not to Exceed
	CDW Government, Inc.	Chicago, IL	\$ 28,641.00
	Howard Technology Solutions	Laurel, MS	\$ 29,636.00
	Burwood Group	Chicago, IL	Declined to quote
	ITSavvy, LLC.	Addison, IL	Declined to quote

E. Boiler Replacement – (Boiler House – Plant, Operations, and Maintenance)

5.	Mechanical, Inc. DBA Helm Services	Freeport, IL	\$ 341,242.00*(5)
			Not to Exceed
	Hartwig Mechanical, LLC.	Harvard, IL	\$ 369,700.00

	Commercial Mechanical, Inc.	Dunlap, IL	\$ 427,900.00
	Nelson Piping Co.	Rockford, IL	\$ 453,200.00
	Miller Engineering Co.	Rockford, IL	\$ 457,776.00

F. Accounting Services – (Other Contractual Services – Adult Education)

6.	John Morrissey Accountants, Inc.	Rockford, IL	\$ 30,000.00*(6)
			Not to Exceed

G. Accounting Services – (Other Contractual Services – Refugee and Immigrant Services)

7.	John Morrissey Accountants, Inc.	Rockford, IL	\$ 25,000.00*(7)
			Not to Exceed

H. Web Application – (Subscriptions – Web Applications – SCC4 Adv Manufacturing Grant)

8.	American Government Services (AGS)	Hudson, WI	\$ 60,000.00*(8)
			Not to Exceed

I. Sign Language Services – (Other Contractual Services – Disability Support Services)

9.	Sorenson Communications	Salt Lake City, UT	\$ 60,000.00*(9)
			Not to Exceed

J. Publication – (College and Program Advertising – Marketing and Communications)

10.	CPC Printing & Promotions	Onalaska, WI	\$ 41,798.00*(10)
			Not to Exceed
	Aradius Group	Omaha, NE	\$ 46,607.00
	Meridian	Loves Park, IL	\$ 48,370.00
	Continental Web Press	Itasca, IL	\$ 50,448.00
	Liberty	Tinley Park, IL	\$ 70,563.00
	Mercury Print Productions	Rochester, NY	\$ 72,997.00

K. Consultant Services – (Consultant Services – IT – IT Administration)

11.	Ferrilli	Haddonfield, NJ	\$ 156,000.00*(11)
			Not to Exceed

Trustee Trojan stated he will abstain from voting on Purchase Report B because John Morrissey Accountants, Inc., is his accountant. He suggested removing John Morrissey Accountants, Inc. from Purchase Report B and creating a separate purchase report for items F and G. This will allow him to vote on the other items. Trustees agreed to make a separate purchase report with John Morrissey Accountants, Inc.

Purchase Report C – FY2026 Site Rentals

A. Rental – (Education Fund – Transitional Opportunity and Education/Adult Education Center, Rental – Facilities)

1.	The Iconic Building, LLC.	Rockford, IL	\$ 216,930.00*(1)
----	----------------------------------	---------------------	--------------------------

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

2.	Greater Rockford Airport Authority	Rockford, IL	\$ 11,500.00*(2)
----	---	---------------------	-------------------------

Purchase Report D – FY2026 Software Licensing Renewals

A. Software – (IT Administration – Maintenance Services Software Support)

1.	Alliance Technology Group	Hanover, MD	\$ 55,000.00*(1)
----	----------------------------------	--------------------	-------------------------

B. Software – (Plant Operations, and Maintenance – Administrative Software)

2.	Brightly Software, Inc.	Cary, NC	\$ 35,000.00*(2)
----	--------------------------------	-----------------	-------------------------

C. Software – (IT Administration – Maintenance Services Software Support)

3.	Burwood Group, Inc.	Chicago, IL	\$ 50,000.00*(3)
----	----------------------------	--------------------	-------------------------

D. Software – (IT Administration – Maintenance Services Software Support)

4.	Carahsoft	Reston, VA	\$ 136,000.00*(4)
----	------------------	-------------------	--------------------------

E. Software – (Education Fund – Administrative and Instructional Software)

5.	CDW-G	Chicago, IL	\$ 35,000.00*(5)
----	--------------	--------------------	-------------------------

F. Software – (IT Administration – Maintenance Services Software Support)

6.	CDW-G	Chicago, IL	\$ 80,000.00*(6)
----	--------------	--------------------	-------------------------

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

7.	CDW-G	Chicago, IL	\$ 132,800.00*(7)
----	--------------	--------------------	--------------------------

H. Software – (IT Administration – Maintenance Services Software Support)

8.	CDW-G	Chicago, IL	\$ 28,000.00*(8)
----	--------------	--------------------	-------------------------

I. Software – (IT Administration – Maintenance Services Software Support)

9.	Ellucian	Malvern, PA	\$1,300,000.00*(9)
			Not to Exceed

J. Software – (IT Administration – Maintenance Services Software Support)

10.	Ellucian	Malvern, PA	\$ 26,108.00*(10)
-----	-----------------	--------------------	--------------------------

K. Software – (IT Administration – Maintenance Services Software Support)

11.	Entrinsik, Inc.	Raleigh, NC	\$ 32,000.00*(11)
-----	------------------------	--------------------	--------------------------

L. Software – (IT Administration – Maintenance Services Software Support)

12.	GHA Technologies	Scottsdale, AZ	\$ 54,000.00*(12)
-----	-------------------------	-----------------------	--------------------------

M. Software – (IT Administration – Maintenance Services Software Support)

13.	Hyland, LLC.	Lenexa, KS	\$ 90,000.00*(13)
-----	---------------------	-------------------	--------------------------

N. Software – (Academy for Teaching and Learning Excellence (ATLE) – Instructional Software)

14.	Instructure, Inc.	Salt Lake City, UT	\$ 135,093.00*(14)
-----	--------------------------	---------------------------	---------------------------

O. Software – (Marketing – Website Services, Software and Support)

15.	Modern Campus	Camarillo, CA	\$ 45,000.00*(15)
-----	----------------------	----------------------	--------------------------

P. Software – (IT Administration – Administrative Software)

16.	Prey, Inc.	San Francisco, CA	\$ 25,000.00*(16)
-----	-------------------	--------------------------	--------------------------

Q. Software – (Financial Services – Administrative Software)

17.	Prophix Software, Inc.	Ontario, Canada	\$ 80,000.00*(17)
-----	-------------------------------	------------------------	--------------------------

R. Software – (Academic Affairs – Administrative Software)

18.	Watermark Insights, LLC.	Austin, TX	\$ 36,182.40*(18)
-----	---------------------------------	-------------------	--------------------------

S. Software – (Institutional Research and Planning – Administrative Software)

19.	Watermark Insights, LLC.	Austin, TX	\$ 71,200.24*(19)
-----	---------------------------------	-------------------	--------------------------

Purchase Report E - FY2025 Blanket Purchase Orders:

Vice President Olson reviewed the blanket purchase orders that had changed or had a higher dollar amount than those from the previous year. The information consisted of the vendor, city, state, description, the fiscal year 2025 amount, the fiscal year 2026 projected amount, and comments regarding the expense. See attached.

2. Cash and Investment Report

Vice President Olson presented the Cash and Investment Report through May 31, 2025. Total operating cash is \$38,921,760. Total operating cash and investments are \$103,733,777. The operating cash and investments have changed by \$4,488,001 since April 30, 2025. Total capital funds are \$73,618,424. Since April 30, 2025, the change in capital funds has been \$2,840,313. Ms. Olson stated that the total operating cash and investment funds were 101.98% of the FY2025 operating budget.

3. Resolution: Calling the Parameters Issuance of the General Obligation Bonds Not to Exceed \$56,250,000

Vice President Olson stated the resolution calling for the issuance of General Obligation Bonds, not to exceed \$56,250,000, is to set forth the bond parameters which include date, denomination, rate of interest, and maturities of the bonds, fix all details to the issue and execution thereof, and provide for the levy of a tax sufficient to pay both interest and principal of the bonds as they mature.

4. ESP/PSA/Administrative Salaries for 2025-2026 (FY2026)

Vice President Olson reviewed the proposed salary increases for the Educational Support Personnel (ESP), Professional Staff Association (PSA), and Administrative employees.

The RVC Board of Trustees is being asked to approve the following, effective July 1, 2025:

- Active full-time and continuous part-time employees in grades J through V.
- A 3.25% increase will be added to the base pay of each full-time ESP, PSA, and Administrative employee for the period of July 1, 2025, through June 30, 2026.
- Employees hired on or after July 1, 2025, are not eligible for this pay increase.
- The estimated fiscal impact is \$429,800.

5. Adopting the FY2026 Budget / 6. Certificate Attesting to the FY2026 Budget

Vice President Olson stated that the FY2026 Tentative Budget has not changed since the 30-day posting. The administration recommends that the Board of Trustees adopt the FY2026 Final Budget and the certificate attesting to the FY2026 Final Budget. Trustee Trojan asked what newspapers published the budget. Vice President Olson stated the Rock River Times and the Belvidere Daily Republican.

Operations Discussion: Board Liaison Trustee Trojan

1. Personnel Report

Vice President Rick Jenks reviewed the June 2025 Personnel Report, which included three appointments and six placeholders. There were no departures. Trustee Nelson inquired whether the placeholders will be filled by the Regular Board meeting. Dr. Huntley stated that she believes the interview process will be completed by the next board meeting. Discussion ensued.

2. Downtown West Update

Vice President Jenks presented an update for the Downtown West Project, stating that everything is on schedule as of the end of May and June 2025, and shared pictures of the construction site progress.

3. Classroom II Building (CLII) Update

Vice President Jenks stated that the Capital Development Board (CDB) has agreed to release funds for the remodeling of the CLII building. The CDB has chosen the Bailey Edward Architect firm from Chicago for this project. RVC has conducted initial meetings and walkthroughs with the design team. The CLII building is scheduled for completion by July 2028. Discussion ensued.

4. Change Order Update

Vice President Jenks provided an update on change orders. The first change order was for completion of the power shed construction, in which the contingency was not utilized; therefore, RVC received a credit, bringing the contingency balance to \$33,767.00. The second change order was for the security upgrade, totaling \$15,390.00, which included upgrades associated with the integration.

5. Rock Valley College Events Calendar

Vice President Jenks reviewed the RVC Events Calendar and highlighted the productions that Starlight Theatre will present this summer.

New Business/Unfinished Business

1. New Business:

Dr. Spearman stated that the President's Office will send information regarding the Belvidere and Rockford parades to the Board if they are interested in participating. He also reminded the Board about the SMART Camp, which is taking place at the Advanced Technology Center. Additionally, each Trustee received a copy of the Northwest Quarterly, which includes an article about Rock Valley College.

2. Unfinished Business:

Chairperson Gorski reminded the Board that in previous meetings, Electroform had requested a 10-year tax abatement. This request has been discussed at previous board meetings, and Board Chair Gorski stated that it will be voted upon at the next meeting.

Dr. Spearman recognized Mr. John Wicker, the new Executive Director of Information Technology.

Chairperson Gorski thanked everyone for their condolences towards his brother, who passed away a few months ago, and his mother, who passed away on June 6, 2025.

Adjourn to Closed Session

At 7:25 p.m., Trustee Trojan made a motion, seconded by Trustee Simpson, 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) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), and/or 3) 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 8:04 p.m., a motion was made by Trustee Simpson, seconded by Trustee Trojan, to adjourn the closed session and return to open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on Tuesday, June 24, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of 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 Tuesday, July 8, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

Adjourn

At 8:05 p.m., a motion was made by Trustee Trojan, seconded by Trustee Simpson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Dr. Jenna Goldsmith, Secretary

Paul Gorski, Chairperson

FY2026 Enrollment Update
Board of Trustees Committee of the Whole – July 8, 2025

Term	Unduplicated Headcount				Credit Hours				Budget		Stretch	
	FY2025	FY2026	Change	% Change	FY2025	FY2026	Change	% Change	Budget	% to Budget	Goal	% to Goal
Summer II	1,857	2,186	329	17.72%	8,246	9,576.5	1,330.5	16.14%	7,900	121.2%	8,200	116.8%
Fall	3,707	3,927	220	5.93%	38,398	40,540	2,142	5.58%	52,400	77.4%	54,600	74.2%
Subtotal (Summer II + Fall)	5,564	6,113	549	9.87%	46,644	50,116.5	3,472.5	7.44%	60,300	83%	62,800	79.8%
Winterim									1,400		1,500	
Spring									48,800		51,000	
Subtotal (Summer II + Fall + Winterim + Spring)									110,500		115,300	
Summer I									4,500		4,700	
Total									115,000		120,000	

Sources: FY2026 Summer II and Fall Enrollment Tickers (06/30/2025)

Important Dates:

- Summer II (8-Week & First 4-week) classes began, Monday June 16. Second 4-week session begins Monday, July 14.
- Fall weekend classes begin Saturday, August 16, 2025.
- Fall weekday classes begin Monday, August 18, 2025.

Human Services Generalist Certificate



Board of Trustees Committee of the Whole Meeting
July 8, 2025

Amanda Smith, Ed.D., Vice President of Academic Affairs

Executive Summary

What:

The Human Services Program at Rock Valley College is dedicated to preparing students to become compassionate, skilled, and culturally competent professionals who positively impact the well-being of those they serve.

Why:

The Human Services program is proposed to address the need for increased social work and human services in the region.

This certificate will prepare completers for entry-level positions by addressing such areas as group processes, families and children, and ethical and legal issues in Human Services.

Next Steps:

Students can transfer to the University of Illinois Urbana-Champaign's Social Work program with an Associate of Arts degree. Additional certificates leading to an Associate in Applied Science in Human Services are being developed.

The What:

The Human Services Program at Rock Valley College is guided by a philosophy rooted in the principles of community engagement, social responsibility, and empowering individuals and communities. Our program is dedicated to preparing students to become compassionate, skilled, and culturally competent professionals who positively impact the well-being of those we serve.

Human Services courses introduce:

- Human Services Theory
- Group Processes
- Families and Children
- Ethical and Legal Issues
- Addictions
- Crisis Intervention

The Why:

- The Human Services program is proposed to address the need for increased social work and human services in the region. Community efforts support the need for a skilled workforce in the field of human services.
- A robust advisory committee informed the curriculum and design of the program, including:

Carpenter's Place

Region One Planning Council

Family Peace Center

Remedies Renewing Lives

Four Corners Wellness Center

Rock House Kids

Northwestern IL Area Agency on Aging

Rockford Sexual Assault Counseling

Northwest Community Center

The LIAM Foundation

RAMP Center for Independent Living

YMCA of Rock River Valley

The Why:

- Labor market data support the growth of entry-level employment opportunities in human services.
- There is an anticipated 4.7% job growth.
 - 173 annual openings.
 - Median earnings of \$42,500 annually.

Lightcast Q1 2025 Data Set

Program Objectives:

Students completing the Human Services Generalist Certificate will learn the following student learning objectives:

- Explain what is meant by “contemporary human services.”
- Explain the needs of various client populations.
- Apply the professional ethical standards of the human services field.
- Illustrate the importance of various perspectives.
- Demonstrate comprehension in leadership development.

Certificate Courses:

Students completing the Human Services Generalist Certificate will complete the following courses:

Course	Course Title	Credit Hours
HSR-101	Introduction to Human Services	3
HSR-102	Introduction to Group Processes	3
HSR-105	Working with Families and Children	3
HSR-107	Ethical and Legal Issues in Human Services	3
HSR-201	Crisis Intervention	3
HSR-211	Understanding Addictions	3
HSR-215	Advocacy in Human Services	3
STU-103	Workplace Ethics	1

Next Steps:

- The program will develop additional stackable certificates that lead to an AAS in Human Services.



- Students completing the Associate of Arts degree will be able to transfer to the Bachelor's degree in Social Work at the University of Illinois, Champaign-Urbana.

Illinois Community College Board

Application for Permanent Approval Career & Technical Education Curriculum

COLLEGE NAME:	Rock Valley College	5-DIGIT COLLEGE NUMBER:	51101
CONTACT PERSON:	Jenn Mickelson	PHONE:	815-921-4257
EMAIL:	J.Mickelson@RockValleyCollege.edu	FAX:	N/A

CURRICULUM INFORMATION

AAS TITLE:		CREDIT HOURS:		CIP CODE:	
AAS TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:	Human Services Generalist	CREDIT HOURS:	22	CIP CODE:	44.0000
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	

PROPOSED CLASSIFICATION:	District	<input checked="" type="checkbox"/>	Regional		Statewide	
PROPOSED IMPLEMENTATION DATE:	8/16/2025					

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

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

ICCB USE ONLY:			
ICCB APPROVAL DATE:	AAS:	<29 ch Cert:	30+ ch Cert:
IBHE APPROVAL DATE for AAS:			

Please note: ICCB Use only Box must remain on front page of Application Form.

APPLICATION FOR PERMANENT APPROVAL CAREER & TECHNICAL EDUCATION CURRICULUM

INSTRUCTIONS

Community Colleges are required to submit requests to offer new degrees and certificate programs to the ICCB for review and approval. **The curriculum approval application should be completed in its entirety, with one electronic copy (MS Word format or MS Word and PDF) emailed to ICCB staff.**

Please send applications via email to:

Tricia Broughton, Director for Curriculum & Instruction

tricia.broughton@illinois.gov

Application. Complete the Form 20 as indicated. Include the Form 22 "Curriculum Addition/Withdrawal/Change to the Curriculum Master File". **NOTE:** The signature boxes must remain on the cover page of the application.

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

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

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

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

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART A: Feasibility, Curriculum Quality and Cost Analysis

FEASIBILITY

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

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

The former Human Services program was sunset a number of years ago. Since then, there has been a renewed emphasis on social work and human services in the region, in order to support the needs of our community; a need for services for families struggling with violence and other social problems, such as drug and alcohol addiction. The college decided to design the Human Services program to fit that need. Research found that other community colleges in Illinois continue to offer expanded Human Services degrees with certificate components, such as Addictions Counseling, Applied Gerontology, Domestic/Family Violence, Human Services Generalist, and Veterans Counseling. The college elected to focus on the Human Services Generalist as our first certificate. The employment goal of this certificate is to prepare completers for entry-level positions in the workplace.

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

This program will be directed to adult learners as it will lead to employment.

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

The career cluster for the Human Services Generalist certificate would be Healthcare and Human Services. Specific job positions for which completers will be prepared to obtain entry level employment would be Community and Social Service Specialists, and Social and Human Service Assistants.

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

There is a true need for human services generalists in the region. There is a projected increase of 4.7% of jobs in the area, with an anticipated 173 annual openings. There are no other certificate programs in the region, and this certificate will support these labor market needs.

e. Alternate Documentation. If labor market data is not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of program need.

This might include survey data, local classified /online advertisements for related occupations, or job outlook information from reputable sources. Append to Part B of this application. See ICCB's "Labor Market Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval" for more information. [Appendix B - Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval](#)

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

The Human Services program is one of the programs that will be housed at RVC Downtown West. This initiative is extremely important to the college's overall plan, as it is increasing access and providing exceptional educational opportunities for the downtown and west-side areas.

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

The program has worked with their advisory committee to ensure there is need for a Human Services program at Rock Valley College. Information was gathered regarding the skills needed for a successful program from professionals in the area.

The program is also collaborating with the Social Work Opportunities Taskforce, a consortium of area educational partners, including Rockford Public Schools, Rockford University, University of Illinois-Urbana Champaign, and University of Illinois-Chicago College of Medicine.

- 2. Employer Partners.** Complete the Employer Partner Chart by listing all employer partners and their locations (Part B). Employer partners include those that are actively engaged in the development, implementation, and evaluation of the CTE program. Additionally, employer partners may be engaged in the work-based learning component of the program and where successful students may obtain available employment.

**Carpenter's Place, Rockford, IL
Family Peace Center, Rockford, IL
Northwestern Illinois Area Agency on Aging, Rockford, IL
Northwest Community Center, Rockford, IL
Remedies Renewing Lives, Rockford, IL
Rock House Kids, Rockford, IL
Rockford Sexual Assault Counseling, Rockford, IL
The LIAM Foundation, Rockford, IL
YMCA of Rock River Valley, Rockford, IL**

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

Attached.

g. Addressing Issues of Equity. Describe institutional-level plans to close equity gaps as it pertains to students and the proposed program(s).

1. Institutional Plan. Describe the institution's plan, as it relates to the proposed program(s), for attracting, recruiting, retaining, and completing a diverse group of students including working adults, students of color, low-income students or students from other underrepresented/underserved backgrounds.

The college has a commitment to recruit underrepresented student populations into CTE programs through various efforts, both event-focused and materials-focused. Program materials are disseminated through bus tails, billboards, radio spots and TV ads, strategically placed or available to underrepresented populations, such as low income, adult education and English language learners.

2. Support Services. Describe the institutions and/or program-specific student support services to ensure equitable access and success for all students enrolled in the proposed program(s).

The Human Services program works with TRIO Student Support Services and their Achieve and Complete programs to provide wrap around services for students. We also have very capable tutoring support that can provide a wide array of subject matter support. We also offer embedded tutoring in some of our courses, so students have access without leaving the classroom.

In general, students receive wraparound support, which includes academic and transfer advising, career services, advising and placement, financial aid and financial literacy advising as well as personal and success counseling as part of the RVC package of student support.

3. Evidence-based Practices. What evidence-based best practices has the college identified and will deploy to ensure equitable completion of programs and/or credentials.

The College employs practices that will support course and certificate completion. The program is designed to be completed in a short timeframe, which will allow students to enter the workforce and obtain a living wage. There are also programs available which provide essential wrap-around services, providing case management that will increase the likelihood of completions, such as TRiO.

4. Data Collection. Has your college established a target for (disaggregated) enrollment? How are you monitoring progress and collecting information to assess completion of credentials and programs to ensure equitable outcomes?

The College has a goal of having an enrollment in all programs that is reflective of the college community. This would be a goal of an enrollment of 12% Black/African American and 16% Hispanic. Disaggregated data regarding enrollment and completion data is reviewed each year, and fully analyzed during each Program Review.

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

Joliet Junior College and Elgin Community College both offer Human Services programs. College of DuPage, College of Lake County, and Lake Land Community College offer programs in Social Work.

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

N/A

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

The University of Illinois College of Medicine invited RVC to collaborate on a grant through the Winnebago County Mental Health Board. This grant would support the development of a pathway from high school through a master's degree in social work. Additionally, the City of Rockford Mayor's Office of Domestic Violence and Human Trafficking Prevention and the 17th Judicial Circuit Domestic Violence Coordinated Court recently supported the creation of the Family Peace Center, based on the results of the community study conducted by the Alliance for Hope, which found a need for services for families struggling with violence and other social problems, such as drug and alcohol addiction.

There is a great need for human services within our region. We see this through both community conversations and labor market information. According to Lightcast Program Development & Review, there is an anticipated 4.7% increase in job growth in the area of Human Services, with 173 job openings annually. There is also much conversation in the region discussing the need for Human Services and Social Workers as the region seeks to address mental health needs, domestic violence, and opioid dependence.

CURRICULUM QUALITY

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

The curriculum for this program is developed using guidance from the Council for Standards in Human Services Education, with CSHSE accredited programs serving as models. Further, we have established and are guided by an advisory committee comprised of professionals representing a variety of agencies and institutions working to meet the human needs of our area populations. As such, coursework aims to provide knowledge and skill development in understanding human needs and in providing ethical and appropriate intervention strategies.

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

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

The Human Services Program at Rock Valley College is guided by philosophy, rooted in the principles of community engagement, social responsibility, and the empowerment of individuals and communities. Our program is committed to preparing students to be compassionate, skilled, and culturally competent professionals, who make a positive impact on the well-being of those we serve.

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

3) Pre-admission requirements. Provide a list of courses (including course prefix, number, title, and credit hours) that are required pre-admission requirements to the program, or are required pre-requisite courses to required courses in the proposed program.

Students who enter the college may enroll in this program. There are no additional placement requirements. Students needing additional supports will be provided opportunities for academic tutoring, and instructors will work with students to ensure student success.

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

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

The Human Services Generalist certificate is designed to align with educational opportunities at both the secondary level and the university level. Area high schools offer dual credit opportunities that align with the Human Services Generalist certificate.

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

N/A

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

This certificate may ladder to Associates of Arts degree.

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

The College is actively working with two universities to establish articulation agreements that would work with the Human Services Generalist certificate when embedded within the Associates of Arts degree.

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

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

Some general basic skills are required for this certificate, such as those skills students have when they enter the college. There are no additional placement requirements. This certificate program is designed to provide students with the foundation they need to start a career in human services, even if they have no prior experience. Students needing additional support will be provided opportunities for academic tutoring, and instructors will work with students to ensure student success.

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

We have not included general education courses in the certificate, as the courses are all part of the Human Services program. However, general education skills are woven into the coursework, as critical thinking, communication and ethical reasoning are essential for success in the human services field.

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

As the certificate was designed, alignment was conducted to ensure industry standards are included. In particular, the Council for Standards in Human Services Education was consulted. Students will not need to be certified to be employed.

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

It is essential that students learn and employ essential employability skills that prepare them to enter the workforce. Employability skills are woven throughout the program, with expectations set in each class. The Human Services program is intentional about pursuing opportunities for students to experience work-based learning activities and internships. Partnering with RVC Career Services, local employers, former students, and community contacts provides a variety of experiences for students.

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

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

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

Attached.

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

Advisory Committee members and industry contacts are both venues for students to connect with work-based learning opportunities.

Secondary to Postsecondary Continuum

Through relationships with secondary school instructors and administration through the Advisory Committee and various MOUs with local high schools, Rock Valley College has sought to normalize and establish effective relationships between secondary and postsecondary curricula.

Career Exploration Opportunities

The program will seek to create Work Experience opportunities through the local One-Stop Operator. This will allow students to have a unique perspective on job opportunities that are available after completion of their certificate.

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

N/A

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

While not required, the program will seek accreditation through the Council for Standards in Human Services Education. The College is currently a member of the Council, and the various standards are being woven into the curriculum. Accreditation can be sought within two years of offering of courses.

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

1) Student Learning Objectives. Describe or list the broad program-level learning objectives/outcomes that each student is expected to have mastered upon completion of each program related to:

- the general education component of the curriculum, and
- the career and technical education component of the curriculum.

Students completing the Human Services Generalist certificate will have the following student outcomes:

- 1. Explain what is meant by “contemporary human services”.**
- 2. Explain the needs of various client populations.**
- 3. Apply the professional ethical standards of the human services field.**
- 4. Illustrate the importance of various perspectives.**
- 5. Demonstrate comprehension in leadership development.**

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

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

- **Written exams**
- **Written demonstrations**
- **Policy engagement project and presentation**
- **Reflection essay writing**

f. Continuous Quality Improvement.

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

Rock Valley College will use continuous quality improvement to ensure the curricula remains relevant and rigorous. Multiple methods of assessment will be employed, including the feedback received from the Advisory Committee. The College will also ensure that a program review is completed during the five-year

cycle to ensure relevance. The College will also connect with the Local Workforce Innovation Board and area employers to ensure the curricula meet industry standards.

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

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

2. Unique or noteworthy features of the program. Describe how the proposed program(s) stands apart from other programs similar in nature. Include Information on instructional delivery method(s). (i.e., classroom only, online only, hybrid, distance learning).

There is a great need in our community for supportive and wrap-around services. By building the program back from scratch, the college was able to listen to feedback from Advisory Committees and truly incorporate into the curriculum. The elements of this certificate are truly reflective of community needs.

3. Faculty Requirements. Describe the minimum/required qualifications for faculty, including educational/professional/work experience/teaching qualifications; the number of new and existing full- and part-time faculty required to support the proposed program; and how the institution plans to address issues of equity among faculty as it relates to the proposed program(s).

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

Attached.

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

Attached.

c. Professional Development of Faculty. Describe how the institution will provide professional development opportunities for faculty (e.g. to remain updated with relevant industry knowledge, to better understand working with students of color/cultural sensitivity, etc.)?

Faculty are provided three days of professional development at the campus, focusing on pedagogical trainings, professional development in cultural competency and equity, and assisting students of special populations. Additional workshops are available throughout the academic year. Adjuncts are invited to these opportunities as well.

Each faculty member also receives \$500 toward their professional development. For professional development opportunities that exceed that amount, faculty can utilize Perkins funding to support those expenses.

d. Addressing Issues of Equity. Describe the institutions plan, as it relates to the proposed program, to attract and retain a diverse faculty, staff, and administration (e.g. exposure may include through clinical experiences, to community leaders in relevant programs, etc.)?

The College works closely with the community to attract and retain students who represent many special populations, including working adults, students of color, low-income students, and other underserved populations. The program may be approved for funding through WIOA Title I. The college will work with the students who entered the program through those opportunities, to encourage them to remain engaged and complete certificates.

The College is developing a plan to increase the diversity in the workforce. The College has implemented DDI targeted selection interviewing when hiring new faculty in an effort to reduce bias. The College is also committed to supporting the faculty and staff to move to a more inclusive environment, through completion of the Intercultural Development Inventory and supported activities.

Students will continue to have exposure to diversity not only in the classroom but through industry visits, etc.

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

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

The Arts & Social Sciences division will oversee the Human Services program. This will include responsibilities of hiring and retaining qualified instructors, program content and program quality. This division is a part of Academic Affairs, and will have oversight also by the Vice President of Academic Affairs/CAO. The program will also have a Human Services Coordinator who will coordinate the implementation of the instruction, work-based learning opportunities, and other relevant tasks.

b. Contractual/Cooperative Agreements. Append to Part B

N/A

COST ANALYSIS

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

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

The College will utilize institutional funds to support the Human Services Generalist certificate. No additional equipment is required to implement the certificate being proposed. Adjuncts will be employed to teach the courses.

NOTE for Perkins funded CTE programs: In order for CTE programs to be supported, in whole or part, by federal Perkins funding, they must meet or be working towards fulfilling the federal and state requirements of a Program of Study. Applicants should include a statement as to whether they have completed (or are in progress to complete) the Perkins Programs of Study process for relevant programs.

See the policy notice Appendix C: Using Perkins funding to Support New and Existing CTE Programs attached to this Manual for more information.

N/A

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

Attached.

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

The College will utilize existing classroom space to implement the certificate. The College is also in the midst of a building project, building an additional campus in the downtown west portion of the region. This will significantly increase access to adults in our community.

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

Attached.

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART B: Supportive Documentation and Data

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

OCCUPATIONAL DEMAND

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

1. b) Occupational Chart. List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.		
Soc Job Codes & Titles * Other Job titles if alternate date also submitted	Annual District Openings*	Employment Projections: Annual Program Completers ** (indicate from which surrounding districts)
22-1099 Community & Social Service Specialists 21-1093 Social & Human Service Assistants	173	16

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

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

1. c) Enrollment Chart. Provide an estimate of enrollments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).			
	First Year	Second Year	Third Year
Full-Time Enrollments:	10	10	20
Part-Time Enrollments:	10	10	10
Completions:	10	15	20

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

1. f) Employer Partnerships. List all employer partners and locations (city/state). Employer partners include those that are actively engaged in the development, implementation, and evaluation of the CTE program. Add rows as necessary.

Employer	Location (City/State)
Carpenter's Place	Rockford, IL
Family Peace Center	Rockford, IL
Four Corners Wellness Center	Rockford, IL
Northwestern Illinois Area Agency on Aging	Rockford, IL
Northwest Community Center	Rockford, IL
RAMP Center for Independent Living	Rockford, IL
Region 1 Planning Council	Rockford, IL
Remedies Renewing Lives	Rockford, IL
Rock House Kids	Rockford, IL
Rockford Sexual Assault Counseling	Rockford, IL
The LIAM Foundation	Rockford, IL
YMCA of Rock River Valley	Rockford, IL

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

Course	Description	Credit
Semester 1		
HSR-101	Introduction to Human Services	3
HSR-102	Introduction to Group Processes	3
HSR-105	Working with Families and Children	3
HSR-107	Ethical and Legal Issues in Human Services	3
Semester 2		
HSR-201	Crisis Intervention	3
HSR-211	Understanding Addictions	3
HSR-215	Advocacy in Human Services	3
STU-103	Workplace Ethics	1

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

N/A

CURRICULUM STRUCTURE

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

Program Title:					
	Course Prefix/#	Course Title	Credit Hours	Lecture Hours	Lab Hours
General Education Courses (<i>required</i> coursework). Specify Courses.					
Total					
Career and Technical Education (CTE) Courses (<i>required</i> coursework)	HSR-101	Introduction to Human Services	3	3	0
	HSR-102	Introduction to Group Processes	3	3	0
	HSR-105	Working with Families and Children	3	3	0
	HSR-107	Ethical and Legal Issues in Human Services	3	3	0
	HSR-201	Crisis Intervention	3	3	0
	HSR-211	Understanding Addictions	3	3	0
	HSR-215	Advocacy in Human Services	3	3	0
	STU-103	Workplace Ethics	1	1	0
Total					
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)					
Total					
CTE Electives					
Total					
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION			22		

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

FACULTY REQUIREMENTS

3. a) Faculty Qualifications. Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study (i.e. Cosmetology Instructor Certification to teach Cosmetology).

Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
Master's Degree	Human Services, Psychology, Sociology, or Social Work or Related field	Licensure is preferred.		

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

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty	0	2	0	2	1	0
# of Existing Faculty	0	1	0	3	0	5

FISCAL SUPPORT

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

4. b) Finance Chart. Identify projected new direct costs to establish the program over the next three years. *Capital projects that use state funds require prior ICCB approval, as do capital projects over \$250,000 that use local funds.

	First Year	Second Year	Third Year
Faculty Costs	0.00	0.00	72,000.00
Administrator Costs	63,000.00	63,000.00	63,000.00
Other Personnel costs (specify positions)			
Equipment Costs (append list)			
Library/LRC Costs			
Facility Costs*			
Other (specify)			

TOTAL NEW COSTS	\$63,000.00	\$63,000.00	\$135,000.00
------------------------	--------------------	--------------------	---------------------

Human Services, General (44.0000)

Contents

About Lightcast	1
Program Definition	2
Competitive Landscape	3
Labor Market Demand	7
Relevant Skills	19

About Lightcast

Lightcast is a labor market analytics firm that is passionate about providing meaningful data for colleges and their students.

Our data is trusted by a breadth of users including researchers at colleges and universities, economic development organizations, and Fortune 500 companies.

Lightcast data offers a three-pronged approach to labor market information:

1. Our traditional LMI combines dozens of government sources from agencies like the Bureau of Economic Analysis, U.S. Census Bureau, and Bureau of Labor Statistics into one dataset that details industries, occupations, demographics, academic programs, and more.
2. Lightcast's job posting analytics give a real-time look into the needs of employers in today's labor market. Each month, millions of postings are scraped from employer sites and job boards, de-duplicated, and compiled into an actionable dataset.
3. Lightcast also leverages workforce profiles—an innovative database of more than 100 million resumés and professional profiles that are aggregated from the open web. These profiles unify information for workers—such as education, employment history, skills, and more—to reveal robust detail on what is happening in today's workforce.

Together, these data related to labor market demand, relevant skills, and the competitive landscape help colleges and universities make informed decisions about their program offerings.

Program Definition

Institution:

Code	Description
148380	Rock Valley College

Program in Question:

Code	Description
44.0000	Human Services, General

Competitive Landscape

Institution Sectors:

Description	Description
Administrative Unit Only	Private not-for-profit, 2-year
Public, 4-year or above	Private for-profit, 2-year
Private not-for-profit, 4-year or above	Public, less-than-2-year
Private for-profit, 4-year or above	Private not-for-profit, less-than-2-year
Public, 2-year	Private for-profit, less-than-2-year

Education Levels:

Description
Bachelor's Degree

Program Type:

Description	Description
Distance Offered (Includes Hybrid & Mixed Modality Programs)	Non-Distance Offered Programs

Region:

Code	Description	Code	Description
17007	Boone County, IL	17201	Winnebago County, IL
17037	DeKalb County, IL	55045	Green County, WI
17111	McHenry County, IL	55059	Kenosha County, WI
17141	Ogle County, IL	55105	Rock County, WI
17177	Stephenson County, IL	55127	Walworth County, WI

Student Charges Type:Tuition & Fees

Student Charges Grad Status:Undergraduate


Student Charges Residency:In-State

Program Overview

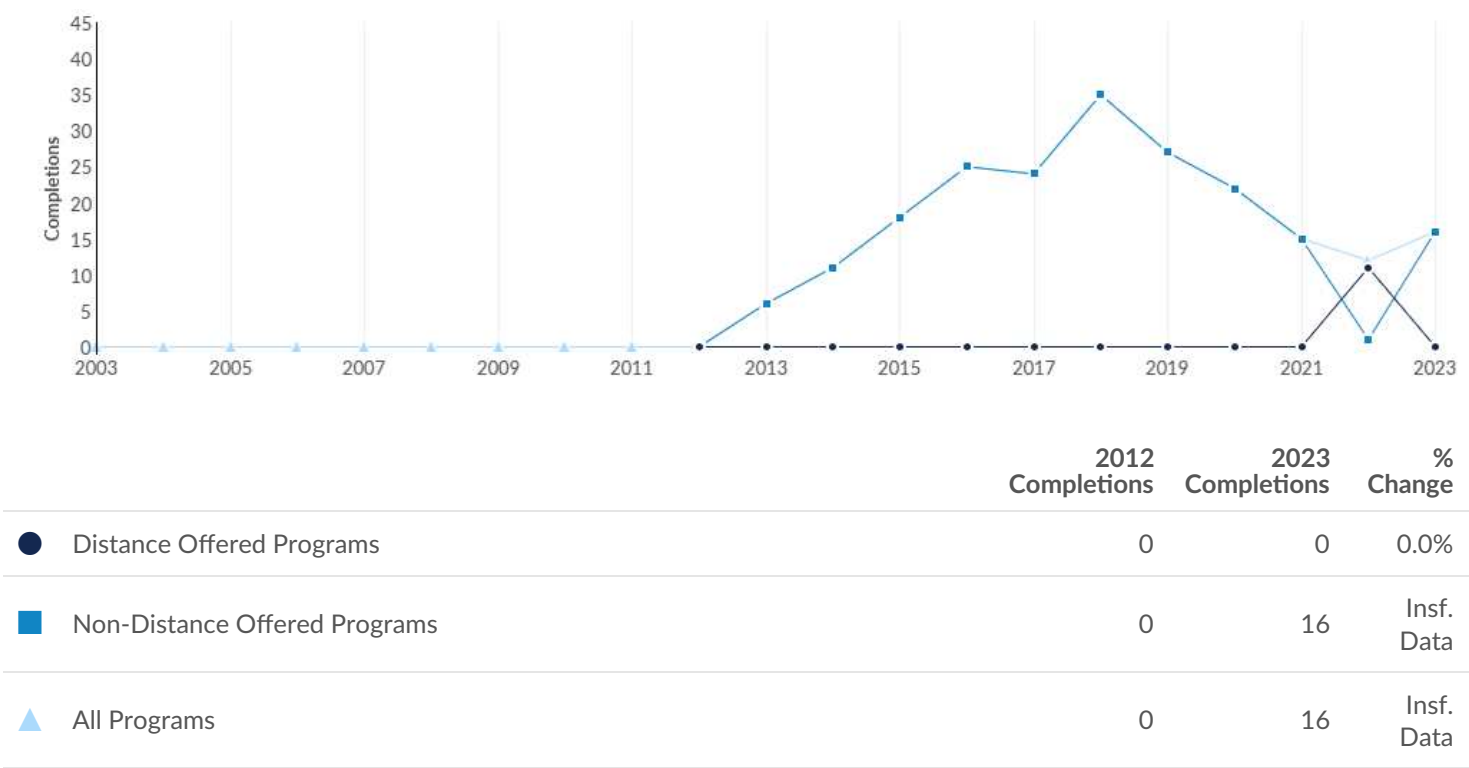


	Completions (2023)	% Completions	Institutions (2023)	% Institutions
<div></div> All Programs	16	100%	1	100%
<div></div> Distance Offered Programs	0	0%	0	0%
<div></div> Non-Distance Offered Programs	16	100%	1	100%

Completions by Institution

Institution	Bachelor's Degree Completions (2023)	Growth % YOY (2023)	Market Share (2023)	IPEDS Tuition & Fees (2023)	Completions Trend (2019-2023)
Northern Illinois University	16	45.5%	100.0%	\$12,506	

Regional Trends



Labor Market Demand

Labor Market Area Selection:

Code	Description
17007	Boone County, IL
17037	DeKalb County, IL
17111	McHenry County, IL
17141	Ogle County, IL
17177	Stephenson County, IL

Code	Description
17201	Winnebago County, IL
55045	Green County, WI
55059	Kenosha County, WI
55105	Rock County, WI
55127	Walworth County, WI

Target Occupations:

Code	Description
21-1099	Community and Social Service Specialists, All Other

Code	Description
21-1093	Social and Human Service Assistants

Degree Levels:Any

Completions Year (default):2023

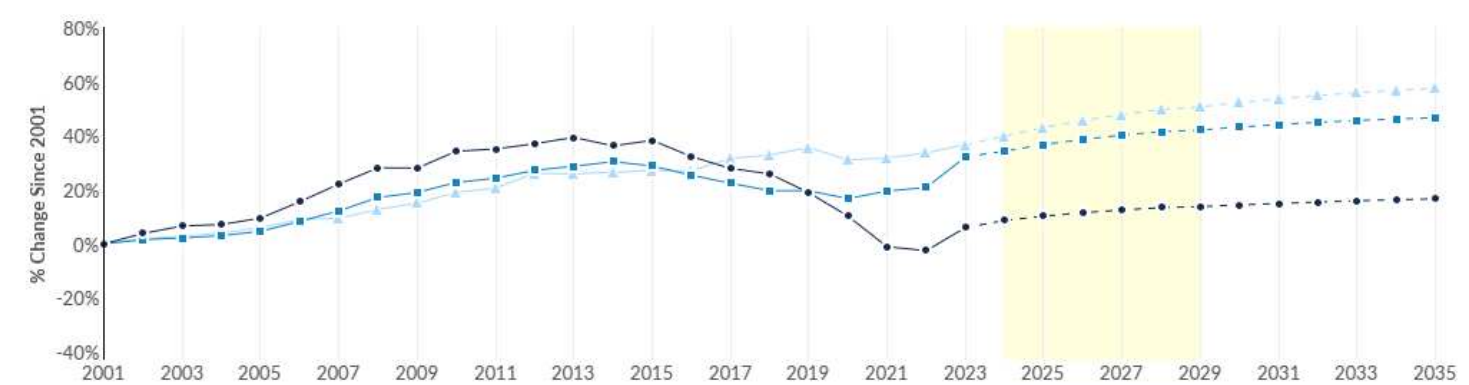
Jobs Year (default):2024

Target Occupations

<div>1,530</div> <div>Jobs (2024)</div> <div>14% below National average</div>	<div>+4.7%</div> <div>% Change (2024-2029)</div> <div>Nation: +7.8%</div>	<div>\$19.11/hr</div> <div>\$39.8K/yr</div> <div>Median Earnings</div> <div>Nation: \$20.45/hr;</div> <div>\$42.5K/yr</div>	<div>173</div> <div>Annual Openings</div>
---	---	---	---

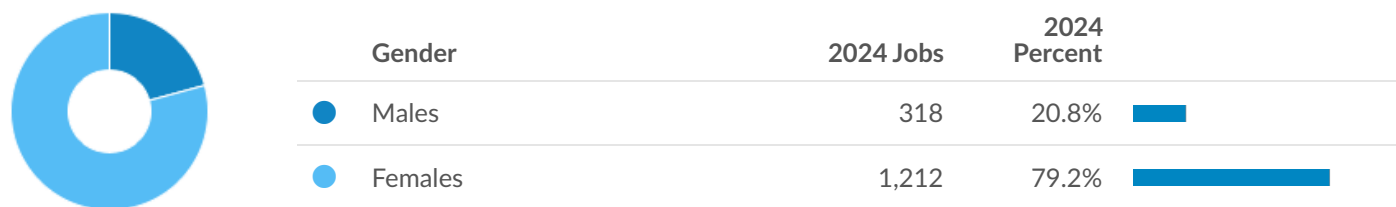
Occupation	2024 Jobs	Annual Openings	Median Earnings	Growth (2024 - 2029)
Social and Human Service Assistants	1,369	155	\$18.89/hr	+4.67%
Community and Social Service Specialists, All Other	161	18	\$21.68/hr	+4.97%

Regional Trends

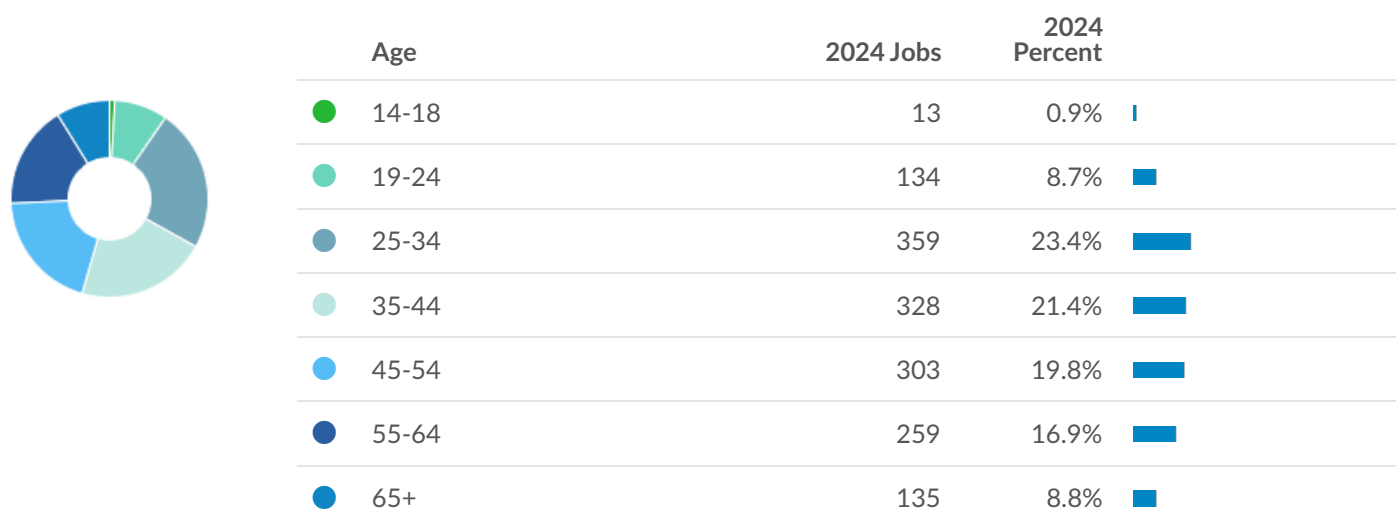


Region	2024 Jobs	2029 Jobs	Change	% Change
● Region	1,530	1,602	72	4.7%
■ State	33,263	35,202	1,939	5.8%
▲ Nation	555,776	599,099	43,323	7.8%

Occupation Gender Breakdown



Occupation Age Breakdown



Occupation Race/Ethnicity Breakdown



Race/Ethnicity	2024 Jobs	2024 Percent	
White	942	61.5%	<div></div>
Black or African American	296	19.4%	<div></div>
Hispanic or Latino	217	14.2%	<div></div>
Two or More Races	39	2.6%	<div></div>
Asian	29	1.9%	<div></div>
American Indian or Alaska Native	6	0.4%	<div></div>
Native Hawaiian or Other Pacific Islander	1	0.1%	<div></div>

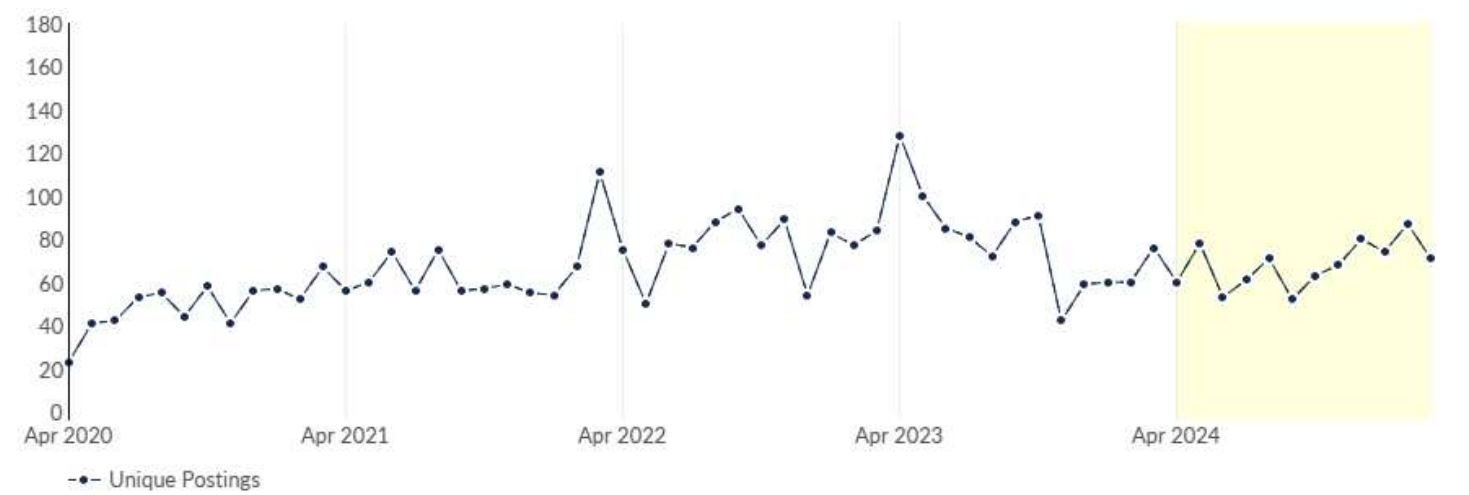
Job Postings Summary

<div>818</div> <div>Unique Postings</div> <div>2,407 Total Postings</div>	<div>3 : 1</div> <div>Posting Intensity</div> <div><div></div></div> <div>Regional Average: 3 : 1</div>	<div>222</div> <div>Employers Competing</div> <div>8,514 Total Employers</div>	<div>25 days</div> <div>Median Posting Duration</div> <div>Regional Average: 25 days</div>
---	---	--	--

There were **2,407** total job postings for your selection from April 2024 to March 2025, of which **818** were unique. These numbers give us a Posting Intensity of **3-to-1**, meaning that for every 3 postings there is 1 unique job posting.

This is close to the Posting Intensity for all other occupations and companies in the region (3-to-1), indicating that they are putting average effort toward hiring for this position.

Unique Postings Trend



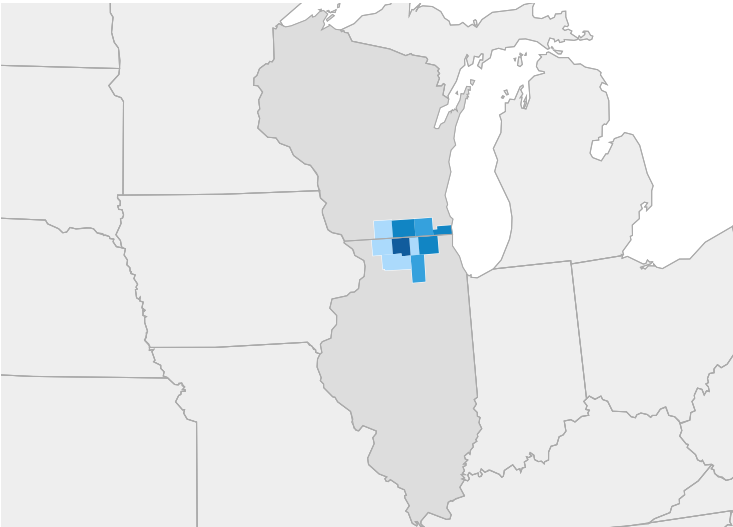
Month	Unique Postings	Posting Intensity
Mar 2025	71	2 : 1
Feb 2025	87	2 : 1
Jan 2025	74	2 : 1
Dec 2024	80	3 : 1
Nov 2024	68	3 : 1

Month	Unique Postings	Posting Intensity
Oct 2024	63	3 : 1
Sep 2024	52	4 : 1
Aug 2024	71	4 : 1
Jul 2024	61	2 : 1
Jun 2024	53	4 : 1
May 2024	78	3 : 1
Apr 2024	60	3 : 1
Mar 2024	76	3 : 1
Feb 2024	60	2 : 1
Jan 2024	60	2 : 1
Dec 2023	59	3 : 1
Nov 2023	42	4 : 1
Oct 2023	91	2 : 1
Sep 2023	88	3 : 1
Aug 2023	72	2 : 1
Jul 2023	81	3 : 1
Jun 2023	85	3 : 1
May 2023	100	2 : 1
Apr 2023	128	2 : 1
Mar 2023	84	3 : 1
Feb 2023	77	2 : 1
Jan 2023	83	2 : 1
Dec 2022	54	3 : 1
Nov 2022	89	2 : 1
Oct 2022	77	2 : 1
Sep 2022	94	2 : 1

Month	Unique Postings	Posting Intensity
Aug 2022	88	2 : 1
Jul 2022	76	2 : 1
Jun 2022	78	2 : 1
May 2022	50	2 : 1
Apr 2022	75	2 : 1
Mar 2022	111	2 : 1
Feb 2022	67	2 : 1
Jan 2022	54	2 : 1
Dec 2021	55	2 : 1
Nov 2021	59	2 : 1
Oct 2021	57	2 : 1
Sep 2021	56	3 : 1
Aug 2021	75	2 : 1
Jul 2021	56	3 : 1
Jun 2021	74	3 : 1
May 2021	60	2 : 1
Apr 2021	56	2 : 1
Mar 2021	67	2 : 1
Feb 2021	52	2 : 1
Jan 2021	57	3 : 1
Dec 2020	56	2 : 1
Nov 2020	41	3 : 1
Oct 2020	58	2 : 1
Sep 2020	44	3 : 1
Aug 2020	55	2 : 1
Jul 2020	53	2 : 1











Month	Unique Postings	Posting Intensity
Jun 2020	42	2 : 1
May 2020	41	3 : 1
Apr 2020	23	3 : 1

Job Postings Regional Breakdown













County	Unique Postings (Apr 2024 - Mar 2025)
Winnebago County, IL	249
Kenosha County, WI	125
McHenry County, IL	120
Rock County, WI	102
DeKalb County, IL	76



Top Companies Posting

Company	Total/Unique (Apr 2024 - Mar 2025)	Posting Intensity	Median Posting Duration
Professional Services Group	55 / 31	2 : 1 	23 days
State Of Illinois	120 / 29	4 : 1 	24 days
Milton Hershey School	27 / 24	1 : 1 	9 days
Rosecrance Jackson Centers	54 / 18	3 : 1 	n/a
Rock County 5.0	18 / 16	1 : 1 	25 days
Sevita	73 / 16	5 : 1 	28 days
State of Nebraska	26 / 15	2 : 1 	17 days
Afl Cio	510 / 13	39 : 1 	36 days
Clearbrook	19 / 11	2 : 1 	22 days
Illinois Department Of Children And Family Services	42 / 11	4 : 1 	16 days











Top Cities Posting

City	Total/Unique (Apr 2024 - Mar 2025)	Posting Intensity	Median Posting Duration
Rockford, IL	694 / 228	3 : 1 	25 days
Kenosha, WI	660 / 105	6 : 1 	31 days
Janesville, WI	140 / 65	2 : 1 	23 days
DeKalb, IL	100 / 46	2 : 1 	23 days
Crystal Lake, IL	108 / 45	2 : 1 	18 days
Woodstock, IL	101 / 36	3 : 1 	25 days
Elkhorn, WI	55 / 35	2 : 1 	29 days
Freeport, IL	50 / 32	2 : 1 	23 days
Beloit, WI	76 / 31	2 : 1 	24 days
Belvidere, IL	41 / 18	2 : 1 	27 days

Top Posted Occupations

Occupation (SOC)	Total/Unique (Apr 2024 - Mar 2025)	Posting Intensity	Median Posting Duration
Community and Social Service Specialists, All Other	1,715 / 518	3 : 1 	23 days
Social and Human Service Assistants	692 / 300	2 : 1 	26 days

Top Posted Job Titles

Job Title	Total/Unique (Apr 2024 - Mar 2025)	Posting Intensity	Median Posting Duration
Home Providers	131 / 47	3 : 1 	20 days
Qualified Intellectual Disabilities Professionals	116 / 37	3 : 1 	26 days
Community Outreach Workers	89 / 17	5 : 1 	33 days
Recovery Support Specialists	36 / 16	2 : 1 	28 days
Child Protection Investigators	66 / 15	4 : 1 	21 days
Program Supervisors	69 / 15	5 : 1 	28 days
Shelter Advocates	22 / 15	1 : 1 	20 days
House Parents	16 / 14	1 : 1 	9 days
Life Enrichment Assistants	25 / 13	2 : 1 	33 days
Life Enrichment Coordinators	16 / 12	1 : 1 	23 days

Rank as a Talent Provider

Lightcast's workforce profile data shows Rock Valley College has 112 alumni working regionally in the occupations *Community and Social Service Specialists, All Other* and *Social and Human Service Assistants*. These 112 alumni represent 3.95% of regional profiles working in these occupations, which ranks your institution 4th among regional talent providers.

112 Your Alumni in Region Working in Target Occupations	3.95% Percent of Regional Profiles Working in Target Occupations	4 Your Rank as a Regional Talent Provider
---	--	---

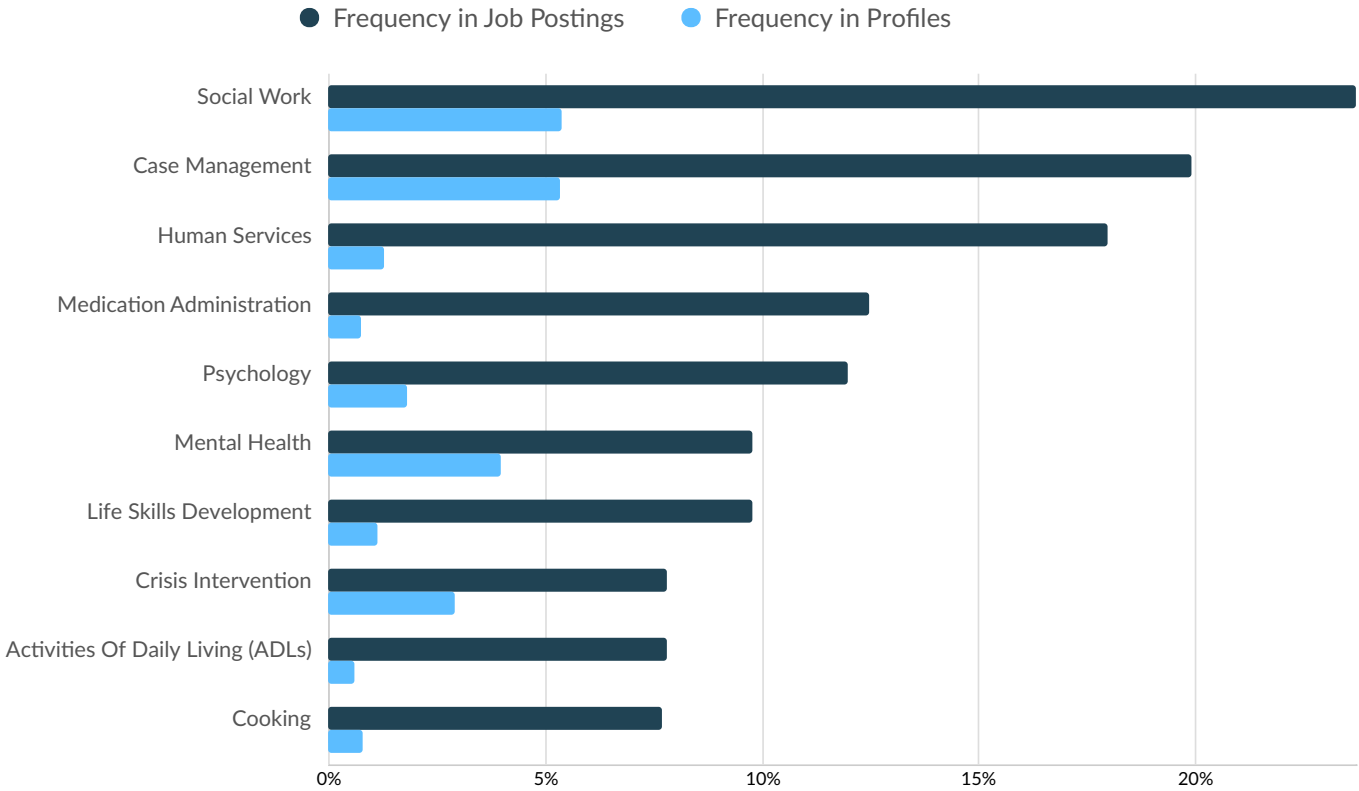
Top Talent Providers

The top regional institutions supplying the labor market with workers employed in the target occupations listed above, based on Lightcast's workforce profile data.

School	Profiles	Percent
Northern Illinois University	195	6.88%
Yeshivath Beth Moshe	128	4.51%
University of Wisconsin-Whitewater	122	4.30%
Rock Valley College	112	3.95%
Aurora University	56	1.97%
Gateway Technical College	48	1.69%
University of Illinois Urbana-Champaign	47	1.66%
Blackhawk Technical College	47	1.66%
Illinois State University	37	1.30%
University of Wisconsin-Milwaukee	36	1.27%

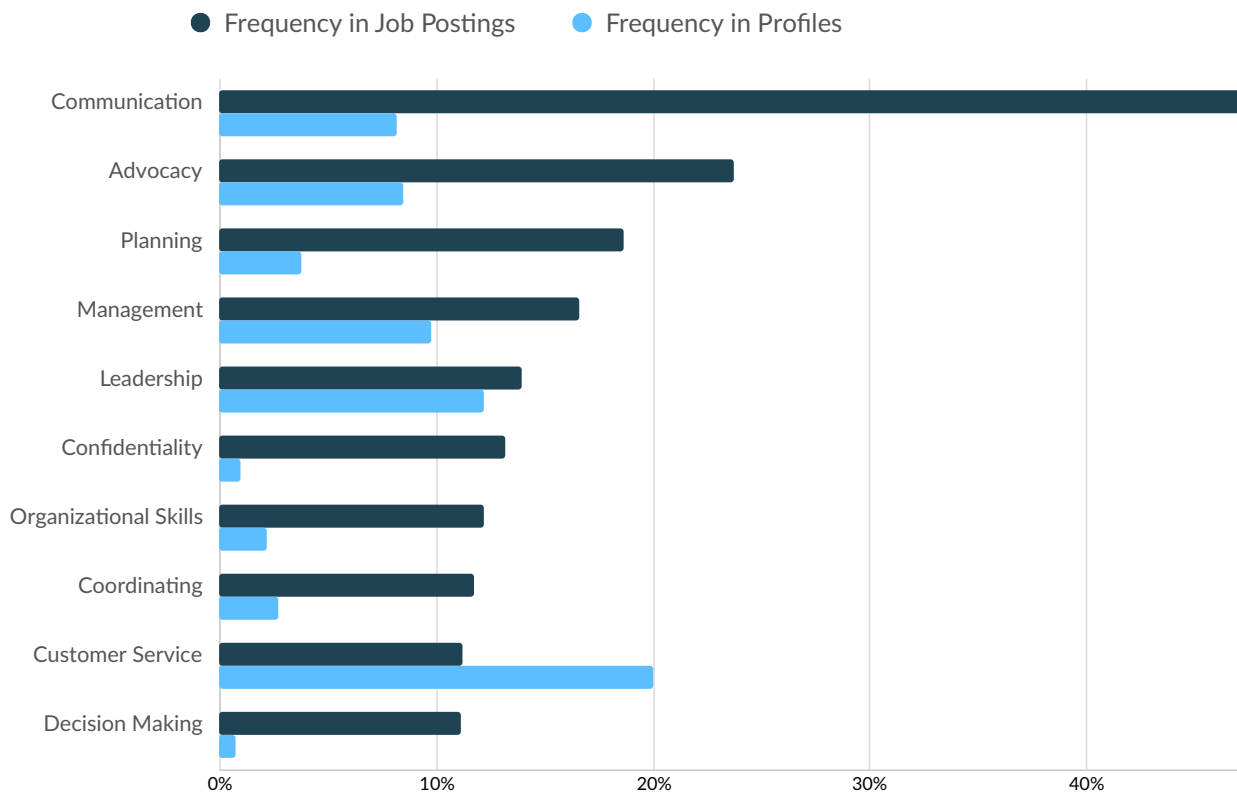
Relevant Skills

Top Specialized Skills



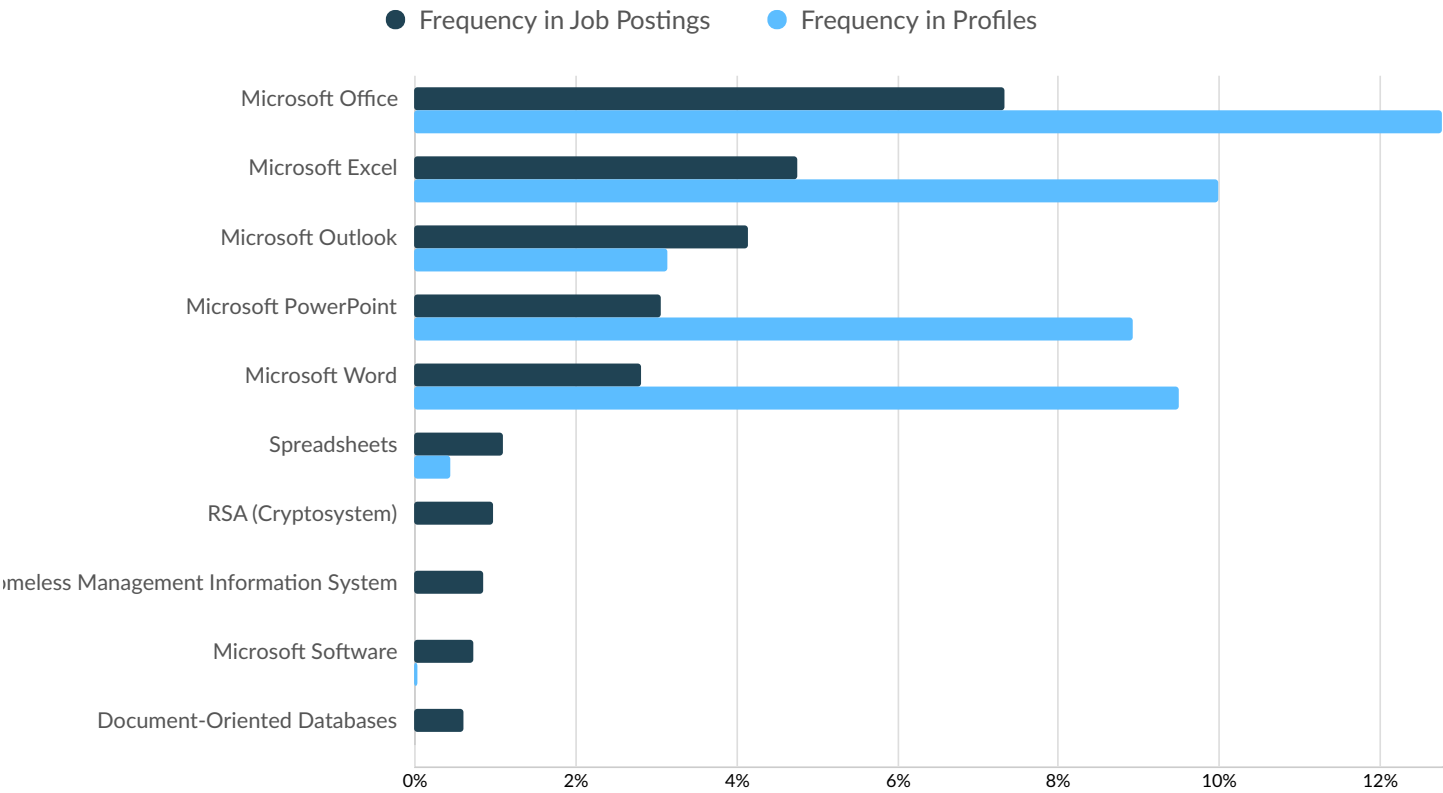
Skills	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Social Work	194	24%	122	5%	+9.7%	Growing
Case Management	163	20%	121	5%	+9.4%	Growing
Human Services	147	18%	29	1%	+16.1%	Growing
Medication Administration	102	12%	17	1%	+14.3%	Growing
Psychology	98	12%	41	2%	+6.8%	Stable
Mental Health	80	10%	90	4%	+13.2%	Growing
Life Skills Development	80	10%	26	1%	+5.4%	Stable
Crisis Intervention	64	8%	66	3%	+11.7%	Growing
Activities Of Daily Living (ADLs)	64	8%	14	1%	+21.1%	Rapidly Growing
Cooking	63	8%	18	1%	+11.0%	Growing

Top Common Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Communication	388	47%	186	8%	+3.6%	Lagging
Advocacy	194	24%	192	8%	+17.9%	Growing
Planning	153	19%	86	4%	+10.9%	Growing
Management	136	17%	221	10%	+5.3%	Stable
Leadership	114	14%	276	12%	+8.5%	Stable
Confidentiality	108	13%	22	1%	0.0%	
Organizational Skills	100	12%	49	2%	+14.3%	Growing
Coordinating	96	12%	62	3%	+14.7%	Growing
Customer Service	92	11%	454	20%	+5.2%	Stable
Decision Making	91	11%	18	1%	+13.5%	Growing

Top Software Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Microsoft Office	60	7%	289	13%	+18.5%	Growing
Microsoft Excel	39	5%	226	10%	+17.7%	Growing
Microsoft Outlook	34	4%	71	3%	+25.0%	Rapidly Growing
Microsoft PowerPoint	25	3%	202	9%	+26.1%	Rapidly Growing
Microsoft Word	23	3%	215	10%	+7.2%	Stable
Spreadsheets	9	1%	10	0%	+22.2%	Rapidly Growing
RSA (Cryptosystem)	8	1%	0	0%	+6.7%	Stable
Homeless Management Information System	7	1%	0	0%	+4.9%	Stable
Microsoft Software	6	1%	1	0%	+7.6%	Stable
Document-Oriented Databases	5	1%	0	0%	+12.2%	Growing

Top Qualifications

Qualification	Postings with Qualification
Valid Driver's License	331
First Aid Certification	25
Cardiopulmonary Resuscitation (CPR) Certification	24
Certified Alcohol And Drug Counselor (CADC)	19
Certified Nursing Assistant (CNA)	14
Basic Life Support (BLS) Certification	13
Certified Coding Specialist (CCS)	11
Medical Coding Certification	10
Registered Nurse (RN)	8
Licensed Clinical Social Worker (LCSW)	8

Studer Education Professional Development Partnership

Background: On September 28, 2021, Board Report #7857, the Rock Valley College (RVC) Board of Trustees approved a professional development partnership with Studer Education. The Board expressed its desire to help support the development and success of the Rock Valley College staff and administration. Studer Education has provided leadership and organizational development services, executive coaching, and aligned tools and resources to facilitate leaders' planning and the execution of strategic actions through a continuous improvement approach, aiming to achieve key pillar goals as defined by RVC, in alignment with the RVC mission and Strategic Plan.

Studer Education is recommending a two-year professional agreement with two additional one-year extension options for annual continuation, focused on aligning Studer Education's work with the vision and goals of the current RVC Strategic Plan. This will set the stage for developing and advancing the new RVC Strategic Plan, beginning in 2027.

In addition, Studer Education will facilitate two Board Retreats, planned with the Board Chair and President, for continued collaboration and alignment of work with Board and College priorities and expectations.

The term of the agreement is from July 1, 2025, to June 30, 2027, and the two one-year extension options would be from July 1, 2027, to June 30, 2028, and from July 1, 2028, to June 30, 2029. The annual fee for these services is \$129,390 for a 12-month term, covering travel costs. Studer Education will invoice RVC in quarterly installments of \$32,347.50 each, as follows: September 30, December 31, March 31, and June 30.

Recommendation: It is recommended that the Board of Trustees approves the partnership agreement with Studer Education effective July 1, 2025, and ending June 30, 2027, and payment of the annual fee. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: 2025-2027 Studer Education Agreement

July 22, 2025

Deleted: July 22

Formatted: Bottom: 0.69"

Studer Education Professional Development Partnership**Background:**

On September 28, 2021, Board Report #7857, the Rock Valley College (RVC) Board of Trustees approved a professional development partnership with Studer Education. The Board expressed its desire to help support the development and success of the Rock Valley College staff and administration. Studer Education has provided leadership and organizational development services, executive coaching, and aligned tools and resources to facilitate leaders' planning and the execution of strategic actions through a continuous improvement approach, aiming to achieve key pillar goals as defined by RVC, in alignment with the RVC mission and Strategic Plan.

Studer Education is recommending a two-year professional agreement with two additional one-year extension options for annual continuation, focused on aligning Studer Education's work with the vision and goals of the current RVC Strategic Plan. This will set the stage for developing and advancing the new RVC Strategic Plan, beginning in 2027.

In addition, Studer Education will facilitate two Board Retreats, planned with the Board Chair and President, for continued collaboration and alignment of work with Board and College priorities and expectations.

The term of the agreement is from July 1, 2025, to June 30, 2027, and the two one-year extension options would be from July 1, 2027, to June 30, 2028, and from July 1, 2028, to June 30, 2029. The annual fee for these services is \$129,390 for a 12-month term, covering travel costs. Studer Education will invoice RVC in quarterly installments of \$32,347.50 each, as follows: September 30, December 31, March 31, and June 30.

Deleted: this engagement

Recommendation: It is recommended that the Board of Trustees approves the partnership agreement with Studer Education effective July 1, 2025, and ending June 30, 2027, and payment of the annual fee. **Attorney Reviewed.**

Deleted: r

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: 2025-2027 Studer Education Agreement

June 30, 2025

Dr. Howard Spearman, President
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114

Dr. Spearman,

Thank you for the opportunity to continue to serve Rock Valley College (herein also referred to as “RVC”) by providing coach facilitators to continue to support and guide strategic actions to continue to advance organizational culture and excellence.

Studer Education proposes this 2-year (July 1, 2025 – June 30, 2027) agreement with two additional 1-year extension options (July 1, 2027 – June 30, 2028 and July 1, 2028 – June 30, 2029) for annual continuation focused on aligning our work to the vision and goals of the current RVC Strategic Plan to set the stage for developing and advancing the new RVC Strategic Plan (beginning 2027) with the following deliverables:

- 1) In collaboration with the President and Vice President of Institutional Effectiveness and Communications, facilitate the review and assessment of the current Strategic Plan and Scorecard (institutional goals, measures, mission, core values, strategic institutional priorities) to determine what remains and to adjust / re-align as needed to continue to advance a culture of engagement and future priorities (e.g., include a measure for economic mobility), growth, service, and financial sustainability.
- 2) In collaboration with the President, facilitate three (3) one-half day and one (1), annual, full-day retreat to advance and move to “consistently hardwire” the 90-day strategy implementation and review/adjustment cycle with the president and cabinet leaders to execute on college priorities on an ongoing basis and to build a replicable structure of short cycle action planning and implementation to achieve priority organizational results.
- 3) Introduce and facilitate quarterly Continuous Improvement Institutes to deepen the aligned action planning and implementation work of the RVC Scorecard to the next level leadership (deans, executive directors, directors) to better achieve outcomes and to better support these leaders to engage employees in conversations that help them understand how their work impacts institutional goals.
- 4) Annually administer the Employee Culture Survey and Support Service Excellence Survey to continuously assess progress towards advancing and sustaining best-place-to-work and service-oriented cultures across the institution, and to inform leadership development and action planning for continuous improvement.
- 5) Continue to co-develop and lead quarterly Leadership Development Institutes (LDIs) to develop leaders, managers, and supervisors in key leadership and continuous improvement strategies aligned to the college’s priorities for advancing both culture and strategic improvement goals.

- 6) Develop the practice of building high-reliability performance across all levels of leadership to “lead to goal” as a practice of leaders to manage performance to advance culture. This includes, but is not limited to supporting, planning, and delivering monthly “Lunch and Learns” (virtually) aligned to *Hardwiring Excellence in Education* and the College’s Employee Engagement and Experience Survey and Support Service Excellence Survey item results to continue to build leader capacity across mid-level leadership (Deans, and Directors).
- 7) Continue “as needed” support for up to three (3) leaders/employees, including support with continued calibration of assessments, evaluations, and resources for development. Identified leaders for this service may be changed as needed.
- 8) Monthly updates (virtual calls or board packet update) with Board Chair and/or Vice Chair to build and maintain alignment of work to Board and College priorities and expectations.
- 9) Facilitate two (2) Board Retreats, planned with Board Chair and President, for continued collaboration and alignment of work with Board and College priorities and expectations.
- 10) Monthly check-in, alignment, and strategic priority progress-monitoring call with President.

General Terms and Professional Fee

The term of this agreement is from July 1, 2025, to June 30, 2027, with two consecutive 1-year options (July 1, 2027 – June 30, 2028; July 1, 2028 – June 30, 2029). The annual fee for these services is based upon mutual agreement of the original contract pricing structure by both parties in the amount of \$129,390.00 for a 12-month period of the term, which will cover travel costs and will be invoiced quarterly on the following payment schedule:

Payment Date Deadline	Payment Amount	Payment Date Deadline	Payment Amount
September 30, 2025	\$32,347.50	September 30, 2026	\$32,347.50
December 31, 2025	\$32,347.50	December 31, 2026	\$32,347.50
March 31, 2026	\$32,347.50	March 31, 2027	\$32,347.50
June 30, 2026	\$32,347.50	June 30, 2027	\$32,347.50

Studer Education requests that Rock Valley College appoints a specific Accounts Payable contact to ensure timely and efficient delivery of the invoice. Please provide the contact information in the specified area on the signature page of this agreement.

The General Business Terms found in Addendum I apply to this agreement.

* * *

As acceptance of the above, please sign and return to attention of Dr. Julie Kunselman via email to jkunselman@studereducation.com by July 23, 2025. The expiration of terms in our proposals (when not executed during the anticipated timeframe) allows us to keep dates and timelines in our proposals

current and to ensure we are able to provide the best possible service to our current clients and to others with whom we may opt to extend an offer. Upon execution by both parties, this letter and its attachments will serve as a binding agreement by and between Studer Education LLC and Rock Valley College.

On behalf of our team, I want to thank you for the opportunity to serve RVC.

Sincerely,



June 30, 2025

Dr. Melissa Matarazzo
Chief Administrative Officer
Studer Education LLC

Date

Rock Valley College

Agreed and accepted:

Authorized Signature

Name of Signatory (Please Print)

Title

Date

Accounts Payable Contact for invoice submissions:

Name: _____

Phone: _____

Email: _____

GENERAL BUSINESS TERMS

These General Business Terms (these “**Terms**”), together with any engagement letter, work order, or statement of work executed by the parties that references or incorporates these Terms (including any and all attachments, exhibits and schedules) (the “**Engagement Letter**” or “**EL**”), constitutes the entire understanding and agreement (the “**Agreement**”) between Studer Education LLC (“**Studer**”) and the entity that has entered into Engagement Letter with Studer (the “**Client**” or “**District**”). If there is a conflict or inconsistency between these Terms and the terms of the Engagement Letter, these Terms govern, except to the extent the EL explicitly refers to the conflicting term herein.

1. Services. (a) Studer will provide the services (the “Services”) and furnish the Studer Materials (as defined below) as described in the Engagement Letter and any attachments thereto, as may be modified from time to time by mutual consent.

(b) Studer is not responsible for identifying Client’s violations of laws or regulations.

(c) Studer is not a law firm and is not authorized to provide legal advice or counseling in any jurisdiction, and the Services are not designed, nor should they be relied upon, to provide legal recommendations.

2. Client Data, Software & Intellectual Property Rights. (a) By providing Studer copies of or access to Client Data in connection with this Agreement, Client grants Studer the right to use and reproduce such Client Data for the sole, limited purpose of performing the Services under this Agreement; *provided, however*, Client retains all ownership rights to such Client Data and Studer agrees to comply with the confidentiality requirements of Section 6. “Client Data” is broadly defined to include all proprietary data, content, personal information, or Confidential Information about Client that is provided to Studer for purposes of performing the Services under the SOW.

(b) By providing Client copies of or access to Materials in connection with the SOW, Studer grants Client the right to use such Materials for Client’s own internal use for the purposes for which such Materials are provided, subject to any scope limitations identified in the Engagement Letter; *provided, however*, as between Client and Studer, Studer retains all ownership rights to such Studer Materials. Nothing herein prohibits Studer from incorporating third party rights in software or other intellectual property into the Studer Materials. For purposes of this Agreement, the term “Studer Materials” is broadly defined to include anything Client receives from Studer or its agents in performance of the Services, including without limitation Studer’s proprietary intellectual property and materials (whether or not registerable as a copyright, trademark, or patent), know-how, and trade secrets, but specifically excluding any Client Data to the extent incorporated in the Studer Materials.

(c) The rights of use granted under this Section 2 specifically include the right to create derivative works; *provided, however*, such derivative works are subject to the same confidentiality requirements, ownership rights, limitations on scope and permitted purposes as applicable to the original work.

(d) If pursuant to the Engagement Letter or any subsequent addenda or new orders Studer makes available to Client any web-based or mobile-accessible software as part of the solution provided by Studer to Client (the “**SaaS**”), then the following terms apply: (1) Client may access and allow its employees, agents, and representatives (“**Users**”) to access the SaaS solely for Client’s internal purposes and use, (2) Client shall not attempt or allow anyone attempt to access any source code, or modify or attempt to create any derivative works of the SaaS, (3) Client shall not and shall not permit its Users to use the SaaS to transmit, distribute, or store any (A) illegal, harmful, defamatory, infringing, or misappropriating data, information, or other content, (B) any harmful or malicious software code (including viruses, worms, timebombs, etc.), or (C) any sensitive data, financial information, or government-issued identified (e.g., social security numbers, credit card numbers, etc.). Studer all times retains full ownership of the SaaS and all copyrights and other intellectual property embodied or

included in the SaaS, all of which are Studer's Confidential Information. Studer reserves the right to suspend or terminate access to the SaaS if Client or any Users are in breach of this Agreement at any time.

(e) Except as otherwise expressly provided in this Agreement, the rights granted under this Section 2 survive expiration or termination of the SOW. However, Client's rights to access and use the SaaS terminate immediately upon the expiration or termination of this Agreement.

3. Fees and Taxes. (a) Client will pay Studer the fees and expenses as defined in the Engagement Letter within 45 days of any due date set forth in the EL or following receipt of an applicable and valid invoice from Studer. Client will submit payment via ACH, EHT, or check, in accordance with Studer's directions. All amounts that are past due are subject to a monthly charge of 0.5% per month or the maximum rate permitted by the law, whichever is less.

(b) Upon request, Client will provide Studer with a tax exemption certificate on behalf of Client, in which case Studer will not collect or remit any sales, use, value-add, or similar taxes in connection with the Services. If Client fails to provide such a certificate, Studer shall calculate and invoice Client for any applicable taxes, which will not be considered part of the fees and which Client shall pay in full.

(c) If Client requires Studer to contract with a third-party vendor to facilitate performance of this Agreement, Client will be responsible for all costs associated with such vendors, unless otherwise agreed by the parties in the Engagement Letter.

4. Client Responsibilities. In order for Studer to perform the Services and provide the Studer Materials, Client is responsible for the following: (a) providing Studer with access to Client's office space, equipment, data, and access to personnel, as necessary to perform the Services; (b) providing accurate and complete information in response to Studer data requests; (c) making all final decisions and approvals needed after consideration of Studer's recommendations; (d) using all Services provided by Studer in a manner consistent with all applicable requirements, rules, regulations, and laws; and (e) fulfilling such other responsibilities as may be set forth in the SOW. The activities, conclusions, strategies, suggestions, and recommendations that Studer develops and implements represent Studer's experienced judgment based on the information provided to Studer.

5. Limited Warranty. (a) Studer warrants that the Services will be performed with reasonable care in a diligent and competent manner consistent with industry standards and that the Studer Materials will be professional and meet the specifications set forth in the Engagement Letter and within reasonable industry standards. If the Services or Studer Materials do not conform to this warranty, Client must notify Studer in writing specifying the non-conformance in detail. To the extent that Studer has attempted to perform the Services, Studer will have a reasonable amount of time to correct the non-conformance based on its severity or complexity. Studer shall have no opportunity to cure if it failed to attempt to perform or implement the Services.

(b) THE WARRANTY SET FORTH IN THIS SECTION IS SERVICE PROVIDER'S ONLY WARRANTY CONCERNING THE SERVICES AND ANY STUDER MATERIALS AND IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES AND REPRESENTATIONS, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, NON-INFRINGEMENT, FITNESS FOR A PARTICULAR PURPOSE, OR OTHERWISE, ALL OF WHICH ARE HEREBY DISCLAIMED. STUDER DOES NOT WARRANT AND IS NOT RESPONSIBLE FOR ANY THIRD-PARTY PRODUCTS OR SERVICES THAT MAY BE OFFERED IN CONJUNCTION WITH THIS AGREEMENT. CLIENT'S SOLE AND EXCLUSIVE RIGHTS AND REMEDIES WITH RESPECT TO ANY THIRD-PARTY PRODUCTS OR SERVICES ARE AGAINST THE THIRD PARTY AND NOT AGAINST STUDER.

6. Confidentiality. (a) To fulfill the obligations hereunder, each party may have access to the other party's information and materials that are confidential and proprietary or should reasonably be considered confidential based on subject matter or circumstances of disclosure ("Confidential Information"). The parties agree that Confidential Information will be protected in a reasonable and appropriate manner and used only for the purposes it was provided or as otherwise permitted by the disclosing party.

(b) Studer may obtain Confidential Information of third parties in connection with Client's contracts with suppliers, manufacturers and other vendors. Studer will maintain the confidentiality of all third-party Confidential Information, use it in a reasonable and appropriate manner, and only to the extent necessary to perform its obligations in this Agreement.

(c) Confidential Information will only be disclosed to the parties' personnel with a need to know and will not be disclosed to third parties except in the event Studer engages a subcontractor to assist in performance of the Services and then only to the extent subcontractor agrees in writing to protect Confidential Information.

(d) All Confidential Information, whether original or subsequent copies, made available to one another must be returned or destroyed at the request of the disclosing party. However, the receiving party may retain one archival copy for recordkeeping or quality assurance purposes and will make no unauthorized use of such copy.

(e) The obligations in this Section do not apply to information to the extent it is: (i) publicly known without a violation of confidentiality by the receiving party; (ii) already known to the receiving party free of any obligation of confidentiality; (iii) lawfully disclosed by a third party; or (iv) independently acquired or developed without use of Confidential Information of the disclosing party.

(f) Notwithstanding anything to the contrary above, if any judicial, legislative, or administrative body or taxing authority requests or threatens to compel disclosure of Confidential Information, then unless otherwise legally prohibited, the receiving party will promptly notify the disclosing party and will comply with reasonable requests of the disclosing party (at disclosing party's expense) to assist disclosing party in obtaining a protective order and to prevent or minimize the disclosure of any Confidential Information. The receiving party may then disclose Confidential Information only if, and to the extent, required by law or applicable regulation.

(g) Neither party will be deemed in violation of the obligations in this Section to the extent disclosing Confidential Information in connection with potential disclosures under the foregoing subsection, to representatives or advisors, who are subject to obligations of confidentiality.

(h) The Parties acknowledge and agree that Client is an Illinois public body and is subject to the Illinois Freedom of Information Act ("FOIA"), and nothing in this Section 6 shall bar or prevent Client from complying with the legal requirements of FOIA, any other law or regulation, subpoena or court order.

7. Personally Identifiable Information. (a) To the extent Studer has access to personally identifiable information ("PII"), Studer agrees to use such information only for the purpose of this Agreement and as Client directs. Studer does not intend to collect or process PII from or about individuals under 16 years of age, nor does Studer intend to collect or process highly sensitive, financial, or health-related PII, and Client will not deliver such information to Studer.

(b) Client and Studer will comply with all applicable laws relating to privacy and the protection of PII.

(c) If required, a data processing agreement, data transfer agreement, or similar addenda will set out the terms and conditions of the processing of personal information/data.

(d) Upon the request of Client or Client's written permission, Studer may, pursuant to the following terms, perform data analytics on Client Data that is identifiable and non-identifiable.

(i) Data analytics performed on identifiable Client Data will be for Client's exclusive benefit (and not shared with any third party). Client hereby grants Studer a non-exclusive and revocable license to use the identifiable Client Data for such purposes.

(ii) For the enhancement of Services (e.g., benchmarking, insights, market trends) Client permits Studer to use deidentified Client Data and aggregated Client Data (collectively, "**De-Identified Data**") for Studer's own purposes and with other Studer data sources, provided that in any event such data cannot reasonably be used to identify Client or any individual person. Studer will not use any information or data that could reasonably be used to identify Client or any individual person without the prior written consent of Client or the individual, as applicable.

(iii) Client acknowledges that Studer is the owner of De-identified Data, and that Studer may use De-identified Data for its business purposes.

8. Termination. (a) Either party may terminate this Agreement without cause upon 30 days' advance written notice to the other party.

(b) Either party may terminate this Agreement for cause if the other party materially breaches the terms of this Agreement and fails to cure such breach within fifteen (15) days of receiving written notification of such breach.

(d) The termination becomes effective on the last day of the advance notice period required above, or such other date as agreed by the parties (the "**Termination Date**").

9. Effect of Termination. (a) If this Agreement is terminated for convenience by either party, Client will pay Studer for all Services rendered, Studer Materials provided, expenses incurred, contingent fees earned (if applicable), or non-refundable commitments made by Studer through the Termination Date in accordance with this Agreement.

(b) If this Agreement is terminated for cause by Client, Client will pay Studer for all conforming Services rendered, Studer Materials provided, and reasonable expenses incurred through the Termination Date in accordance with this Agreement.

(c) If this Agreement is terminated for cause by Studer, all rights granted to Client in this Agreement for continued use of the Services and the Studer Materials under Section 2 will terminate as of the Termination Date.

(d) If this Agreement is terminated by Studer, for convenience or for cause, Studer will refund any advance payments that Client made, based on a pro rata basis, to the extent that said payments are applicable for Services that Studer performed prior to the date of termination.

(e) If this Agreement expires or is terminated for any reason, all license rights or other rights granted to Client in the Agreement for access to software or online resources will be extinguished contemporaneously with the termination unless other valid terms exist between Client and Studer governing such rights.

(f) The following rights and obligations expressly survive termination of this Agreement: (i) payment for Services rendered, (ii) confidentiality, (iii) indemnification, and (iv) any other provision intended by its express terms or nature and context to survive the expiration or termination of this Agreement.

10. Indemnification. (a) To the extent permitted by law, each party (each, an "Indemnifying Party") will hold harmless and indemnify the other, its parent and affiliated companies and their respective officers, directors, employees, contractors, and agents (each, an "Indemnified Party") against any and all direct loss, liability, damage, or expense, including actual attorneys' fees reasonably incurred ("**Claim**")

brought by a third party against the Indemnified Party arising out of or in connection with willful misconduct or negligent acts or omissions of the Indemnifying Party's employees, contractors, subcontractors, or agents, regarding the performance of, receipt of, and use of, the Services provided, or the breach of this Agreement. However, neither party will be indemnified for any Claim to the extent resulting from its negligence or willful misconduct. The Indemnifying Party will have the right to participate in the defense of any Claim at its own expense.

(b) To the extent permitted by law, each party will defend, indemnify, and hold harmless the Indemnified Party against any third-party claim arising from the Indemnifying Party's violation of any U.S. copyright, trademark, patent or other U.S. intellectual property rights (an "**IP Claim**"). For any IP Claim, Studer may, at its option, (i) modify such Studer Materials to cure the intellectual property right infringement; (ii) procure for Client the right to continue using the Studer Materials pursuant to this Agreement; (iii) provide an alternative means of offering the Studer Materials; or (iv) terminate access to the infringing Studer Materials and refund to Client any amounts paid with respect to such Studer Materials.

(c) The foregoing obligations of defense and indemnity are conditioned on the party seeking defense and indemnification: (i) promptly notifying the indemnifying party in writing of such Claim or IP Claim; (ii) giving the indemnifying party sole control of the defense of the Claim or IP Claim and any related settlement negotiations; and (iii) cooperating and, at the indemnifying party's request and reasonable expense, assisting in such defense.

11. Insurance Requirements At all times during the term of this Agreement, Studer shall purchase and maintain the following insurance coverage with carriers receiving an A.M. Best Financial Rating not less than A-, unless otherwise approved by you in writing: (a) workers' compensation coverage in an amount not less than \$500,000 per accident and \$500,000 per disease; (b) commercial general liability coverage in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate; (c) commercial automobility liability to include all owned, non-owned, and hired automobiles covering bodily injury and property damage, including uninsured and underinsured motorist's coverage, in an amount not less than \$1,000,000 combined single limit for each occurrence; (d) professional services liability coverage in an amount not less than \$1,000,000 per claim or occurrence and \$2,000,000 in the aggregate; and (e) umbrella liability to cover excess of the commercial general liability, professional services liability and automobile liability policy limits described above in an amount not less than \$1,000,000 each occurrence and \$1,000,000 in the aggregate. All policies, certificates, and endorsements under the commercial general liability, commercial automobile liability, umbrella liability and professional services liability policies shall name "Rock Valley College and its directors, officers, and employees," as Additional Insureds on a primary and noncontributory basis. Further, throughout the term of this Agreement, we agree to provide you a certificate of insurance evidencing compliance with this Section 11, along with any policy declarations or required endorsements, when requested by the College.

12. Limitation of Liability. TO THE EXTENT PERMITTED BY LAW, EXCEPT IN CONNECTION WITH ANY BREACH OF CONFIDENTIALITY OR OBLIGATION OF DEFENSE AND INDEMNITY HEREUNDER:

(a) NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY TYPE OF DAMAGES FOR ANY AND ALL CLAIMS, IN AGGREGATE, IN EXCESS OF THE AMOUNT OF SERVICE PROVIDER'S FEES THAT WOULD BE DUE AND PAYABLE UNDER THE ENGAGEMENT LETTER FROM WHICH THE CAUSE OF ACTION AROSE.

(b) NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY PUNITIVE OR EXEMPLARY DAMAGES OR LOSS, OR ANY LOST PROFITS, SAVINGS OR BUSINESS OPPORTUNITY,

SPECIAL, CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES.

13. Equitable Relief. Studer is entitled to equitable relief, including without limitation, injunctive relief and specific performance, in the event of a breach or threatened breach of the confidentiality obligations and licenses granted to Client in this Agreement and its attachments. Studer may seek equitable relief in addition to all other remedies available at law or in equity without the requirement to prove actual damages.

14. Force Majeure. (a) Neither party will be liable hereunder by reason of any failure or delay in the performance of its obligations hereunder (except for payment obligations) on account of events of circumstances beyond the reasonable control of such party, including strikes, shortages, riots, insurrection, fires, flood, storm, explosions, acts of God, epidemics, war, governmental action, labor conditions, earthquakes, material shortages ("**Force Majeure Event**").

(b) Upon occurrence of a Force Majeure Event, the non-performing party will promptly notify the other party of occurrence of that Force Majeure Event, its effect on performance, and how long that party expects it to last. During a Force Majeure Event, the nonperforming party will use reasonable efforts to limit damages to the performing party and to resume its performance under this Agreement.

15. Suspension. Studer reserves the right to suspend Services in the event of non-payment, breach of rights to use Studer Materials or confidentiality obligation, or other material breach. In the event of suspension, Studer will not be liable for any resulting loss, damage, or expense connected with such suspension.

16. No Relationship, Limited Authority. (a) Nothing in this Agreement creates any special relationship between the parties, such as a partnership, joint venture, franchise, or employee/employer relationship.

(b) Neither party will have the authority to, and will not, act as agent for or on behalf of the other party or represent or bind the other party in any manner. However, if it is appropriate in the provision of Services that Studer review and analyze confidential information of a third party related to contracts between Client and its suppliers, manufacturers or other vendors, Client hereby designates Studer as its representative and agent as necessary for such limited purpose.

17. Client Policies. If Studer personnel are required to comply with Client policies, and Studer's policies conflict with Client policies, the parties will work to determine an appropriate solution to ensure that Studer's personnel will not be subject to conflicting policies.

18. Personnel. Studer retains the right to assign and reassign its personnel, as appropriate, to perform the Services. However, if the Client has a reasonable objection to the personnel assigned to perform the Services, Studer agrees to use commercially reasonable efforts to replace the personnel.

19. Subcontract. Studer may use subcontractors in the performance of its Services; *however*, Studer remains at all times liable for the acts and omissions of such subcontractors to the extent Studer would have had liability to Client if Studer had directly committed such acts or omissions directly.

20. Reference. Client agrees that Studer may refer to Client as a recipient of the Services and may provide Client's name and a general description of the engagement in Studer's client lists or marketing materials. Client will notify Studer of, and Studer will comply with, any rules or requirements regarding the use of Client's name and logo in such communications. Any goodwill arising from such use inures solely and exclusively to the benefit of Client, and Studer acquires no rights in any trademarks rights of Client based on such use.

21. Assignment. Each party may, without the prior written consent of the other party, assign this Agreement to a successor-in-interest or to an entity that acquires all or substantially all of such party's

assets, or ownership of a majority of such party's voting equity, in connection with a merger, consolidation, or acquisition, *however*, the scope of the SOW will remain limited to the facilities, usage limits, affiliates or number of users, as applicable, identified in the SOW and will not be expanded due to any assignment of this Agreement as described above. Notwithstanding the foregoing, the non-assigning party may require successors for the assigning party to provide written affirmation of the assigning party's obligations under this Agreement.

22. Waiver. No waiver of any breach of any provision of this Agreement constitutes a waiver of any prior, concurrent or subsequent breach of the same or any other provisions hereof. No term of this Agreement will be deemed waived, and no breach of this Agreement excused, unless the waiver or consent is in writing signed by the party granting such waiver or consent.

23. Modification. This Agreement supersedes all prior oral and written communications between the parties with respect to the subject matter of this Agreement, and may be amended, modified or changed only in a writing signed by both parties.

24. Dispute Resolution. (a) This Agreement is governed by and construed in accordance with the laws of the State of Illinois without giving effect to conflicts of law rules.

(b) Any controversy or claim arising out of or relating to this Agreement or any breach thereof will be filed in the Circuit Court of Winnebago County, Illinois or the U.S. District Court, Northern District of Illinois. Each party will bear its own costs for any dispute, including attorneys' fees.

(c) Notwithstanding the foregoing, the parties will in good faith and for thirty (30) days attempt to resolve any dispute or disagreement arising out of or relating to this Agreement by face-to-face negotiations between an authorized representative of each party. Neither party, however, will be required to pursue this informal dispute resolution process in the event of a dispute regarding an alleged payment, a breach of confidentiality obligations or a violation of intellectual property rights if the party has reason to believe that the delay caused by the informal dispute resolution process would materially harm it.

25. Notice. All notices or demands required hereunder will be in writing and will be served by nationally recognized overnight courier service and will be deemed delivered on the date that the overnight shipping company registers delivery to the appropriate party at the address stated in the Engagement Letter, his or her successor, or other designee or officer of the party with a copy to: Chief Executive Officer, Studer Education LLC, 6732 W Coal Mine Ave, Unit 501, Littleton, CO 80123.

26. Binding Effect. (a) If any portion of this Agreement is held invalid, such invalidity will not affect the validity of the remaining portions of the Agreement and the parties will substitute for any such invalid portion, a provision that best approximates the effect and intent of the invalid provision.

(b) The provisions of this Agreement will be binding upon and inure to the benefit of the respective successors and permitted assigns of the parties.

* * *

June 30, 2025

Deleted: May 14, 2025

Dr. Howard Spearman, President
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114

Dr. Spearman,

Thank you for the opportunity to continue to serve Rock Valley College (herein also referred to as "RVC") by providing coach facilitators to continue to support and guide strategic actions to continue to advance organizational culture and excellence.

Studer Education proposes this 2-year (July 1, 2025 – June 30, 2027) agreement with two additional 1-year extension options (July 1, 2027 – June 30, 2028 and July 1, 2028 – June 30, 2029) for annual continuation focused on aligning our work to the vision and goals of the current RVC Strategic Plan to set the stage for developing and advancing the new RVC Strategic Plan (beginning 2027) with the following deliverables:

- 1) In collaboration with the President and Vice President of Institutional Effectiveness and Communications, facilitate the review and assessment of the current Strategic Plan and Scorecard (institutional goals, measures, mission, core values, strategic institutional priorities) to determine what remains and to adjust / re-align as needed to continue to advance a culture of engagement and future priorities (e.g., include a measure for economic mobility), growth, service, and financial sustainability.
- 2) In collaboration with the President, facilitate three (3) one-half day and one (1), annual, full-day retreat to advance and move to "consistently hardwire" the 90-day strategy implementation and review/adjustment cycle with the president and cabinet leaders to execute on college priorities on an ongoing basis and to build a replicable structure of short cycle action planning and implementation to achieve priority organizational results.
- 3) Introduce and facilitate quarterly Continuous Improvement Institutes to deepen the aligned action planning and implementation work of the RVC Scorecard to the next level leadership (deans, executive directors, directors) to better achieve outcomes and to better support these leaders to engage employees in conversations that help them understand how their work impacts institutional goals.
- 4) Annually administer the Employee Culture Survey and Support Service Excellence Survey to continuously assess progress towards advancing and sustaining best-place-to-work and service-oriented cultures across the institution, and to inform leadership development and action planning for continuous improvement.
- 5) Continue to co-develop and lead quarterly Leadership Development Institutes (LDIs) to develop leaders, managers, and supervisors in key leadership and continuous improvement strategies aligned to the college's priorities for advancing both culture and strategic improvement goals.

Formatted: Not Highlight

Formatted: Not Highlight

- 6) Develop the practice of building high-reliability performance across all levels of leadership to “lead to goal” as a practice of leaders to manage performance to advance culture. This includes, but is not limited to supporting, planning, and delivering monthly “Lunch and Learns” (virtually) aligned to *Hardwiring Excellence in Education* and the College’s Employee Engagement and Experience Survey and Support Service Excellence Survey item results to continue to build leader capacity across mid-level leadership (Deans, and Directors).
- 7) Continue “as needed” support for up to three (3) leaders/employees, including support with continued calibration of assessments, evaluations, and resources for development. Identified leaders for this service may be changed as needed.
- 9) Monthly updates (virtual calls or board packet update) with Board Chair and/or Vice Chair to build and maintain alignment of work to Board and College priorities and expectations. Facilitate two (2) Board Retreats, planned with Board Chair and President, for continued collaboration and alignment of work with Board and College priorities and expectations.
- 10) Monthly check-in, alignment, and strategic priority progress-monitoring call with President.

Formatted: Not Highlight

Formatted: Not Highlight

Deleted: ¶
¶

Formatted: Font color: Black

Formatted: Left, Indent: Left: 0.5", No bullets or numbering

Formatted: Not Highlight

Formatted: Indent: Left: 0.5", Hanging: 0.25", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 9 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

General Terms and Professional Fee

The term of this agreement is from July 1, 2025, to June 30, 2027, with two consecutive 1-year options (July 1, 2027 – June 30, 2028; July 1, 2028 – June 30, 2029). The annual fee for these services is based upon mutual agreement of the original contract pricing structure by both parties in the amount of \$129,390.00 for a 12-month period of the term, which will cover travel costs and will be invoiced quarterly on the following payment schedule:

Payment Date Deadline	Payment Amount	Payment Date Deadline	Payment Amount
September 30, 2025	\$32,347.50	September 30, 2026	\$32,347.50
December 31, 2025	\$32,347.50	December 31, 2026	\$32,347.50
March 31, 2026	\$32,347.50	March 31, 2027	\$32,347.50
June 30, 2026	\$32,347.50	June 30, 2027	\$32,347.50

Studer Education requests that Rock Valley College appoints a specific Accounts Payable contact to ensure timely and efficient delivery of the invoice. Please provide the contact information in the specified area on the signature page of this agreement.

The General Business Terms found in Addendum I apply to this agreement.



As acceptance of the above, please sign and return to attention **Dr. Julie Kunselman** via email to **jkunselman@studereducation.com** by **July 23, 2025**. The expiration of terms in our proposals (when not executed during the anticipated timeframe) allows us to keep dates and timelines in our proposals current and to ensure we are able to provide the best possible service to our current clients and to others with whom we may opt to extend an offer. Upon execution by both parties, this letter and its attachments will serve as a binding agreement by and between Studer Education LLC and Rock Valley College.

On behalf of our team, I want to thank you for the opportunity to serve RVC.

Sincerely,

Dr. Melissa Matarazzo
Chief Administrative Officer
Studer Education LLC

Date

Rock Valley College

Agreed and accepted:

Authorized Signature

Name of Signatory (Please Print)

Title

Date

Accounts Payable Contact for invoice submissions:

Name: _____

Phone: _____

Email: _____

Commented [MG1]: Parties should agree to extend this date as the Board will not vote on this agreement until June 24th.

Deleted: June 15

Formatted: Indent: Left: 0"

Deleted: ¶

Deleted: _____Section Break (Next Page)_____

GENERAL BUSINESS TERMS

These General Business Terms (these “**Terms**”), together with any engagement letter, work order, or statement of work executed by the parties that references or incorporates these Terms (including any and all attachments, exhibits and schedules) (the “**Engagement Letter**” or “**EL**”), constitutes the entire understanding and agreement (the “**Agreement**”) between Studer Education LLC (“**Studer**”) and the entity that has entered into Engagement Letter with Studer (the “**Client**” or “**District**”). If there is a conflict or inconsistency between these Terms and the terms of the Engagement Letter, these Terms govern, except to the extent the EL explicitly refers to the conflicting term herein.

1. Services. (a) Studer will provide the services (the “**Services**”) and furnish the Studer Materials (as defined below) as described in the Engagement Letter and any attachments thereto, as may be modified from time to time by mutual consent.

(b) Studer is not responsible for identifying Client’s violations of laws or regulations.

(c) Studer is not a law firm and is not authorized to provide legal advice or counseling in any jurisdiction, and the Services are not designed, nor should they be relied upon, to provide legal recommendations.

2. Client Data, Software & Intellectual Property Rights. (a) By providing Studer copies of or access to Client Data in connection with this Agreement, Client grants Studer the right to use and reproduce such Client Data for the sole, limited purpose of performing the Services under this Agreement; *provided, however*, Client retains all ownership rights to such Client Data and Studer agrees to comply with the confidentiality requirements of Section 6. “Client Data” is broadly defined to include all proprietary data, content, personal information, or Confidential Information about Client that is provided to Studer for purposes of performing the Services under the SOW.

(b) By providing Client copies of or access to Materials in connection with the SOW, Studer grants Client the right to use such Materials for Client’s own internal use for the purposes for which such Materials are provided, subject to any scope limitations identified in the Engagement Letter; *provided, however*, as between Client and Studer, Studer retains all ownership rights to such Studer Materials. Nothing herein prohibits Studer from incorporating third party rights in software or other intellectual property into the Studer Materials. For purposes of this Agreement, the term “Studer Materials” is broadly defined to include anything Client receives from Studer or its agents in performance of the Services, including without limitation Studer’s proprietary intellectual property and materials (whether or not registerable as a copyright, trademark, or patent), know-how, and trade secrets, but specifically excluding any Client Data to the extent incorporated in the Studer Materials.

(c) The rights of use granted under this Section 2 specifically include the right to create derivative works; *provided, however*, such derivative works are subject to the same confidentiality requirements, ownership rights, limitations on scope and permitted purposes as applicable to the original work.

(d) If pursuant to the Engagement Letter or any subsequent addenda or new orders Studer makes available to Client any web-based or mobile-accessible software as part of the solution provided by Studer to Client (the “**SaaS**”), then the following terms apply: (1) Client may access and allow its employees, agents, and representatives (“**Users**”) to access the SaaS solely for Client’s internal purposes and use, (2) Client shall not attempt or allow anyone attempt to access any source code, or modify or attempt to create any derivative works of the SaaS, (3) Client shall not and shall not permit its Users to use the SaaS to transmit, distribute, or store any (A) illegal, harmful, defamatory, infringing, or misappropriating data, information, or other content, (B) any harmful or malicious software code (including viruses, worms, timebombs, etc.), or (C) any sensitive data, financial information, or government-issued identified (e.g., social security numbers, credit card numbers, etc.). Studer all times retains full ownership of the SaaS and all copyrights and other intellectual property embodied or

included in the SaaS, all of which are Studer's Confidential Information. Studer reserves the right to suspend or terminate access to the SaaS if Client or any Users are in breach of this Agreement at any time.

(e) Except as otherwise expressly provided in this Agreement, the rights granted under this Section 2 survive expiration or termination of the SOW. However, Client's rights to access and use the SaaS terminate immediately upon the expiration or termination of this Agreement.

3. Fees and Taxes. (a) Client will pay Studer the fees and expenses as defined in the Engagement Letter within 45 days of any due date set forth in the EL or following receipt of an applicable and valid invoice from Studer. Client will submit payment via ACH, EHT, or check, in accordance with Studer's directions. All amounts that are past due are subject to a monthly charge of 0.5% per month or the maximum rate permitted by the law, whichever is less.

Deleted: 30

Deleted: 1

(b) Upon request, Client will provide Studer with a tax exemption certificate on behalf of Client, in which case Studer will not collect or remit any sales, use, value-add, or similar taxes in connection with the Services. If Client fails to provide such a certificate, Studer shall calculate and invoice Client for any applicable taxes, which will not be considered part of the fees and which Client shall pay in full.

(c) If Client requires Studer to contract with a third-party vendor to facilitate performance of this Agreement, Client will be responsible for all costs associated with such vendors, unless otherwise agreed by the parties in the Engagement Letter.

4. Client Responsibilities. In order for Studer to perform the Services and provide the Studer Materials, Client is responsible for the following: (a) providing Studer with access to Client's office space, equipment, data, and access to personnel, as necessary to perform the Services; (b) providing accurate and complete information in response to Studer data requests; (c) making all final decisions and approvals needed after consideration of Studer's recommendations; (d) using all Services provided by Studer in a manner consistent with all applicable requirements, rules, regulations, and laws; and (e) fulfilling such other responsibilities as may be set forth in the SOW. The activities, conclusions, strategies, suggestions, and recommendations that Studer develops and implements represent Studer's experienced judgment based on the information provided to Studer.

5. Limited Warranty. (a) Studer warrants that the Services will be performed with reasonable care in a diligent and competent manner consistent with industry standards and that the Studer Materials will be professional and meet the specifications set forth in the Engagement Letter and within reasonable industry standards. If the Services or Studer Materials do not conform to this warranty, Client must notify Studer in writing, specifying the non-conformance in detail. To the extent that Studer has attempted to perform the Services, Studer will have a reasonable amount of time to correct the non-conformance based on its severity or complexity. Studer shall have no opportunity to cure if it failed to attempt to perform or implement the Services.

Deleted: (or, if no,

Deleted:)

Deleted: , within ten days after the Services are performed or Studer Materials are delivered,

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

(b) THE WARRANTY SET FORTH IN THIS SECTION IS SERVICE PROVIDER'S ONLY WARRANTY CONCERNING THE SERVICES AND ANY STUDER MATERIALS AND IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES AND REPRESENTATIONS, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, NON-INFRINGEMENT, FITNESS FOR A PARTICULAR PURPOSE, OR OTHERWISE, ALL OF WHICH ARE HEREBY DISCLAIMED. STUDER DOES NOT WARRANT AND IS NOT RESPONSIBLE FOR ANY THIRD-PARTY PRODUCTS OR SERVICES THAT MAY BE OFFERED IN CONJUNCTION WITH THIS AGREEMENT. CLIENT'S SOLE AND EXCLUSIVE RIGHTS AND REMEDIES WITH RESPECT TO ANY THIRD-PARTY PRODUCTS OR SERVICES ARE AGAINST THE THIRD PARTY AND NOT AGAINST STUDER.

6. Confidentiality. (a) To fulfill the obligations hereunder, each party may have access to the other party's information and materials that are confidential and proprietary or should reasonably be considered confidential based on subject matter or circumstances of disclosure ("Confidential Information"). The parties agree that Confidential Information will be protected in a reasonable and appropriate manner and used only for the purposes it was provided or as otherwise permitted by the disclosing party.

(b) Studer may obtain Confidential Information of third parties in connection with Client's contracts with suppliers, manufacturers and other vendors. Studer will maintain the confidentiality of all third-party Confidential Information, use it in a reasonable and appropriate manner, and only to the extent necessary to perform its obligations in this Agreement.

(c) Confidential Information will only be disclosed to the parties' personnel with a need to know and will not be disclosed to third parties except in the event Studer engages a subcontractor to assist in performance of the Services and then only to the extent subcontractor agrees in writing to protect Confidential Information.

(d) All Confidential Information, whether original or subsequent copies, made available to one another must be returned or destroyed at the request of the disclosing party. However, the receiving party may retain one archival copy for recordkeeping or quality assurance purposes and will make no unauthorized use of such copy.

(e) The obligations in this Section do not apply to information to the extent it is: (i) publicly known without a violation of confidentiality by the receiving party; (ii) already known to the receiving party free of any obligation of confidentiality; (iii) lawfully disclosed by a third party; or (iv) independently acquired or developed without use of Confidential Information of the disclosing party.

(f) Notwithstanding anything to the contrary above, if any judicial, legislative, or administrative body or taxing authority requests or threatens to compel disclosure of Confidential Information, then unless otherwise legally prohibited, the receiving party will promptly notify the disclosing party and will comply with reasonable requests of the disclosing party (at disclosing party's expense) to assist disclosing party in obtaining a protective order and to prevent or minimize the disclosure of any Confidential Information. The receiving party may then disclose Confidential Information only if, and to the extent, required by law or applicable regulation.

(g) Neither party will be deemed in violation of the obligations in this Section to the extent disclosing Confidential Information in connection with potential disclosures under the foregoing subsection, to representatives or advisors, who are subject to obligations of confidentiality.

(h) The Parties acknowledge and agree that Client is an Illinois public body and is subject to the Illinois Freedom of Information Act ("FOIA"), and nothing in this Section 6 shall bar or prevent Client from complying with the legal requirements of FOIA, any other law or regulation, subpoena or court order.

7. Personally Identifiable Information. (a) To the extent Studer has access to personally identifiable information ("PII"), Studer agrees to use such information only for the purpose of this Agreement and as Client directs. Studer does not intend to collect or process PII from or about individuals under 16 years of age, nor does Studer intend to collect or process highly sensitive, financial, or health-related PII, and Client will not deliver such information to Studer.

(b) Client and Studer will comply with all applicable laws relating to privacy and the protection of PII.

(c) If required, a data processing agreement, data transfer agreement, or similar addenda will set out the terms and conditions of the processing of personal information/data.

(d) Upon the request of Client or Client's written permission, Studer may, pursuant to the following

terms, perform data analytics on Client Data that is identifiable and non-identifiable.

- (i) Data analytics performed on identifiable Client Data will be for Client's exclusive benefit (and not shared with any third party). Client hereby grants Studer a non-exclusive and revocable license to use the identifiable Client Data for such purposes.
- (ii) For the enhancement of Services (e.g., benchmarking, insights, market trends) Client permits Studer to use deidentified Client Data and aggregated Client Data (collectively, "**De-Identified Data**") for Studer's own purposes and with other Studer data sources, provided that in any event such data cannot reasonably be used to identify Client or any individual person. Studer will not use any information or data that could reasonably be used to identify Client or any individual person without the prior written consent of Client or the individual, as applicable.
- (iii) Client acknowledges that Studer is the owner of De-identified Data, and that Studer may use De-identified Data for its business purposes.

8. Termination. (a) Either party may terminate this Agreement without cause upon 30 days' advance written notice to the other party.

(b) Either party may terminate this Agreement for cause if the other party materially breaches the terms of this Agreement and fails to cure such breach within fifteen (15) days of receiving written notification of such breach.

(d) The termination becomes effective on the last day of the advance notice period required above, or such other date as agreed by the parties (the "**Termination Date**").

9. Effect of Termination. (a) If this Agreement is terminated for convenience by either party, Client will pay Studer for all Services rendered, Studer Materials provided, expenses incurred, contingent fees earned (if applicable), or non-refundable commitments made by Studer through the Termination Date in accordance with this Agreement.

(b) If this Agreement is terminated for cause by Client, Client will pay Studer for all conforming Services rendered, Studer Materials provided, and reasonable expenses incurred through the Termination Date in accordance with this Agreement.

(c) If this Agreement is terminated for cause by Studer, all rights granted to Client in this Agreement for continued use of the Services and the Studer Materials under Section 2 will terminate as of the Termination Date.

(d) If this Agreement is terminated by Studer, for convenience or for cause, Studer will refund any advance payments that Client made, based on a pro rata basis, to the extent that said payments are applicable for Services that Studer performed prior to the date of termination.

(e) If this Agreement expires or is terminated for any reason, all license rights or other rights granted to Client in the Agreement for access to software or online resources will be extinguished contemporaneously with the termination unless other valid terms exist between Client and Studer governing such rights.

(f) The following rights and obligations expressly survive termination of this Agreement: (i) payment for Services rendered, (ii) confidentiality, (iii) indemnification, and (iv) any other provision intended by its express terms or nature and context to survive the expiration or termination of this Agreement.

Indemnification. (a) To the extent permitted by law, each party (each, an "Indemnifying Party") will hold harmless and indemnify the other, its parent and affiliated companies and their respective officers, directors, employees, contractors, and agents (each, an "Indemnified Party") against any and all direct loss, liability, damage, or expense, including actual attorneys' fees reasonably incurred ("**Claim**") brought by a third party against the Indemnified Party arising out of or in connection with willful

Deleted: Section Break (Next Page)

Deleted: perpetual,

Deleted: ir

Deleted: termination fees (if applicable)

Formatted: List Paragraph, Right: 0", Space Before: 0 pt

Deleted: for injury or death of any person, or damage to real or tangible personal property of the Indemnified Party,

misconduct or negligent acts or omissions of the Indemnifying Party's employees, contractors, subcontractors, or agents, regarding the performance of, receipt of, and use of, the Services provided, or the breach of this Agreement. However, neither party will be indemnified for any Claim to the extent resulting from its negligence or willful misconduct. The Indemnifying Party will have the right to participate in the defense of any Claim at its own expense.

Deleted: ¶

(b) To the extent permitted by law, each party will defend, indemnify, and hold harmless the Indemnified Party against any third-party claim arising from the Indemnifying Party's violation of any U.S. copyright, trademark, patent or other U.S. intellectual property rights (an "IP Claim"). For any IP Claim, Studer may, at its option, (i) modify such Studer Materials to cure the intellectual property right infringement; (ii) procure for Client the right to continue using the Studer Materials pursuant to this Agreement; (iii) provide an alternative means of offering the Studer Materials; or (iv) terminate access to the infringing Studer Materials and refund to Client any amounts paid with respect to such Studer Materials.

(c) The foregoing obligations of defense and indemnity are conditioned on the party seeking defense and indemnification: (i) promptly notifying the indemnifying party in writing of such Claim or IP Claim; (ii) giving the indemnifying party sole control of the defense of the Claim or IP Claim and any related settlement negotiations; and (iii) cooperating and, at the indemnifying party's request and reasonable expense, assisting in such defense.

10. Insurance Requirements At all times during the term of this Agreement, Studer shall purchase and maintain the following insurance coverage with carriers receiving an A.M. Best Financial Rating not less than A-, unless otherwise approved by you in writing: (a) workers' compensation coverage in an amount not less than \$500,000 per accident and \$500,000 per disease; (b) commercial general liability coverage in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate; (c) commercial automobile liability to include all owned, non-owned, and hired automobiles covering bodily injury and property damage, including uninsured and underinsured motorist's coverage, in an amount not less than \$1,000,000 combined single limit for each occurrence; (d) professional services liability coverage in an amount not less than \$1,000,000 per claim or occurrence and \$2,000,000 in the aggregate; and (e) umbrella liability to cover excess of the commercial general liability, professional services liability and automobile liability policy limits described above in an amount not less than \$1,000,000 each occurrence and \$1,000,000 in the aggregate. All policies, certificates, and endorsements under the commercial general liability, commercial automobile liability, umbrella liability and professional services liability policies shall name "Rock Valley College and its directors, officers, and employees," as Additional Insureds on a primary and noncontributory basis. Further, throughout the term of this Agreement, we agree to provide you a certificate of insurance evidencing compliance with this Section 11, along with any policy declarations or required endorsements, when requested by the College.

Deleted: <#>The parties acknowledge and agree that from time to time the parties may be subject to subpoenas or other legal requests for production as a result of the relationship created by this Agreement, including requests made in connection with litigation or other dispute, governmental hearings, investigation or other administrative actions (the "Proceedings"). In such event, the party subject to such Proceedings shall indemnify, defend, and hold harmless the other with respect to all costs incurred and claims resulting from the Indemnified Party's response to or compliance with any such subpoena, document request, or similar order.¶

11. Limitation of Liability. TO THE EXTENT PERMITTED BY LAW, EXCEPT IN CONNECTION WITH ANY BREACH OF CONFIDENTIALITY OR OBLIGATION OF DEFENSE AND INDEMNITY HEREUNDER:

Formatted: Font: Not Bold, Not Expanded by / Condensed by

(a) NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY TYPE OF DAMAGES FOR ANY AND ALL CLAIMS, IN AGGREGATE, IN EXCESS OF THE AMOUNT OF SERVICE PROVIDER'S FEES THAT WOULD BE DUE AND PAYABLE UNDER THE ENGAGEMENT LETTER FROM WHICH THE CAUSE OF ACTION AROSE.

(b) NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY PUNITIVE OR EXEMPLARY DAMAGES OR LOSS, OR ANY LOST PROFITS, SAVINGS OR BUSINESS OPPORTUNITY, SPECIAL, CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES.

Formatted: Indent: Left: 0.25", No bullets or numbering

12. Equitable Relief. Studer is entitled to equitable relief, including without limitation, injunctive relief and specific performance, in the event of a breach or threatened breach of the confidentiality obligations and licenses granted to Client in this Agreement and its attachments. Studer may seek equitable relief in addition to all other remedies available at law or in equity without the requirement to prove actual

damages.

13. Force Majeure. (a) Neither party will be liable hereunder by reason of any failure or delay in the performance of its obligations hereunder (except for payment obligations) on account of events of circumstances beyond the reasonable control of such party, including strikes, shortages, riots, insurrection, fires, flood, storm, explosions, acts of God, epidemics, war, governmental action, labor conditions, earthquakes, material shortages ("**Force Majeure Event**").

(b) Upon occurrence of a Force Majeure Event, the non-performing party will promptly notify the other party of occurrence of that Force Majeure Event, its effect on performance, and how long that party expects it to last. During a Force Majeure Event, the nonperforming party will use reasonable efforts to limit damages to the performing party and to resume its performance under this Agreement.

14. Suspension. Studer reserves the right to suspend Services in the event of non-payment, breach of rights to use Studer Materials or confidentiality obligation, or other material breach. In the event of suspension, Studer will not be liable for any resulting loss, damage, or expense connected with such suspension.

15. No Relationship, Limited Authority. (a) Nothing in this Agreement creates any special relationship between the parties, such as a partnership, joint venture, franchise, or employee/employer relationship.

(b) Neither party will have the authority to, and will not, act as agent for or on behalf of the other party or represent or bind the other party in any manner. However, if it is appropriate in the provision of Services that Studer review and analyze confidential information of a third party related to contracts between Client and its suppliers, manufacturers or other vendors, Client hereby designates Studer as its representative and agent as necessary for such limited purpose.

16. Client Policies. If Studer personnel are required to comply with Client policies, and Studer's policies conflict with Client policies, the parties will work to determine an appropriate solution to ensure that Studer's personnel will not be subject to conflicting policies.

17. Personnel. Studer retains the right to assign and reassign its personnel, as appropriate, to perform the Services. However, if the Client has a reasonable objection to the personnel assigned to perform the Services, Studer agrees to use commercially reasonable efforts to replace the personnel.

18. Subcontract. Studer may use subcontractors in the performance of its Services; *however*, Studer remains at all times liable for the acts and omissions of such subcontractors to the extent Studer would have had liability to Client if Studer had directly committed such acts or omissions directly.

19. Reference. Client agrees that Studer may refer to Client as a recipient of the Services and may provide Client's name and a general description of the engagement in Studer's client lists or marketing materials. Client will notify Studer of, and Studer will comply with, any rules or requirements regarding the use of Client's name and logo in such communications. Any goodwill arising from such use inures solely and exclusively to the benefit of Client, and Studer acquires no rights in any trademarks rights of Client based on such use.

20. Assignment. Each party may, without the prior written consent of the other party, assign this Agreement to a successor-in-interest or to an entity that acquires all or substantially all of such party's assets, or ownership of a majority of such party's voting equity, in connection with a merger, consolidation, or acquisition, *however*, the scope of the SOW will remain limited to the facilities, usage limits, affiliates or number of users, as applicable, identified in the SOW and will not be expanded due to any assignment of this Agreement as described above. Notwithstanding the foregoing, the non-assigning party may require successors for the assigning party to provide written affirmation of the assigning party's obligations under this Agreement.

Deleted: Section Break (Next Page)

21. Waiver. No waiver of any breach of any provision of this Agreement constitutes a waiver of any prior, concurrent or subsequent breach of the same or any other provisions hereof. No term of this Agreement will be deemed waived, and no breach of this Agreement excused, unless the waiver or consent is in writing signed by the party granting such waiver or consent.

22. Modification. This Agreement supersedes all prior oral and written communications between the parties with respect to the subject matter of this Agreement, and may be amended, modified or changed only in a writing signed by both parties.

23. Dispute Resolution. (a) This Agreement is governed by and construed in accordance with the laws of the State of Illinois without giving effect to conflicts of law rules.

(b) Any controversy or claim arising out of or relating to this Agreement or any breach thereof will be filed in the Circuit Court of Winnebago County, Illinois or the U.S. District Court, Northern District of Illinois. Each party will bear its own costs for any dispute, including attorneys' fees.

(c) Notwithstanding the foregoing, the parties will in good faith and for thirty (30) days attempt to resolve any dispute or disagreement arising out of or relating to this Agreement by face-to-face negotiations between an authorized representative of each party. Neither party, however, will be required to pursue this informal dispute resolution process in the event of a dispute regarding an alleged payment, a breach of confidentiality obligations or a violation of intellectual property rights if the party has reason to believe that the delay caused by the informal dispute resolution process would materially harm it.

24. Notice. All notices or demands required hereunder will be in writing and will be served by nationally recognized overnight courier service and will be deemed delivered on the date that the overnight shipping company registers delivery to the appropriate party at the address stated in the Engagement Letter, his or her successor, or other designee or officer of the party with a copy to: Chief Executive Officer, Studer Education LLC, 6732 W Coal Mine Ave, Unit 501, Littleton, CO 80123.

25. Binding Effect. (a) If any portion of this Agreement is held invalid, such invalidity will not affect the validity of the remaining portions of the Agreement and the parties will substitute for any such invalid portion, a provision that best approximates the effect and intent of the invalid provision.

(b) The provisions of this Agreement will be binding upon and inure to the benefit of the respective successors and permitted assigns of the parties.

* * *

Deleted: <#>¶

Deleted: <#>Delaware

Deleted: settled by binding arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules. Any arbitration will be conducted in Littleton, Colorado. Any arbitration award may be entered in and enforced by any court having jurisdiction thereof, and each party hereby irrevocably consents and commits itself to the jurisdiction of the federal and state courts located within the state of Colorado for purposes of enforcement of any arbitration award. Except as may be required by law, neither party nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both parties

Strategic Plan Goals Update: Implement Culture Survey Action Steps



Board of Trustees Committee of the Whole
July 8, 2025

Heather Snider, Vice President of Institutional Effectiveness & Communications

Executive Summary

Process

The Employee Culture Survey was administered to faculty and staff in Fall 2021 and Fall 2023. Items are aligned with RVC Strategic Plan Pillars III (Exceptional Training Opportunities) and IV (Cultural Excellence) and used to track progress toward scorecard targets.

Results

Every category showed improvement from Fall 2021 to Fall 2023; however, scores on professional development and communications remained below a 3.0 on a 4.0 scale. Cabinet identified **communication** as an area of focus for 2024-2025.

Action Steps and Progress

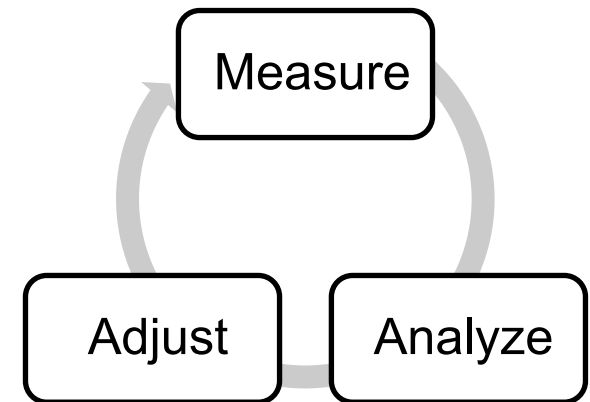
Actions to improve communication include streaming Board meetings, publishing a monthly leadership update, and visiting locations away from the main campus. These actions have been implemented, and the information included in this report indicates success.

Next Steps

The Culture Survey will be administered again in Fall 2025 to determine whether action steps related to communications have improved scores.

Process

- The Employee Culture Survey is administered to faculty and staff in the fall of odd years.
- The survey is administered electronically, and responses are anonymous.
- Results are summarized, and aggregate reports are analyzed by Cabinet and other leaders.
- Results are shared with the Board at its annual retreat and with employees at the annual town hall meeting.
- Cabinet and other leaders use results to identify areas of improvement.



Results

Survey Section	2021	2023	Change
Board of Trustees	-	2.92	-
Cabinet Leadership	3.00	3.11	+0.11
Immediate Supervisor	3.26	3.35	+0.09
Feelings of Respect	3.13	3.19	+0.06
Impact, Belonging, and Satisfaction	2.91	3.15	+0.24
Diversity, Equity, and Inclusion (1)	2.90	3.11	+0.21
Diversity, Equity, and Inclusion (2)	3.17	3.28	+0.11
Diversity, Equity, and Inclusion (3)	2.90	3.14	+0.24
Professional Development	2.72	2.85	+0.13
Workload	3.01	3.06	+0.05
Communications	2.56	2.99	+0.43
Overall Satisfaction	3.02	3.17	+0.15
eNPS for Work Environment ¹	-	23.40	-
eNPS for the Organization ²	-	6.75	-

Survey scale ranges from 1 to 4, with 4 being the highest.

¹ “Willingness to recommend immediate work environment (unit-level) as a good place to work.”

² “Willingness to recommend the organization as a good place to work.”

Communication Action Steps

Action Step 1:

Stream Committee of the Whole and Regular Board Meetings.

Action Step 2:

Provide regular leadership updates.

- Monthly update provided by the President after the Regular Board Meeting
- Divisional updates provided by Vice Presidents regularly

Action Step 3:

Visit locations away from the main campus to interact with staff.

Action Step 1: Stream Board Meetings

Rock Valley College Board of Trustees



RVC Board of Trustees

@RVCBoardofTrustees • 26 subscribers • 30 videos

Welcome to the official Rock Valley College Board of Trustees meetings channel. If you'd like to learn more...

rockvalleycollege.edu/about/leadership/board-of-trustees/index

Subscribe

Home Live Playlists

Past live streams

Board of Trustees	Board of Trustees	Board of Trustees	Board of Trustees	Board of Trustees	Board of Trustees
Committee of the Whole Meeting June 10, 2025 3:07:01	Regular Board Meeting May 27, 2025 5:15 PM 1:26:40	Committee of the Whole Meeting May 13, 2025 2:54:16	Regular Board Meeting April 22, 2025 5:15 PM 1:59:30	Committee of the Whole Meeting April 8, 2025 1:59:11	Regular Board Meeting June 25, 2024 5:15 PM 1:18:11
June 10, 2025: Committee of the Whole Meeting - Rock...	May 27, 2025: Regular Meeting - Rock Valley...	May 13, 2025: Committee of the Whole Meeting - Rock...	April 22, 2025: Regular Meeting - Rock Valley...	April 8, 2025: Committee of the Whole Meeting - Rock...	March 25, 2025: Regular Meeting - Rock Valley...
65 views • Streamed 6 days ago	111 views • Streamed 2 weeks ago	109 views • Streamed 1 month ago	82 views • Streamed 1 month ago	105 views • Streamed 2 months ago	89 views • Streamed 2 months ago

Average Meeting Views = 97

Action Step 2a: Monthly Leadership Update



Leadership Update - June 2024



Office of the President

5 min read

Based on employee feedback on the Rock Valley College Culture Survey, College Leadership is introducing some new initiatives to improve internal communications. Each month, following the Board of Trustees Regular meeting, the President and his leadership team will provide an update from the meeting. The update will include a summary of action items from the meeting and highlights from Trustee and Cabinet comments.

Board of Trustees Regular Meeting Recap - June 25, 2024

Board of Trustees meetings are live-streamed, and recordings are available on the [Board of Trustees Meeting YouTube channel](#).

Prior to the Regular Board Meeting, a Public Budget Meeting was held. There were no public comments during the hearing.

The action items at the meeting included approval of the following:

- Claims Sheet.
- Purchase Reports for FY25 purchases, site rentals, licensing/software

President's Report to Board

At the last Board meeting, Dr. Spearman announced that RVC unexpectedly received three nominations for the Illinois Manufacturing Association's Educator of the Year Award. Although RVC did not earn the top spot, we are RVC Proud to have been finalists for the award. There were over 150 submissions, and RVC received three of the top four selections as finalists. This is a testament to the hard work and positive energy we have put into being the top regional educational training facility for manufacturing.

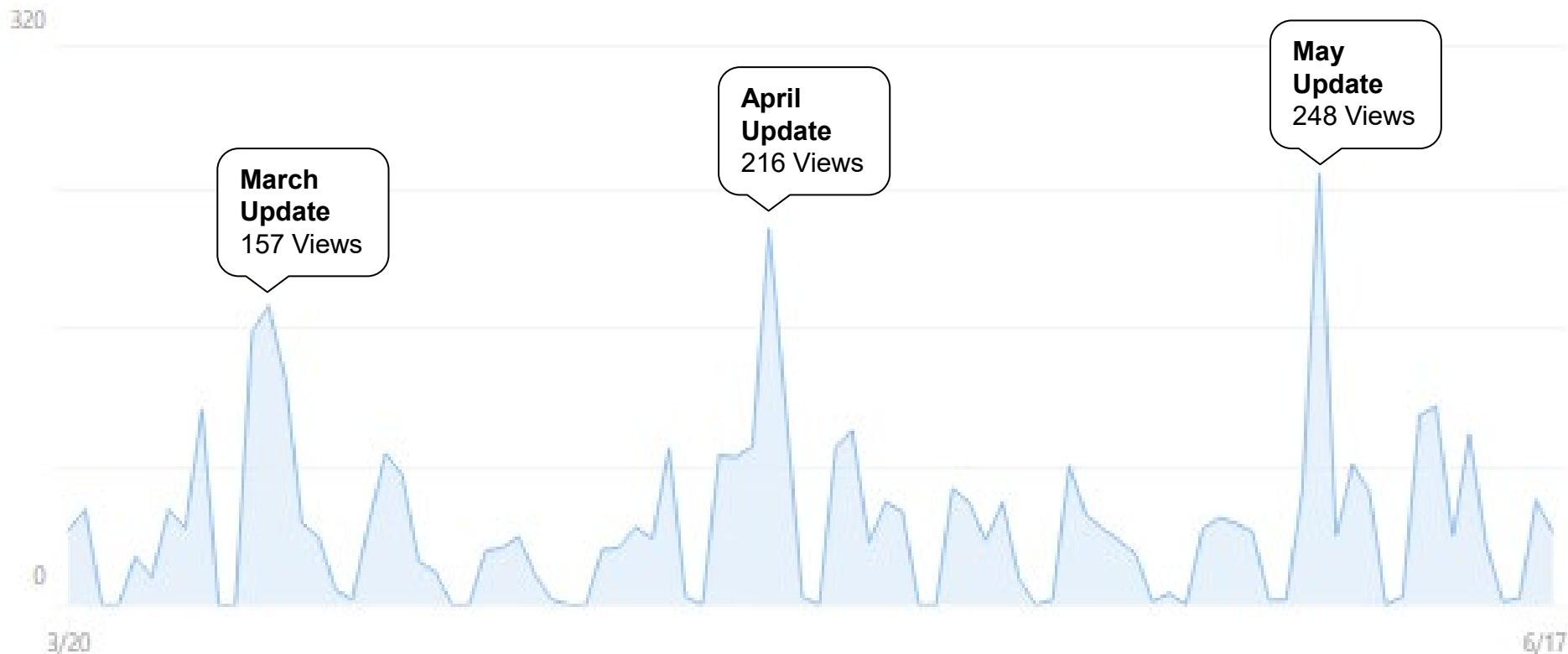
Last week, the President and his Cabinet met with students, staff, and faculty at the Aviation Career Education Center. It went well, and the

Following each Regular Board Meeting, the President's Office sends a leadership update to the campus community, including:

- Board approval items
- Trustee comments
- President's update
- Leadership Cabinet updates

Action Step 2a: Monthly Leadership Update (results)

Visits to the Leadership page of the Intranet spike when the Monthly Leadership Update is emailed from the President's Office.



Action Step 2b: Divisional Updates

Cabinet members have implemented additional methods of updating their divisions and the campus on a regular basis. These methods include:

- Newsletters
- Weekly huddles
- Quarterly meetings
- Board meeting attendance
- IT Advisory Committee

Action Step 3: Location Visits



Next Steps

- Maintain communication action steps throughout the 2025-2026 academic year.
- Administer the Employee Culture Survey in Fall 2026.
 - Analyze results
 - Determine if communication has improved
 - Identify a new focus for ongoing improvement
- Administer Service Excellence Surveys in Spring 2026.

**2025-2027 Emergency Medical Technician Memorandum of Understanding Between
Kishwaukee Education Consortium,
OSF St. Anthony Medical Center Northern Region,
and Rock Valley College**

Background:

This Dual Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in an Emergency Medical Technician (EMT) dual credit class at the Kishwaukee Education Consortium, which will lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework into Rock Valley College.

Dual and articulated credit offerings have increased annually with the further development of the Dual Credit Quality Act. These initiatives, along with their continued development and implementation, remain at the forefront of Rock Valley College's partnerships with regional school districts and educational providers.

OSF St. Anthony Medical Center Northern Region will provide, at its cost, a dual credit instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The Kishwaukee Education Consortium will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College, the Kishwaukee Education Consortium, and OSF St. Anthony Medical Center Northern Region beginning August 1, 2025, and ending June 30, 2027. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Emergency Medical Technician Memorandum of Understanding – Kishwaukee Education Consortium & OSF. St Anthony Medical Center Northern Region

Memorandum of Understanding between OSF St. Anthony Medical Center Northern Region, Kishwaukee Education Consortium, and Rock Valley College

This Memorandum of Understanding {"MOU" or "Agreement"} is entered into this 8th day of April 2025, between OSF Saint Anthony Medical Center/Northern Region EMS, 5666 East State Street, Rockford, IL 61108, Kishwaukee Education Consortium 21255 Malta Road, and Rock Valley College, located at 3301 N. Mulford Road, Rockford, Illinois 6114 (collectively, the Parties).

WHEREAS, Kishwaukee Education Consortium (KEC) and OSF Saint Anthony Medical Center/Northern Region EMS Center have come together and would like to offer high school students enrolled in Kishwaukee Education Consortium an opportunity to participate in an EMT-Basic provider Course in conjunction with Rock Valley College High School Dual Credit Program, as further described in this Agreement (the "Program"); and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College via an EMT Basic Provider Course supplied by OSF Saint Anthony Medical Center/Northern Region EMS; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. KEC and Rock Valley College will make available to eligible students participating in the Program, the EMT-Basic Provider Course "dual credit course" as listed in 'Appendix A' which is attached hereto and incorporated herein.
2. All EMT-Basic provider Courses will be taught by qualified OSF Saint Anthony Medical Center/Northern Region EMS Instructors during the academic year.
3. All EMT-Basic provider Courses shall be taught at Kishwaukee Education Consortium.
4. It is further agreed upon by the Parties that the Kishwaukee Education Consortium will:
 - a. Be responsible for collaborating with Rock Valley College Early College Coordinators to submit a completed enrollment form for all students who qualify and have registered for the Rock Valley College dual credit course;
 - b. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the KEC course start date;

- c. Ensure that all students successfully meet the Rock Valley College and OSF Saint Anthony Medical Center/Northern Region EMS course prerequisites (2.0 GPA or placement into ENG-098 and MTH096A) and requirements (flu Shot, Tdap, MMR, Chicken Pox vaccination) and assign a course counselor to handle any situations at the Kishwaukee Education Consortium that requires intervention including, but not limited to, mental health, remedial assistance, study time, counseling, academic intervention, placement into another course if student performance does not meet course requirements or School District performance and attendance violations.
 - d. Ensure that the students who are enrolled in the course have the proper orientation, approvals, signatures, liability forms, and inoculations for the emergency department clinical time at a local hospital and ambulance ride time at a local approved provider.
 - e. Ensure that the student meets the age requirements for successful testing and licensure by the National Registry of EMTs and the Illinois Department of Public Health by the end of the school year.
 - f. Pay a per-student enrollment fee of \$50.00 to Rock Valley College for each dual credit student.
 - g. Purchase the textbook/access card needed to successfully complete the EMT-Basic provider Course.
 - h. Ensure that the student purchase their own stethoscope to be used for the EMT-Provider Basic provider Course.
 - i. Contact the lead instructor for changes in the school schedule based on weather, infrastructure and building issues, and will subsequently meet with the lead instructor to develop make-up classes schedules to complete required hours for course completion.
 - j. Be solely responsible for the wages, salaries, and benefits due to individuals who are Kishwaukee Education Consortium employees only—in no event shall KEC be responsible for the wages, salaries, and benefits due to employees, independent contractors, or agents of any other Party.
5. OSF Saint Anthony Medical Center/Northern Region EMS shall:
- a. Ensure that the Lead Instructor is qualified under the applicable Illinois Department of Public Health licensure, Rock Valley College, and State of Illinois qualifications to provide the EMT-Basic Provider Course for Kishwaukee Education Consortium participants.
 - b. Develop and provide a course curriculum, handbook, and schedule that coincide with KEC district schedules.
 - c. Submit the course curriculum, handbook, and schedule to the Illinois Department of Public Health to be approved and receive an Illinois Site Code for course completion.
 - d. Submit the course curriculum, handbook, and schedule to the National Registry of EMTs for approval and identification for National Registry

Testing and Certification for those students that successfully complete the course.

- e. Follow the class schedule for the school year as identified in the schedule and follow the direction of the Kishwaukee Education Consortium related to school cancellations for weather, building infrastructure issues, etc.
- f. Submit a handbook that identifies the requirements for the students to successfully complete the EMT-Basic Provider Course. The handbook will identify course homework averages, test averages, laboratory class completions, and limitations on absences.
- g. Upon successful completion for National Registry of EMTs testing, the course lead instructor will submit the necessary paperwork for the student to be licensed as an EMT-Basic by the Illinois Department of Public Health.
- h. Provide a qualified lead instructor and ad-hoc instructors/ aides needed for the successful completion for the EMT-Basic Provider Course.
 - i. The OSF Dual Credit Instructor must submit a Rock Valley College Dual Credit at the High School Instructor Application.
 - ii. OSF must complete an Instructor Verification form for each EMT Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
- i. Ensure that adequate classroom space, chairs, tables, etc. are available for didactic and laboratory sessions
- j. Ensure that proper audio-visual equipment is available as identified by the course instructor
- k. Ensure that all EMT-Basic provider training equipment is available at the course site including but not limited to training mannequins, blood pressure cuffs, splints, backboards, ambulance cots, immobilization equipment, oxygen delivery devices, AEDs, cardiac and equipment needed for the course presentation and that proper, secured, storage space is available for the equipment when not in use.
- l. Provide the necessary soft goods (bandages, forms, checklist, tape, handouts, etc.) to successfully complete the laboratory sessions for the EMT-Basic Provider Course.
- m. The lead instructor shall:
 - i. Distribute, on the first day, the course syllabus and handbook to each student and orient each student to the specific needs for didactic, laboratory, testing, homework, attendance needs for successful completion of the course. Each student will subsequently sign an orientation agreement identifying they understand the parameters of the course and will abide by those parameters.

- ii. Provide KEC and Rock Valley College Early College Coordinator the initial class roster through an enrollment verification process, midterm grades, and final grades for students enrolled in the course.
 - iii. Meet with the assigned KEC employee on a periodic basis to discuss each student's progress and address any issues that arise concerning class performance, personal issues, homework, remediation, academic review, study time, and attendance. The KEC employee will identify a remediation plan for identified students and/or select an alternative pathway if a student is unsuccessful in their performance during the course.
- 6. It is further agreed upon by the Parties that Rock Valley College will:
 - a. Provide the EMT-Basic Provider Course approved credit hours as identified by the Illinois Community College Board for the students who successfully complete the EMT-Basic Provider Course.
 - b. Provide the Kishwaukee Education Consortium with copies of all official college credit course forms, processes and support needed to achieve Dual Credit Course Compliance.
 - c. Ensure that the lead instructor and ad-hoc instructors meet the Illinois Department of Public Health licensure, Rock Valley College, and State of Illinois qualifications to provide the EMT-Basic Provider Course at the School District.
 - d. Rock Valley College will charge a per-student enrollment fee of \$50.00 to the Kishwaukee Education Consortium for each dual credit course enrollee and will waive associated fees.
 - e. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select support services.
- 7. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The Kishwaukee Education Consortium will ensure that all of its students have access to the EMT course offering information prior to course selection.
 - b. Once the EMT course roster is finalized, the Kishwaukee Education Consortium will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established Kishwaukee Education Consortium practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the

federal Rehabilitation Act of 1973 while the student is accessing a dual credit course at the Kishwaukee Education Consortium, in accordance with established Kishwaukee Education Consortium practices for providing these services.

- d. Kishwaukee Education Consortium and OSF shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in the EMT course.

Nothing contained herein shall be construed as to release the School District from its obligations as the "Resident District" and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

8. Any modifications to this Agreement will be mutually agreed upon by all Parties and shall be in writing. Such modifications will not jeopardize the credit, testing, or licensure for the students currently enrolled in the course covered under this Agreement.

9. Indemnification.

- a. The Kishwaukee Education Consortium agrees to and shall indemnify, save and hold harmless the remaining Parties and their governing boards, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of KEC's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the KEC, its officers, employees, independent contractors, subcontractors, agents and other representatives. It is not the intent of the Parties to impose liability beyond that imposed by state statutes. The obligations of a Party under this paragraph shall survive the expiration or termination of this Agreement.
- b. Rock Valley College agrees to and shall indemnify, save and hold harmless the remaining Parties and their governing boards, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of Rock Valley College's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the Rock Valley College, its officers, employees, independent contractors, subcontractors, agents and

other representatives. It is not the intent of the Parties to impose liability beyond that imposed by state statutes. The obligations of a Party under this paragraph shall survive the expiration or termination of this Agreement.

- c. OSF Saint Anthony Medical Center/Northern Region EMS agrees to and shall indemnify, save and hold harmless the remaining Parties and their governing boards, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of OSF Saint Anthony Medical Center/Northern Region EMS performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the OSF Saint Anthony Medical Center/Northern Region EMS, its officers, employees, instructors, independent contractors, subcontractors, agents and other representatives. It is not the intent of the Parties to impose liability beyond that imposed by state statutes. The obligations of a Party under this paragraph shall survive the expiration or termination of this Agreement.
10. The Kishwaukee Education Consortium agrees that, in order to protect itself as well as the other Parties under the indemnity provision set forth in the above paragraph, it will at all times during the terms of this Agreement keep in force an appropriate liability insurance policy.
11. For the purpose of Workers' Compensation, the Kishwaukee Education Consortium shall be the "employer" only for all its personnel who perform services as instructors and support staff. The Parties agree the KEC is not the "employer" of non-KEC employees who may serve as instructors (including those of the other Parties in relation to the Program) or students who are not affiliated with the KEC.
12. This Agreement shall be governed by the laws of the State of Illinois.
13. This agreement shall be considered severable, such that if any provision or part of the Agreement is ever held invalid under any law or ruling, that provision or part of the Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.
14. This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.
15. This Agreement will be in effect August 1, 2025 and will end on June 30, 2027.

SIGNATURE PAGE

Signature Date

Printed Name and Title
Rock Valley College

Susan L. Fagan 6/16/25

Signature Date

Susan L. Fagan Director EMS

Printed Name and Title

OSF Saint Anthony Medical Center/Northern Region EMS

Dr. Amy Horn 04/08/25

Signature Date

Dr. Amy Horn, Assistant Director

Printed Name and Title

Kishwaukee Education Consortium

**Strengthening Community Colleges Training Grant Subaward Agreement Between
Rock Valley College and Highland Community College**

Background: In a Notice of Award dated April 29, 2024, Rock Valley College (RVC) was awarded a Strengthening Community Colleges (SCC) grant from the U.S. Department of Labor with conditional approval to spend up to \$80,000. On January 24, 2025, RVC received authorization to spend the full award amount of \$5,585,017 with a period of performance of May 1, 2024, to April 30, 2028.

The purpose of the SCC grant program is to support community colleges in developing workforce training programs that meet local and regional labor market demands by enhancing collaboration between community colleges and employers. RVC applied as a consortium with advanced manufacturing programs offered by RVC, Highland Community College, and McHenry County College.

No funds have been paid to consortium partners yet.

This cost reimbursement agreement is not to exceed the total sum of \$1,060,899 for expenses incurred from May 1, 2024, to April 30, 2028.

Recommendation: It is recommended that the Board of Trustees approves the Strengthening Community Colleges Training Grant Subaward Agreement, including reimbursement of up to \$1,060,899, between Rock Valley College and Highland Community College.
Attorney Reviewed.

Funding Source: U.S. Department of Labor

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Strengthening Community Colleges Training Grant Subaward Agreement Between Rock Valley College and Highland Community College

STRENGTHENING COMMUNITY COLLEGES TRAINING GRANT - ROUND 4
SUB-AWARD FOR
DEPARTMENT OF LABOR GRANT

This Strengthening Community Colleges Training Grant – Round 4 Sub-award (hereinafter referred to as "Sub-award") is made and entered into between **Rock Valley College District No. 511**, 3100 N Mulford Road Rockford, IL 61114 (hereinafter referred to as "RVC"), as fiscal agent for the United States Department of Labor – Employment and Training Administration (hereafter referred to as "US DOL"), and, **Highland Community College District No. 519, 2998 W Pearl City Road, Freeport, IL 61032**, (hereinafter referred to as the "Sub-recipient").

WHEREAS, RVC, as the fiscal agent for US DOL, received funding appropriated from the U.S. Department of Labor - Employment and Training Administration, by way of Notice of Award dated April 29, 2024, through Federal Award Identification # CC000020;

WHEREAS, RVC, as the fiscal agent for the Grant, has the authority to issue Sub-awards to accomplish the purposes of the grant;

Now, therefore, in consideration of the covenants and conditions hereinafter set forth, RVC and the Sub-recipient agree to the following:

1. Description of the Parties and Award

Grantor: Rock Valley College District No. 511 as agent for the Strengthening Community Colleges Training Grant – Round 4

Address: 3100 N Mulford Road, Rockford, IL 61114

Awarding Organization: U.S. Department of Labor – Employment and Training Administration

Sub-recipient: Highland Community College

Address: 2998 W Pearl City Road, Freeport, IL 61032

Sub-award Period of Performance: May 1, 2024 – April 30, 2028

Budget Period of Sub-award: May 1, 2024 – April 30, 2028

Total Sub-award: \$1,060,899

2. Services

The Sub-recipient shall perform all required and agreed services as set forth in the deliverables of this Agreement consistent with the mission and objectives of the Strengthening Community Colleges Training Grant (hereinafter referred to as "Grant") between RVC and the U.S. Department of Labor – Employment and Training Administration (hereinafter referred to as "Agency").

The Sub-recipient, as a sub-grantee, agrees to fully perform and comply with all duties imposed upon RVC on behalf of the US DOL Grant as grantee under the applicable Grant with respect to activities performed or undertaken and to work collaboratively and cooperatively with the US DOL administrative team and RVC so that all Grant obligations are met in a timely manner. Sub-recipient will execute any certifications and disclosures required by the Agency Grant of Grantees and Sub-recipients.

Sub-Award Agreement for U.S. Department of Labor Grant

The **Northern Illinois Advanced Manufacturing Pathways for Equity and Diversity (AMPED)** program funded through the US DOL Strengthening Community College Training Grant Program provides funds for RVC, Highland Community College, and McHenry County College to address “equity gaps that directly or indirectly impact labor market outcomes for underrepresented and marginalized populations and communities and increase the capacity and responsiveness of community colleges to close equity gaps in addressing skill development needs to employers and workers.” (FOA-ETA-23-15)

3. Required Deliverables

Sub-recipient is required to complete the deliverables as described in Appendix A.

4. Reporting/Accountability

Sub-recipient will provide all necessary invoicing, fiscal activity data, information, and progress, and final reports to RVC and, if requested, the United States Department of Labor or its designee so that all required reporting can be achieved in a timely fashion.

5. Period of Performance/Funding

Sub-recipient shall commence activities on May 1, 2024, and shall continue work through April 30, 2028, as necessary to accomplish the deliverables provided in this Agreement. Sub-recipient is not authorized to perform any additional work beyond the scope of work or the performance period set forth.

6. Sub-recipient Award Amount and Compensation

A. Amount

In consideration of the Sub-recipient’s responsibilities under this Sub-award and those set forth in Appendix A, RVC, as the fiscal agent for the US DOL, as the Grantor, agrees to compensate the Sub-recipient in an amount up to \$1,060,899. All funds are federal funds. Payments to the Sub-recipient are subject to US DOL/RVC pre-authorization and Agency funding provisions.

B. Compensation

\$1,060,899 as above outlined

RVC agrees to pay the Sub-recipient the amount of \$1,060,899 under this agreement. Sub-recipient shall submit an invoice and related documentation for all expenditures for completed work at the conclusion of each month for reimbursement. Reimbursement of the last payment will be made upon submission of the final invoice and report establishing the completion of the required activities and the expenditure of total funds authorized under this Agreement.

The invoice that the Sub-recipient submits each quarter for completed work must include a summary of authorized expenditures incurred under this Sub-award and a signed certification as to the truth and accuracy of the expenditure report in a form substantially similar to the following:

I certify that all expenditures reported are for appropriate purposes and in accordance with the Agreements set forth in the application and award documents.

Such a summary must be submitted to RVC no later than 15 days after the end of the applicable quarterly period and period of performance. Sub-recipient will furnish to RVC supporting documentation of such authorized costs/expenses.

Sub-Award Agreement for U.S. Department of Labor Grant

RVC will not compensate the Sub-recipient for expenditures incurred prior to May 1, 2024. RVC will not be obligated to pay the Sub-recipient any amount in excess of the amount currently obligated. Any costs incurred by the Sub-recipient in excess of the amount currently obligated will be the Sub-recipient's sole liability.

Sub-recipient shall notify RVC as soon as it becomes aware that funds provided under this agreement will not likely be expended and/or the Sub-recipient will not fulfill the purposes of the grant in part or in whole.

Payments are subject to documentation of actual amounts expended.

7. Procurement Procedures

The Sub-recipient must ensure that grant funds are expended in accordance with the following principles: (i) grant expenditures should be made in accordance with generally accepted sound, business practices, arms-length bargaining, applicable federal and state laws and regulations, including procurement procedures for state and federal grants; (ii) grant expenditures should conform to the terms and conditions of this Agreement; (iii) grant expenditures should not exceed the amount that would be incurred by a prudent person under the circumstances prevailing at the time the decision is made to incur the costs; (iv) grant accounting should be consistent with generally accepted accounting principles; and (v) all grant expenditures must be consistent in compliance with the requirements of the US DOL and the Notice of Award which was made available to the Sub-recipient and the terms of which are incorporated herein by reference, including adherence to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published at 2 C.F.R. Part 200 and 2 C.F.R. Part 2900, both of which are incorporated herein by reference.

8. Conflict of Interest

The Sub-recipient represents that it is free to accept this Sub-award and that this engagement does not violate the terms of any agreement between the Sub-recipient and any third party. Furthermore, the Sub-recipient, in rendering its duties, shall not utilize any invention, discovery, development, improvement, innovation, or trade secret in which it does not have a proprietary interest. During the terms of this Sub-award Agreement, the Sub-recipient shall devote as much of its productive time, energy, and abilities to the performance of its duties hereunder as is necessary to perform required duties in a timely and productive manner. The Sub-recipient is expressly free to perform services for other parties while performing services for US DOL/RVC; however, such other work will not interfere with, excuse, or inhibit the Sub-recipient from the timely completion of all duties required by this Sub-award and the underlying Grant.

9. Covenants of Sub-recipient

All experts, consultants, or employees of the Sub-recipient who are employed by the Sub-recipient to perform work under this Sub-award are not employees of RVC. Sub-recipient alone is responsible for their work, direction, compensation, and personal conduct while engaged under this Sub-award. In accordance with such status as independent contractor, Sub-recipient covenants and agrees that neither it nor its employees or agents will hold themselves out as, nor claim to be officers or employees of RVC by reason hereof, and that they will not by reason hereof, make any claims, demands or applications to or for any privilege applicable to an employee of RVC or the Agency.

Sub-Award Agreement for U.S. Department of Labor Grant

Nothing in this contract shall impose any liability or duty on RVC, US DOL, or the Agency for the acts, omissions, liabilities or obligations of the Sub-recipient or any person, firm, company, agency, association, corporation or organization engaged by the Sub-recipient as expert, consultant, independent contractor, specialist, trainee, employee, servant, or agent.

The Sub-recipient shall be solely responsible for all property damage and physical injuries or death to its agents, servants, or employees or to any other person or damage to any property sustained during its operations and work on the project under this Sub-award resulting from any act of omission or commission or error in judgment of any of its officers, trustees, employees, agents, servants, or independent contractors, and shall hold harmless and indemnify RVC, US DOL, and the Agency from liability upon any and all claims for damages on account of such injuries or death to any such person or damage to property on account or any neglect, fault or default of the Sub-recipient, its officers, trustees, employees, agents, servants, or independent contractors. The Sub-recipient shall be solely responsible for the safety and protection of all of its employees.

Nothing in this Sub-award requires a waiver of either party's defenses or immunities provided by law. Sub-recipient will maintain sufficient insurance coverage for public liability, property damage, employer's liability and workers' compensation insurance, and motor vehicle liability to fulfill its obligations under this Sub-award. Sub-recipient shall provide evidence of such insurance upon request by RVC.

Sub-recipient shall be consistent in compliance with the requirements of the US DOL and the Notice of Award, which was made available to the Sub-recipient and the terms of which are incorporated herein by reference.

10. Indemnification

To the extent provided by Illinois law, RVC shall indemnify and hold harmless Sub-recipient against any and all liability, loss, claim, lawsuit, injury, cost, damage or expense whatsoever (including reasonable attorney's fees and court costs), joint and several, which may be brought or assessed by third parties against Sub-recipient arising out of negligent actions or willful misconduct by RVC; provided that said liabilities, losses, claims, lawsuits, injuries, costs, damages or expenses have not been caused or alleged to have been caused in whole or in part by the negligence or willful misconduct of Sub-recipient.

Sub-recipient shall indemnify and hold harmless RVC against any and all liability, loss, claim, lawsuit, injury, cost, damage or expense whatsoever (including reasonable attorney's fees and court costs), joint and several, which may be brought or assessed by third parties against RVC arising out of negligent actions or willful misconduct by Sub-recipient; provided that said liabilities, losses, claims, lawsuits, injuries, costs, damages or expenses have not been caused or alleged to have been caused in whole or in part by the negligence or willful misconduct of RVC.

11. Assignment

The Sub-recipient shall not assign, transfer, convey or otherwise dispose of this Sub-award or of Sub-recipient's rights, obligations, duties, in whole or in part, or of its right to execute it, or its right, title or interest in it or any part thereof, or assign by power of attorney or otherwise, any of the monies due or to become due under this Sub-award, unless the prior written consent of RVC on behalf of US DOL shall be obtained. Any such assignment, transfer, conveyance, or other disposition without such consent shall be void.

Sub-Award Agreement for U.S. Department of Labor Grant

Failure of the Sub-recipient to obtain any required consent to any assignment, shall be cause for termination for cause, at the option of RVC on behalf of US DOL; and if so terminated, RVC and US DOL shall thereupon be relieved and discharged from any further liability and obligation to the Sub-recipient, its assignees or transferees, and all monies that may become due under the Agreement shall be forfeited to RVC on behalf of US DOL, except so much thereof as may be necessary to pay the Sub-recipient's employees.

12. Termination

This Sub-award can be terminated for cause by either party with ten (10) days' written notice. Cause is a failure to comply with the requirements set forth in the Agreement, Appendices, or Grant. Upon termination for cause, RVC, on behalf of US DOL, shall not be liable for any further payment to Sub-recipient, and Sub-recipient shall be required to return any procured equipment to RVC on behalf of US DOL, at Sub-recipient's sole cost and expense, within thirty (30) days of termination.

Additionally, RVC, on behalf of the US DOL, may terminate this Sub-award, in its sole discretion, without notice, including but not limited to lack of funding/reimbursement, during the project period. Upon termination without cause, the Sub-recipient may be reimbursed allowable costs up to and including the date of termination as the USDOL directs and provides funds. RVC and on behalf of US DOL shall not be liable for any further payment to the Sub-recipient and/or claims for damages or for other or extra remuneration.

13. Antitrust

The Sub-recipient has not, within a three (3) year period preceding this Sub-award, 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 agreement under a public transaction, violation of Federal or State Antitrust Statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement of receiving stolen property.

The Sub-recipient is not presently indicted or criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated above.

14. Default

The Sub-recipient has not, within a three (3) year period preceding this Sub-award, had one or more public transactions (Federal, State, or Local) terminated for cause or default.

15. Intellectual Property

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subcontract; and ii) any rights of copyright to which the grant award recipient, subrecipient or contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

Sub-Award Agreement for U.S. Department of Labor Grant

Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the costs of acquiring by purchase a copyright in a work, where the DOL/ETA has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping.

If revenues are generated by selling products developed with grant funds including intellectual property, these revenues are considered as program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

The following language must be on all workforce products developed in whole or in part with grant funds:

“This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)’s Employment and Training Administration (ETA). The product was created by the recipient and does not necessarily reflect the official position of DOL/ETA. DOL/ETA makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

16. Choice of Law

The laws of the State of Illinois shall govern the validity of this Sub-award, the construction of its terms, and the interpretation of the rights and duties of the parties hereto.

17. Records Retention/Audit

RVC is accountable for all funds received under the Grant. The Sub-recipient along with RVC shall maintain, for a minimum of four (4) years following, the Agency’s most recently issued written approval of all required close-outs, adequate books, records, and supporting documents, including digital and electronic data, to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the Sub-award.

All books, records, and supporting documents related to this Sub-award shall be available for inspection and audit by RVC, the Agency, the Auditor General, or any of their duly authorized representative(s), and the Sub-recipient agrees to fully cooperate with any audit performed by the Agency and/or RVC.

18. Final Invoice

The Final Invoice shall be marked as final and submitted by the Sub-recipient within fifteen (15) days of the expiration of this Sub-award, unless another time period is agreed upon between the parties and/or specified in this Agreement. If the Final Invoice is not received within fifteen (15) days of expiration or the agreed-upon date of submission, it may be processed at the sole discretion of RVC.

Sub-Award Agreement for U.S. Department of Labor Grant

19. Notification

The Sub-recipient agrees to notify RVC immediately upon knowledge of any material facts or circumstances that may impede the progress of the work required by the Sub-award. A failure to notify RVC will relieve RVC of any duty to give notice of termination required herein and relieve RVC of any other obligation imposed by this Sub-award. RVC also retains all its remedies at law in the event of a breach of contract.

20. Waiver

The failure of either party to object to or to take affirmative action with respect to any conduct of the other party, which is in violation of the provisions of this Sub-award, shall not be construed as a waiver of that violation nor any future violation of the provisions of this Sub-award. Any such waiver, in order to be effective in the first instance, must be in writing and signed by the party against whom the waiver is asserted. A waiver by either party at any time of any breach by the other party of or compliance with any provision of this Sub-award shall not be deemed or construed to be a waiver of any subsequent breach by the other party of such provision or a waiver of any other provisions of this Sub-award.

21. Entire Understanding

This Sub-award, in conjunction with the US DOL grant and any certification and disclosures required hereunder, outlines the entire agreement between RVC and Sub-recipient with respect to its subject matter and supersedes any and all previous agreements, written or oral, between the parties relating to the subject matter hereof. No amendment or modification of the terms of this Sub-award shall be binding upon the parties hereto unless reduced to writing and signed by RVC and the Sub-recipient.

22. Notices

Any notice or other communication given under this Sub-award must be in writing and mailed to the other party at its business address. Such notice or communication is deemed delivered when sent via prepaid certified mail with a return receipt requested.

23. Audit

Sub-recipient agrees that it will provide RVC and/or the United States Department of Labor and any of their respective Auditors access to Sub-recipient's records and financial statements as necessary to ascertain compliance with this agreement and with the Grant itself.

24. Time is of the Essence

Time is of the essence with respect to the Sub-recipient's performance of this agreement. Sub-recipient shall continue to fulfil its obligations while any dispute concerning this agreement is being resolved unless otherwise directed by RVC.

25. Sub-recipient Information

The Sub-recipient's legal name is _____.

The Sub-recipient's Federal Taxpayer Identification Number (FEIN) is _____.

The Sub-recipient's Data Universal Numbering System (DUNS) is _____.

The Sub-recipient's Unique Entity Identifier (UEI) is _____.

The Sub-recipient is doing business as a Governmental Entity.

Sub-Award Agreement for U.S. Department of Labor Grant

26. Counterparts

The parties may sign this Agreement in one or more counterparts, each of which constitutes an original and all of which together constitute the Agreement. Facsimile or electronic signatures and scanned PDF signatures shall constitute original signatures for all purposes.

IN WITNESS WHEREOF, the undersigned have executed this Sub-award as of the day and year first written below. The parties hereto agree that facsimile or electronic signatures shall be effective as if originals.

Rock Valley College

Community College District No. 511

BY: _____
Signature

NAME: Howard J. Spearman, Ph.D.
Printed Name

TITLE: President
Printed Title

DATE: _____

BY: _____
Signature

NAME: _____
Printed Name

TITLE: _____
Printed Title

DATE: _____

DRY

Sub-Award Agreement for U.S. Department of Labor Grant

Appendix A: Deliverables for Highland Community College

Highland Community College (sub-recipient) will serve 200 students in Advanced Manufacturing programs, leading to successful program completion and subsequent employment.

The sub-recipient will:

1. Engage in strategic actions and meet milestones outlined in the SCC4 Project Work Plan.

Sub-recipient may choose from the following strategic actions:

- Establish or strengthen employer-offered paid work-based learning opportunities, including internships, Registered Apprenticeships, co-ops, or other.
 - Provide leveraged employer resources, including instructors, financial aid, mentors, equipment, funding, or other in-kind support.
 - Provide navigation/coaching services, which may include supportive case management, counseling, career navigation, college navigation, or other one-on-one or group support designed to help students succeed through the career pathway.
 - Provide wrap-around/support services or benefits which may include stipends, emergency assistance, food assistance, internet, tutoring assistance, child/dependent care assistance, transportation assistance, healthcare (including mental health services), and tuition or training costs, and advising on public benefits such as Temporary Assistance for Needy Families and the Supplemental Nutrition Assistance Program, among other services.
 - Collaborate with community-based organization(s) that are meaningfully engaged with the underserved population(s) and community(ies) targeted in the proposal to provide the navigation/coaching services listed in B1 and/or the wrap-around/support services or benefits listed in B2.
 - Enhance non-credit to credit articulation.
 - Incorporate paid work-based learning, such as internships, cooperative education experiences, Registered Apprenticeship Programs (RAPs), pre-apprenticeships, or other approaches, in an institution's curriculum or program designs.
 - Provide hands-on training in-person or virtually, such as through technology-enabled simulations.
 - Provide integrated education and career-focused training programs that offer accelerated and contextualized foundational skills instruction.
 - Implement competency-based education/assessment.
 - Provide flexible instruction, including online, hybrid, flexible sequencing, courses offered at multiple locations and/or times modularized curricula, block scheduling, cohort scheduling, and self-paced learning.
2. Follow the established intake process and maintain the selected participant cohort tracking database to collect participant-level data such as demographic information, training activities and program completion outcomes, and earned credentials, for the purposes of reporting participant cohort information to the Department of Labor.
 3. Participate in the national and developmental evaluation.

Sub-Award Agreement for U.S. Department of Labor Grant

4. Collaborate with regional employers and partner with regional public workforce development systems.
5. Submit up-to-date progress report by the 15th of each month for the previous month's activities using the provided template.
6. Submit time and effort reports for all AMPED grant-funded staff by the 15th of each month for the previous month using the provided template.
7. Submit reimbursement requests and documentation by the 15th of each month for the previous month using the provided template.

DRAFT

**Strengthening Community Colleges Training Grant Subaward Agreement Between
Rock Valley College and McHenry County College**

Background: In a Notice of Award dated April 29, 2024, Rock Valley College (RVC) was awarded a Strengthening Community Colleges (SCC) grant from the U.S. Department of Labor, with conditional approval to spend up to \$80,000. On January 24, 2025, RVC received authorization to spend the full award amount of \$5,585,017 with a period of performance of May 1, 2024, to April 30, 2028.

The purpose of the SCC grant program is to support community colleges in developing workforce training programs that meet local and regional labor market demands by enhancing collaboration between community colleges and employers. RVC applied as a consortium with advanced manufacturing programs offered by RVC, Highland Community College, and McHenry County College.

No funds have been paid to consortium partners yet.

This cost reimbursement agreement is not to exceed the total sum of \$1,061,468 for expenses incurred from May 1, 2024, to April 30, 2028.

Recommendation: It is recommended that the Board of Trustees approves the Strengthening Community Colleges Training Grant Subaward Agreement, including reimbursement of up to \$1,061,468, between Rock Valley College and McHenry County College.
Attorney Reviewed.

Funding Source: U.S. Department of Labor

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Strengthening Community Colleges Training Grant Subaward Agreement Between Rock Valley College and McHenry County College

STRENGTHENING COMMUNITY COLLEGES TRAINING GRANT - ROUND 4
SUB-AWARD FOR
DEPARTMENT OF LABOR GRANT

This Strengthening Community Colleges Training Grant – Round 4 Sub-award (hereinafter referred to as "Sub-award") is made and entered into between **Rock Valley College District No. 511**, 3100 N Mulford Road Rockford, IL 61114 (hereinafter referred to as "RVC"), as fiscal agent for the United States Department of Labor – Employment and Training Administration (hereafter referred to as "US DOL"), and, **McHenry County College District No. 528, 8900 US Hwy 14, Crystal Lake, IL 60012**, (hereinafter referred to as the "Sub-recipient").

WHEREAS, RVC, as the fiscal agent for US DOL, received funding appropriated from the U.S. Department of Labor - Employment and Training Administration, by way of Notice of Award dated April 29, 2024, through Federal Award Identification # CC000020;

WHEREAS, RVC, as the fiscal agent for the Grant, has the authority to issue Sub-awards to accomplish the purposes of the grant;

Now, therefore, in consideration of the covenants and conditions hereinafter set forth, RVC and the Sub-recipient agree to the following:

1. Description of the Parties and Award

Grantor: Rock Valley College District No. 511 as agent for the Strengthening Community Colleges Training Grant – Round 4

Address: 3100 N Mulford Road, Rockford, IL 61114

Awarding Organization: U.S. Department of Labor – Employment and Training Administration

Sub-recipient: McHenry County College

Address: 2998 W Pearl City Road, Freeport, IL 61032

Sub-award Period of Performance: May 1, 2024 – April 30, 2028

Budget Period of Sub-award: May 1, 2024 – April 30, 2028

Total Sub-award: \$1,061,468

2. Services

The Sub-recipient shall perform all required and agreed services as set forth in the deliverables of this Agreement consistent with the mission and objectives of the Strengthening Community Colleges Training Grant (hereinafter referred to as "Grant") between RVC and the U.S. Department of Labor – Employment and Training Administration (hereinafter referred to as "Agency").

The Sub-recipient, as a sub-grantee, agrees to fully perform and comply with all duties imposed upon RVC on behalf of the US DOL Grant as grantee under the applicable Grant with respect to activities performed or undertaken and to work collaboratively and cooperatively with the US DOL administrative team and RVC so that all Grant obligations are met in a timely manner. Sub-recipient will execute any certifications and disclosures required by the Agency Grant of Grantees and Sub-recipients.

Sub-Award Agreement for U.S. Department of Labor Grant

The **Northern Illinois Advanced Manufacturing Pathways for Equity and Diversity (AMPED)** program funded through the US DOL Strengthening Community College Training Grant Program provides funds for RVC, Highland Community College, and McHenry County College to address “equity gaps that directly or indirectly impact labor market outcomes for underrepresented and marginalized populations and communities and increase the capacity and responsiveness of community colleges to close equity gaps in addressing skill development needs to employers and workers.” (FOA-ETA-23-15)

3. Required Deliverables

Sub-recipient is required to complete the deliverables as described in Appendix A.

4. Reporting/Accountability

Sub-recipient will provide all necessary invoicing, fiscal activity data, information, and progress, and final reports to RVC and, if requested, the United States Department of Labor or its designee so that all required reporting can be achieved in a timely fashion.

5. Period of Performance/Funding

Sub-recipient shall commence activities on May 1, 2024, and shall continue work through April 30, 2028, as necessary to accomplish the deliverables provided in this Agreement. Sub-recipient is not authorized to perform any additional work beyond the scope of work or the performance period set forth.

6. Sub-recipient Award Amount and Compensation

A. Amount

In consideration of the Sub-recipient’s responsibilities under this Sub-award and those set forth in Appendix A, RVC, as the fiscal agent for the US DOL, as the Grantor, agrees to compensate the Sub-recipient in an amount up to \$1,061,468. All funds are federal funds. Payments to the Sub-recipient are subject to US DOL/RVC pre-authorization and Agency funding provisions.

B. Compensation

\$1,061,468 as above outlined

RVC agrees to pay the Sub-recipient the amount of \$1,061,468 under this agreement. Sub-recipient shall submit an invoice and related documentation for all expenditures for completed work at the conclusion of each month for reimbursement. Reimbursement of the last payment will be made upon submission of the final invoice and report establishing the completion of the required activities and the expenditure of total funds authorized under this Agreement.

The invoice that the Sub-recipient submits each quarter for completed work must include a summary of authorized expenditures incurred under this Sub-award and a signed certification as to the truth and accuracy of the expenditure report in a form substantially similar to the following:

I certify that all expenditures reported are for appropriate purposes and in accordance with the Agreements set forth in the application and award documents.

Sub-Award Agreement for U.S. Department of Labor Grant

Such a summary must be submitted to RVC no later than 15 days after the end of the applicable quarterly period and period of performance. Sub-recipient will furnish to RVC supporting documentation of such authorized costs/expenses.

RVC will not compensate the Sub-recipient for expenditures incurred prior to May 1, 2024. RVC will not be obligated to pay the Sub-recipient any amount in excess of the amount currently obligated. Any costs incurred by the Sub-recipient in excess of the amount currently obligated will be the Sub-recipient's sole liability.

Sub-recipient shall notify RVC as soon as it becomes aware that funds provided under this agreement will not likely be expended and/or the Sub-recipient will not fulfill the purposes of the grant in part or in whole.

Payments are subject to documentation of actual amounts expended.

7. Procurement Procedures

The Sub-recipient must ensure that grant funds are expended in accordance with the following principles: (i) grant expenditures should be made in accordance with generally accepted sound, business practices, arms-length bargaining, applicable federal and state laws and regulations, including procurement procedures for state and federal grants; (ii) grant expenditures should conform to the terms and conditions of this Agreement; (iii) grant expenditures should not exceed the amount that would be incurred by a prudent person under the circumstances prevailing at the time the decision is made to incur the costs; (iv) grant accounting should be consistent with generally accepted accounting principles; and (v) all grant expenditures must be consistent in compliance with the requirements of the US DOL and the Notice of Award which was made available to the Sub-recipient and the terms of which are incorporated herein by reference, including adherence to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published at 2 C.F.R. Part 200 and 2 C.F.R. Part 2900, both of which are incorporated herein by reference.

8. Conflict of Interest

The Sub-recipient represents that it is free to accept this Sub-award and that this engagement does not violate the terms of any agreement between the Sub-recipient and any third party. Furthermore, the Sub-recipient, in rendering its duties, shall not utilize any invention, discovery, development, improvement, innovation, or trade secret in which it does not have a proprietary interest. During the terms of this Sub-award Agreement, the Sub-recipient shall devote as much of its productive time, energy, and abilities to the performance of its duties hereunder as is necessary to perform required duties in a timely and productive manner. The Sub-recipient is expressly free to perform services for other parties while performing services for US DOL/RVC; however, such other work will not interfere with, excuse, or inhibit the Sub-recipient from the timely completion of all duties required by this Sub-award and the underlying Grant.

9. Covenants of Sub-recipient

All experts, consultants, or employees of the Sub-recipient who are employed by the Sub-recipient to perform work under this Sub-award are not employees of RVC. Sub-recipient alone is responsible for their work, direction, compensation, and personal conduct while engaged under this Sub-award. In accordance with such status as independent contractor, Sub-recipient covenants and agrees that neither it nor its employees or agents will hold themselves out as, nor claim to be

Sub-Award Agreement for U.S. Department of Labor Grant

officers or employees of RVC by reason hereof, and that they will not by reason hereof, make any claims, demands or applications to or for any privilege applicable to an employee of RVC or the Agency.

Nothing in this contract shall impose any liability or duty on RVC, US DOL, or the Agency for the acts, omissions, liabilities or obligations of the Sub-recipient or any person, firm, company, agency, association, corporation or organization engaged by the Sub-recipient as expert, consultant, independent contractor, specialist, trainee, employee, servant, or agent.

The Sub-recipient shall be solely responsible for all property damage and physical injuries or death to its agents, servants, or employees or to any other person or damage to any property sustained during its operations and work on the project under this Sub-award resulting from any act of omission or commission or error in judgment of any of its officers, trustees, employees, agents, servants, or independent contractors, and shall hold harmless and indemnify RVC, US DOL, and the Agency from liability upon any and all claims for damages on account of such injuries or death to any such person or damage to property on account of any neglect, fault or default of the Sub-recipient, its officers, trustees, employees, agents, servants, or independent contractors. The Sub-recipient shall be solely responsible for the safety and protection of all of its employees.

Nothing in this Sub-award requires a waiver of either party's defenses or immunities provided by law. Sub-recipient will maintain sufficient insurance coverage for public liability, property damage, employer's liability and workers' compensation insurance, and motor vehicle liability to fulfill its obligations under this Sub-award. Sub-recipient shall provide evidence of such insurance upon request by RVC.

Sub-recipient shall be consistent in compliance with the requirements of the US DOL and the Notice of Award, which was made available to the Sub-recipient and the terms of which are incorporated herein by reference.

10. Indemnification

To the extent provided by Illinois law, RVC shall indemnify and hold harmless Sub-recipient against any and all liability, loss, claim, lawsuit, injury, cost, damage or expense whatsoever (including reasonable attorney's fees and court costs), joint and several, which may be brought or assessed by third parties against Sub-recipient arising out of negligent actions or willful misconduct by RVC; provided that said liabilities, losses, claims, lawsuits, injuries, costs, damages or expenses have not been caused or alleged to have been caused in whole or in part by the negligence or willful misconduct of Sub-recipient.

Sub-recipient shall indemnify and hold harmless RVC against any and all liability, loss, claim, lawsuit, injury, cost, damage or expense whatsoever (including reasonable attorney's fees and court costs), joint and several, which may be brought or assessed by third parties against RVC arising out of negligent actions or willful misconduct by Sub-recipient; provided that said liabilities, losses, claims, lawsuits, injuries, costs, damages or expenses have not been caused or alleged to have been caused in whole or in part by the negligence or willful misconduct of RVC.

11. Assignment

The Sub-recipient shall not assign, transfer, convey or otherwise dispose of this Sub-award or of Sub-recipient's rights, obligations, duties, in whole or in part, or of its right to execute it, or its right, title or interest in it or any part thereof, or assign by power of attorney or otherwise, any of the

Sub-Award Agreement for U.S. Department of Labor Grant

monies due or to become due under this Sub-award, unless the prior written consent of RVC on behalf of US DOL shall be obtained. Any such assignment, transfer, conveyance or other disposition without such consent shall be void.

Failure of the Sub-recipient to obtain any required consent to any assignment, shall be cause for termination for cause, at the option of RVC on behalf of US DOL; and if so terminated, RVC and US DOL shall thereupon be relieved and discharged from any further liability and obligation to the Sub-recipient, its assignees or transferees, and all monies that may become due under the Agreement shall be forfeited to RVC on behalf of US DOL, except so much thereof as may be necessary to pay the Sub-recipient's employees.

12. Termination

This Sub-award can be terminated for cause by either party with ten (10) days' written notice. Cause is a failure to comply with the requirements set forth in the Agreement, Appendices, or Grant. Upon termination for cause, RVC, on behalf of US DOL, shall not be liable for any further payment to Sub-recipient, and Sub-recipient shall be required to return any procured equipment to RVC on behalf of US DOL, at Sub-recipient's sole cost and expense, within thirty (30) days of termination.

Additionally, RVC, on behalf of the US DOL, may terminate this Sub-award, in its sole discretion, without notice, including but not limited to lack of funding/reimbursement, during the project period. Upon termination without cause, the Sub-recipient may be reimbursed allowable costs up to and including the date of termination as the USDOL directs and provides funds. RVC and on behalf of US DOL shall not be liable for any further payment to the Sub-recipient and/or claims for damages or for other or extra remuneration.

13. Antitrust

The Sub-recipient has not, within a three (3) year period preceding this Sub-award, 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 agreement under a public transaction, violation of Federal or State Antitrust Statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement of receiving stolen property.

The Sub-recipient is not presently indicted or criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated above.

14. Default

The Sub-recipient has not, within a three (3) year period preceding this Sub-award, had one or more public transactions (Federal, State, or Local) terminated for cause or default.

15. Intellectual Property

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subcontract; and ii) any rights of copyright to which the grant award recipient, subrecipient or contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to,

Sub-Award Agreement for U.S. Department of Labor Grant

the right to modify and distribute such products worldwide by any means, electronically or otherwise.

Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the costs of acquiring by purchase a copyright in a work, where the DOL/ETA has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping.

If revenues are generated by selling products developed with grant funds, including intellectual property, these revenues are considered program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

The following language must be on all workforce products developed in whole or in part with grant funds:

“This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)’s Employment and Training Administration (ETA). The product was created by the recipient and does not necessarily reflect the official position of DOL/ETA. DOL/ETA makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

16. Choice of Law

The laws of the State of Illinois shall govern the validity of this Sub-award, the construction of its terms, and the interpretation of the rights and duties of the parties hereto.

17. Records Retention/Audit

RVC is accountable for all funds received under the Grant. The Sub-recipient along with RVC shall maintain, for a minimum of four (4) years following, the Agency’s most recently issued written approval of all required close-outs, adequate books, records, and supporting documents, including digital and electronic data, to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the Sub-award.

All books, records, and supporting documents related to this Sub-award shall be available for inspection and audit by RVC, the Agency, the Auditor General, or any of their duly authorized representative(s), and the Sub-recipient agrees to fully cooperate with any audit performed by the Agency and/or RVC.

18. Final Invoice

The Final Invoice shall be marked as final and submitted by the Sub-recipient within fifteen (15) days of the expiration of this Sub-award, unless another time period is agreed upon between the parties and/or specified in this Agreement. If the Final Invoice is not received within fifteen (15) days of expiration or the agreed-upon date of submission, it may be processed at the sole discretion of RVC.

19. Notification

Sub-Award Agreement for U.S. Department of Labor Grant

The Sub-recipient agrees to notify RVC immediately upon knowledge of any material facts or circumstances that may impede the progress of the work required by the Sub-award. A failure to notify RVC will relieve RVC of any duty to give notice of termination required herein and relieve RVC of any other obligation imposed by this Sub-award. RVC also retains all its remedies at law in the event of a breach of contract.

20. Waiver

The failure of either party to object to or to take affirmative action with respect to any conduct of the other party, which is in violation of the provisions of this Sub-award, shall not be construed as a waiver of that violation nor any future violation of the provisions of this Sub-award. Any such waiver, in order to be effective in the first instance, must be in writing and signed by the party against whom the waiver is asserted. A waiver by either party at any time of any breach by the other party of or compliance with any provision of this Sub-award shall not be deemed or construed to be a waiver of any subsequent breach by the other party of such provision or a waiver of any other provisions of this Sub-award.

21. Entire Understanding

This Sub-award, in conjunction with the US DOL grant and any certification and disclosures required hereunder, outlines the entire agreement between RVC and Sub-recipient with respect to its subject matter and supersedes any and all previous agreements, written or oral, between the parties relating to the subject matter hereof. No amendment or modification of the terms of this Sub-award shall be binding upon the parties hereto unless reduced to writing and signed by RVC and the Sub-recipient.

22. Notices

Any notice or other communication given under this Sub-award must be in writing and mailed to the other party at its business address. Such notice or communication is deemed delivered when sent prepaid, certified mail, return receipt requested.

23. Audit

Sub-recipient agrees that it will provide RVC and/or the United States Department of Labor and any of their respective Auditors access to Sub-recipient's records and financial statements as necessary to ascertain compliance with this agreement and with the Grant itself.

24. Time is of the Essence

Time is of the essence with respect to the Sub-recipient's performance of this agreement. Sub-recipient shall continue to fulfil its obligations while any dispute concerning this agreement is being resolved unless otherwise directed by RVC.

25. Sub-recipient Information

The Sub-recipient's legal name is _____.
The Sub-recipient's Federal Taxpayer Identification Number (FEIN) is _____.
The Sub-recipient's Data Universal Numbering System (DUNS) is _____.
The Sub-recipient's Unique Entity Identifier (UEI) is _____.
The Sub-recipient is doing business as a Governmental Entity.

26. Counterparts

Sub-Award Agreement for U.S. Department of Labor Grant

The parties may sign this Agreement in one or more counterparts, each of which constitutes an original and all of which together constitute the Agreement. Facsimile or electronic signatures and scanned PDF signatures shall constitute original signatures for all purposes.

IN WITNESS WHEREOF, the undersigned have executed this Sub-award as of the day and year first written below. The parties hereto agree that facsimile or electronic signatures shall be effective as if originals.

Rock Valley College

Community College District No. 511

BY: _____
Signature

BY: _____
Signature

NAME: Howard J. Spearman, Ph.D.
Printed Name

NAME: _____
Printed Name

TITLE: President
Printed Title

TITLE: _____
Printed Title

DATE: _____

DATE: _____

DRY

Sub-Award Agreement for U.S. Department of Labor Grant

Appendix A: Deliverables for McHenry County College

McHenry County College (sub-recipient) will serve 200 students in Advanced Manufacturing programs, leading to successful program completion and subsequent employment.

The sub-recipient will:

1. Engage in strategic actions and meet milestones outlined in the SCC4 Project Work Plan.

Sub-recipient may choose from the following strategic actions:

- Establish or strengthen employer-offered paid work-based learning opportunities, including internships, Registered Apprenticeships, co-ops, or other.
 - Provide leveraged employer resources, including instructors, financial aid, mentors, equipment, funding, or other in-kind support.
 - Provide navigation/coaching services, which may include supportive case management, counseling, career navigation, college navigation, or other one-on-one or group support designed to help students succeed through the career pathway.
 - Provide wrap-around/support services or benefits which may include stipends, emergency assistance, food assistance, internet, tutoring assistance, child/dependent care assistance, transportation assistance, healthcare (including mental health services), and tuition or training costs, and advising on public benefits such as Temporary Assistance for Needy Families and the Supplemental Nutrition Assistance Program, among other services.
 - Collaborate with community-based organization(s) that are meaningfully engaged with the underserved population(s) and community(ies) targeted in the proposal to provide the navigation/coaching services listed in B1 and/or the wrap-around/support services or benefits listed in B2.
 - Enhance non-credit to credit articulation.
 - Incorporate paid work-based learning, such as internships, cooperative education experiences, Registered Apprenticeship Programs (RAPs), pre-apprenticeships, or other approaches, in an institution's curriculum or program designs.
 - Provide hands-on training in-person or virtually, such as through technology-enabled simulations.
 - Provide integrated education and career-focused training programs that offer accelerated and contextualized foundational skills instruction.
 - Implement competency-based education/assessment.
 - Provide flexible instruction, including online, hybrid, flexible sequencing, courses offered at multiple locations and/or times modularized curricula, block scheduling, cohort scheduling, and self-paced learning.
2. Follow the established intake process and maintain the selected participant cohort tracking database to collect participant-level data such as demographic information, training activities and program completion outcomes, and earned credentials, for the purposes of reporting participant cohort information to the Department of Labor.
 3. Participate in the national and developmental evaluation.

Sub-Award Agreement for U.S. Department of Labor Grant

4. Collaborate with regional employers and partner with regional public workforce development systems.
5. Submit up-to-date progress report by the 15th of each month for the previous month's activities using the provided template.
6. Submit time and effort reports for all AMPED grant-funded staff by the 15th of each month for the previous month using the provided template.
7. Submit reimbursement requests and documentation by the 15th of each month for the previous month using the provided template.

DRAFT

***Informational Only:
RVC Land Acknowledgment**



Board of Trustees Committee of the Whole Meeting
Tuesday, July 8, 2025

Keith R. Barnes, Vice President of Cultural Excellence

Executive Summary

A "culture of excellence" in an organization is characterized by high standards, continuous improvement, and a commitment to achieving organizational goals.

Rock Valley College is committed to creating an environment where everyone is empowered to contribute to the organization's success.

This involves fostering a sense of purpose, encouraging collaboration, valuing differences, and creating a sense of belonging.

RVC Strategic Plan Pillar IV – Cultural Excellence

Strategic Goal 1:

Improve the campus culture by establishing cultural competence, trust, a sense of belonging among employees and learners, and accessibility to working and learning environments, as well as the information shared within them.

Land Acknowledgment

A formal statement that recognizes and respects Indigenous peoples as the traditional stewards of the land on which an institution, event, or activity takes place. It acknowledges the historical and ongoing relationships between Indigenous communities and their ancestral territories.

These statements serve to honor Indigenous cultures, histories, and contributions while raising awareness of colonial histories and their lasting impacts.

Land acknowledgments are often read at the start of events and are used in educational, governmental, and organizational settings as a step toward fostering reconciliation and meaningful relationships with Indigenous communities.

Rockford Area & Illinois Institutions With a Land Acknowledgment

- Several Illinois community colleges have land acknowledgments, including:
Lewis and Clark Community College, Elgin Community College, Waubesa Community College, Lake Land College, and College of Lake County, among other institutions.
- Several Illinois colleges and universities have land acknowledgment statements, including:
University of Illinois System, Northwestern University, Loyola University Chicago, DePaul University, Illinois State University, Rockford University, Northeastern Illinois University, Lewis University, Western Illinois University, Southern Illinois University Edwardsville, Governors State University, Aurora University, Lake Forest College, Illinois Institute of Technology, and Illinois Wesleyan University, among other institutions.
- Other institutions and organizations located in the Rockford area with land acknowledgments include:
Rockford Arts Council, Rockford IceHogs, Rockford Park District, Severson Dells Nature Center, American Civil Liberties Union (ACLU) of Illinois, and the Friends of Veterans Memorial Circle.

RVC Native American Demographics

Fiscal Year 2024 Annual Unduplicated Headcount

Enrollment By Ethnic Origin (ICCB, 2025):

- **RVC Native American Students (26 or .0028%)**
- Total RVC Students (9,280)
- Illinois Native American Community College Students (1,109 or .0025%)
- Total Illinois Community College Total Students (435,426)

RVC Faculty and Staff (C1 Report) at A Glance for Fiscal Year 2024

- American Indian/Alaskan Natives: **6 RVC Employees**

RVC Land Acknowledgment Committee Members

- Dr. Keith R. Barnes
Vice President of Cultural Excellence & Ex-Officio
- Lien Vu
Cultural Excellence and Belonging Specialist & Chairperson
- Dr. Robert D'Alonzo
Humanities Professor
- Dr. Terrence Wandtke
Professional Development Specialist
- Lamis Diab
Academic and Transfer Advisor and Co-chair
Promoting an Inclusive Community (PAIC)
- Colinda Kram
Medical Assistant Program Coordinator
- Jenn Mickelson
Curriculum Coordinator

Final Thought

“Acknowledgment by itself is a small gesture. It becomes meaningful when coupled with authentic relationships and informed action. But this beginning can be an opening to greater public consciousness of Native sovereignty and cultural rights, a step toward equitable relationship and reconciliation.” (U.S. Department of Arts and Culture website)



Questions



RVC Land Acknowledgment Statement

RVC Land Acknowledgment Statement (2025)

Note: These statements are modeled after the land acknowledgment from the University of California, Riverside – but adapted to our college’s region, context, and goals.

Abbreviated Statement:

As an institution physically located in northern Illinois, we at Rock Valley College respectfully acknowledge and recognize our responsibility to the [seven] Indigenous nations who are the original and current caretakers of this land, water, and air.

RVC Land Acknowledgment Statement

Full Statement:

As an institution physically located in northern Illinois, we at Rock Valley College respectfully acknowledge and recognize our responsibility to the original and current caretakers of this land, water, and air:

- The Peewaalia [**“peewaalia”**] or Peoria,
- The Ojāaakiiwaki [**o-THAA-kii-wahki**] or Sauk, & the Meškwahki [**mesh-KWAA-ki**] or Fox,
- The Neshnabé [**nesh-na-BEAH**, “beah” rhyming with “yeah”], Bodwéwadmi [**boad-way-WAD-me**] or Potawatomi,
- The Myaamia [**me-aa-me-ah**] or Miami,
- The Očhéthi Šakówin [**oh-chet-ee SHA-ko-ween**] or Sioux,
- The Hoocąk [**ho-chunk**] or Winnebago, and
- The Kiikaapoi [**KEE-kah-poi**] or Kickapoo peoples

RVC Land Acknowledgment Statement

And all their ancestors and descendants, past, present, and future. [We pause for a brief silence to acknowledge these unseen and honored ancestors.] Today, this meeting place is home to many Indigenous and migrant peoples from all over the world, and we are grateful to have the opportunity to live and work on these homelands. We invite everyone to learn about the rich, thousand-year history of Native peoples in our region and to join us in fostering positive change by protecting our water, air, land, and diverse community. At Rock Valley College, we are committed to these efforts through sustainable practices and courses and programs that promote understanding of Indigenous cultures. Looking ahead, RVC is dedicated to expanding initiatives that further support Native students and their communities.

RVC Land Acknowledgment Statement

Sources:

- Dr. Robert D'Alonzo, Humanities Faculty & Principal Author
- Indigenous Nations in RVC's district, from native-land.ca.
- Text model: University of California, Riverside; diversity.ucr.edu/.
- Panel discussion: "Beyond the Land Acknowledgement", held at RVC on November 17, 2023. Panelists:
 - Oakton Community College – Prof. Jayne Blacker (English) & Dr. Shannon Sloan-Spice (Humanities)
 - Northern Illinois University – Dr. Melissa Adams-Campbell (English)
- Feedback from RVC staff and students.
- Pronunciations: from the official tribal webpage, well-edited Wikipedia pages, and the Illinois State Museum.

Purchase Report-A - FY2025 Amendments

Recommendation: Board approval for items marked with an asterisk.

A. Roof Repairs – (Maintenance Services Buildings – Plant Operations and Maintenance)

BP Roofing Solutions**Loves Park, IL****\$7,100.00*(1)****Not to Exceed**

1. This increase is needed due to a higher-than-expected need for roof repairs on the main campus. Repairs were needed at the Jacobs Center for Science and Math (JCSM), the Stenstrom Student Center (SSC), the Support Services Building (SSB), and the Woodward Technology Center (WTC). Services included leak repair on three of the buildings, paver installation on the SSB, a retrofit drain repair on the WTC, and scheduled rooftop maintenance. This increase will cover the final invoices for FY2025. This is a not to exceed.

Original approved amount	\$25,000.00
Increase requested	\$ 7,100.00
New total expenditure	\$32,100.00 Not to Exceed

FY2025 Budgeted Expense

Original Board Report BR #8156-D

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B - FY2026 Amendments

Recommendation: Board approval for items marked with an asterisk.

A. Software – (Academy for Teaching and Learning Excellence (ATLE) – Instructional Software)

Instructure Inc**Salt Lake City, UT****\$6,748.20*(1)**

1. This increase is needed to cover a cost increase for the Canvas Cloud subscription services for the new fiscal year. The exact renewal amount was not known in time for the June 24, 2025, Regular Board meeting because the invoice was received after the deadline for the June purchase reports. Canvas is the Learning Management System (LMS) that provides online courses and instructional support.

Original approved amount	\$135,093.00
Increase requested	\$ 6,748.20
New total expenditure	\$141,841.20

FY2026 Budgeted Expense

Original Board Report BR #8287-D

B. Library databases – (Publications and Subscriptions – Library)

NILRC**Buffalo Grove, IL****\$2,000.00*(2)****Not to Exceed**

2. This increase is needed to cover cost increases for the new fiscal year. The Network of Illinois Learning Resources in Community Colleges (NILRC) is the purchasing consortia from which the RVC Library purchases several databases and membership in the consortia. The exact renewal amount was not known in time for the June 24, 2025, Regular Board meeting because the invoices were received after the deadline for the June purchase reports. This increase will cover the difference.

Original approved amount	\$34,000.00
Increase requested	\$ 2,000.00
New total expenditure	\$36,000.00

FY2026 Budgeted Expense

Original Board Report BR #8287-E

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-C - FY2026 Purchases

Recommendation: Board approval for items marked with an asterisk.

A. Minivans – (Capital Service Equipment – Fleet Replacement)

Bob Ridings Fleet Sales Inc.	Taylorville, IL	\$134,094.00*(1)
-------------------------------------	------------------------	-------------------------

1. This expense is for three (3) new 2025 Chrysler Pacifica Touring minivans. The College's fleet currently has three (3) Ford Transit Connects, which are used for employee and student travel. Feedback from travelers using the Ford Transit Connects has been negative due to the seating in the back of the vehicles. The College has decided to replace them with Chrysler Pacifica Touring minivans. The old vehicles will be redeployed for use by the Facilities and Maintenance and the IT departments. Bid #25-12 Minivans was the first attempt to seek competitive bids for this purchase, but it received no responses. Bid #25-22 Minivans Rebids was opened on May 30, 2025, and had one response from Bob Ridings Fleet Sales Inc. The purchase includes delivery, transfer of titles and registration, and a warranty of three (3) years or 36,000 miles, as well as a warranty of five (5) years or 60,000 miles for the powertrain.

FY2026 Capital Expense

B. Fire Alarm Upgrade – (Other Capital Outlay – PHS Fire Alarm Upgrade)

P&H Electric Corp	Stillman Valley, IL	\$577,500.00*(2)
		Not to Exceed
Hartwig Mechanical, LLC	Rockford, IL	\$660,358.00
The Morse Group	Beloit, WI	\$663,432.00
Kelso-Burnett	Rockford, IL	\$792,000.00

2. This expense is for the first of a two-phase project to upgrade the fire alarm system across multiple main campus buildings to meet the current campus standard of Johnson Controls/Simplex #4100ES. RFP #25-20 Fire Alarm Upgrade was opened on June 25, 2025, and received four (4) proposals. P&H Electric was the lowest responsible, responsive bidder. This includes a 10% contingency and is a not to exceed.

FY2026 Capital Expense

Purchase Report-C - FY2026 Purchases**C. New Utility Service – (Other Capital Outlay – Downtown West Project)****City of Rockford****Rockford, IL****\$26,132.40*(3)**

3. This expense is for the permits for the new water service connection at the Downtown Campus located at 711 Green Street and 311 South Winnebago Street. This new service will connect each of the two new downtown buildings to the City's water main.

This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)

Exemption L: Contracts for goods or services which are economically procurable from only one source.

FY2026 Capital Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Cash and Investment Report
June 27, 2025

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	3,870,709
PMA Operating Cash	11,452,530
Petty Cash	7,665
ISDLAF*	22,896,637
Total Operating Cash:	<u>38,227,541</u>
<u>Operating Investments Accounts</u>	
PMA Operating	43,424
ISDLAF*	4,810,891
CD's and CDARS	44,027,764
Treasuries	14,080,952
ISDLAF Term Series	4,500,000
Total Operating Investments:	<u>67,463,031</u>
Total Operating Cash & Investments:	<u>105,690,572</u>

Total Operating Cash and Investments on May 31, 2025	<u>103,733,777</u>
Total Operating Cash and Investments on June 27, 2025	<u>105,690,572</u>
Total Operating Cash and Investments on June 30, 2024	<u>95,190,321</u>
% of Operating Budget	103.91%
Change in Operating Cash and Investments since May 31, 2025	1,956,795

*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Working Cash Accounts</u>	
ISDLAF*	2,392,049
Total Working Fund Cash:	<u>2,392,049</u>

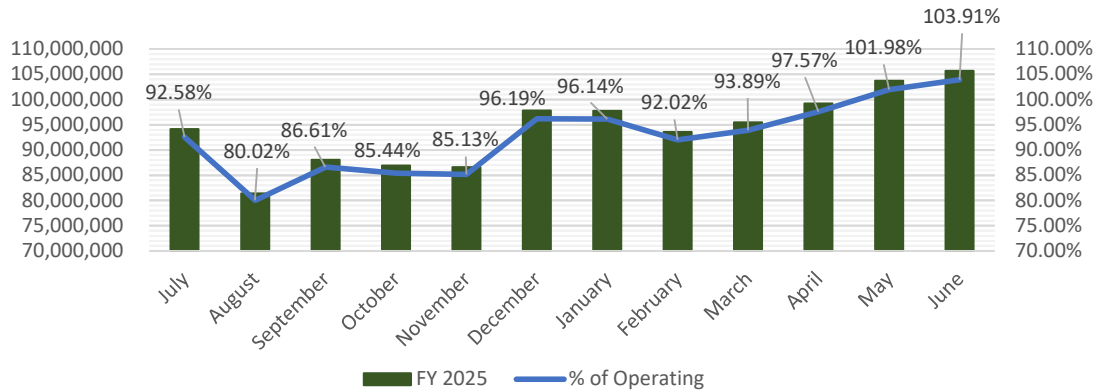
Total Working Cash Funds on May 31, 2025	<u>2,392,049</u>
Total Working Cash Funds on June 27, 2025	<u>2,392,049</u>
Change in Working Cash Funds since May 31, 2025	0

*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	6,060,893
Life Safety	3,810,474
CDB Escrow	19,772,998
Building Funds	49,740,624
Total Capital Funds:	<u>79,384,989</u>

Total Capital Funds on May 31, 2025	<u>73,618,424</u>
Total Capital Funds on June 27, 2025	<u>79,384,989</u>
Change in Capital Funds since May 31, 2025	5,766,565

Operating Cash Balance and % Coverage of FY'25 Operating Budget



Month / Year	Cash & Investments	Capital	Total
June 2025	105,690,572	79,384,989	185,075,561
June 2024	95,190,321	18,733,561	113,923,882
May 2025	103,733,777	73,618,424	177,352,201
May 2024	87,363,344	13,008,319	100,371,663
April 2025	99,245,776	70,778,111	170,023,887
April 2024	86,332,941	12,124,823	98,457,764
March 2025	95,499,192	23,655,986	119,155,178
March 2024	86,836,088	12,144,016	98,980,104
February 2025	93,595,008	23,564,036	117,159,044
February 2024	88,191,264	12,055,291	100,246,555
January 2025	97,793,062	23,489,305	121,282,367
January 2024	89,622,418	12,080,229	101,702,648
December 2024	97,836,468	22,888,518	120,724,986
December 2023	86,619,649	12,022,984	98,642,633
November 2024	86,593,948	34,956,285	121,550,233
November 2023	87,396,331	20,349,393	107,745,724
October 2024	86,909,426	36,439,132	123,348,557
October 2023	86,279,617	20,962,436	107,242,052
September 2024	88,096,984	36,073,771	124,170,755
September 2023	88,021,757	19,753,543	107,775,300
August 2024	81,392,300	31,630,251	113,022,551
August 2023	85,365,989	18,758,217	104,124,206
July 2024	94,170,928	18,966,575	113,137,503
July 2023	82,104,819	17,993,199	100,098,019
June 2024	95,190,321	18,733,561	113,923,882
June 2023	83,887,036	16,942,490	100,829,526

Personnel Report

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

A. Appointments

Jeffrey Karlberg, Business Instructor, Full-time, FAC, Lane VI, Step 18, \$81,296, effective August 16, 2025.

Thomas Quinn, Temporary Math Instructor, Full-time, FAC, Lane VI, Step 2, \$75,796, effective August 16, 2025.

_____, Temporary English Instructor, Full-time, FAC, Lane __, Step __, \$ _____, effective _____.

_____, Economics Instructor, Full-time, FAC, Lane __, Step __, \$ _____, effective _____.

_____, Director of Nursing, Grade _____, \$ _____, effective _____.

_____, Director of Student Life, Grade _____, \$ _____, effective _____.

B. Departures

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees



Rock Valley College Downtown Campus Budget Summary

July 8, 2025

	Description	Vendor Name	Award Amount	Expensed as of June 30, 2024	Expensed as of June 18, 2025
	Owners Cost				
	Design Fee	DKA Architects	\$3,000,000.00	\$645,693.31	\$1,567,208.09
	CMR Fee	RJC (GR, Ins & Fee)	\$3,293,776.00		\$890,394.00
	Food service Equipment (Both Areas) FFE	TBD	\$200,000.00		
	Lab Equipment and Tools FFE	TBD	\$900,000.00		
	Office Furniture FFE	TBD	\$500,000.00		
	Technology FFE	TBD	\$750,000.00		
	Site Enabling Costs	Who			
	<u>Removal</u>				
	Utility Relocation	AT&T	\$203,692.43		\$0.00
	Utility Relocation	NICOR	\$170,000.00		\$163,652.80
	Utility Relocation	Com Ed	\$248,716.95		\$248,716.95
	Material Testing	TSC	\$125,000.00		\$45,880.75
	<u>Installation</u>				
	Utility Relocation	Com Ed	\$14,845.00		\$14,845.00
	Utility Water Installation	City of Rockford	\$26,132.40		\$26,132.40
	Bid Package 1	Who			
1.0	Abatement	NES Enviromental	\$429,543.81		\$429,543.81
	Site	Midwest Enviromental	\$48,100.00		\$48,100.00
	Site	Midwest Enviromental	\$9,500.00		\$9,500.00
	Site	Helm	\$52,800.00		\$52,792.32
	Site Includes the SHPO study	Terracon	\$75,500.00		\$73,620.00
	Bid Package 2	Who			
2.0	Building Demolition	Northern Illinois Service	\$823,436.00		\$791,029.00
	Abatement - Fencing CO	NES Enviromental	\$7,347.00		\$7,347.00
	Abatement - Cameras CO	RJC	\$20,100.00		\$20,100.00
	Bid Package3	Who			
3.2	HVAC Equipment	Miller Engineering	\$3,804,800.00		\$0.00
3.3	Electrical Equipment	Helm Electrical	\$355,185.00		\$0.00
	Bid Package 4	Who			
4.1	Site Work	Northern Illinois Service	\$3,635,120.00		\$1,286,817.00
4.2	Structural	Ruiz Construction Systems	\$6,911,000.00		\$2,106,478.00

Rock Valley College Downtown Campus Budget Summary

July 8, 2025

	Description	Vendor Name	Award Amount	Expensed as of June 30, 2024	Expensed as of June 18, 2025
	Owners Cost				
	Bid Package 5	Who			
5.01	Masonry	Jimmy's Masonary Corp	\$948,000.00		\$8,944.00
5.02	Carpentry & Finishes	Ruiz Construction	\$3,584,000.00		\$86,198.00
5.03	Metal Panels, Insulation, & Framing	American Igloo	\$1,911,590.00		\$0.00
5.04	Roofing & Sheet Metal	HC Anderson Roofing	\$1,238,857.00		\$0.00
5.05	Curtain Wall, Glass & Glazing	Cardinal Glass Company	\$2,191,000.00		\$81,450.00
5.06	Metal Studs, Drywall, Insulation, & Ceiling	The Rockwell Group	\$2,770,800.00		\$0.00
5.07	Tile & Terrazzo	Northern IL Terrazzo and Tile	\$204,200.00		\$4,693.00
5.08	Resilient Flooring & Carpet	Boss Carpet	\$399,826.00		\$0.00
5.09	Food Service Equipment	Boelter LLC	\$145,129.00		\$0.00
5.10	Vehicle Lifts	TBD	\$676,000.00		\$0.00
5.11	Fire Protection	Nelson Fire Protection	\$216,062.00		\$0.00
5.12	Plumbing	Miller Engineering	\$1,706,939.00		\$0.00
5.13	HVAC	Miller Engineering	\$5,224,300.00		\$0.00
5.14	Electrical, Low Voltage, Technology, Audio Visual, Fire Alarm	Helm	\$6,685,700.00		\$122,155.00
	Bid Package 6				
6.10	Paint Booth	Miller Engineering	\$636,500.00		\$0.00
	Bid Package 7				
	Landscaping	TBD	\$150,000.00		
	Contingency		\$2,222,239.00		\$85,590.71
	Totals		\$56,515,736.59	\$645,693.31	\$8,171,187.83

Total Budget & Contingency	Grant Funds (Note)	Running Total	\$8,816,881.14
BR 8245: March 25, 2025	Demo Grant	\$1,483,000.00	Percentage of Total
\$58,000,000.00	FY2025 E Vehicle Equipment	\$15,000.00	15.6008%
	FY2025 E Vehicle Construction	\$302,500.00	
	FY2026 E Vehicle Equipment	\$200,000.00	
	Total	\$2,000,500.00	



CHANGE ORDER LOG

Construction Manager at Risk - Downtown West Campus: Construction 2024-2025

Committee of the Whole: 7/8/2025

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Total Expensed
BR8245	BR8245 Board Resolution for Contingency for Downtown West Construction Project.					3/25/2025		\$2,222,239.00	
PCO CCF-009	This PCO is for the outstanding balance of \$5,915.00 where \$25,626.21 was applied to contaminated soils, fully exhausting Sitework Allowance #2 (Associated with PCO SA2 004)	4/21/2025	\$ 5,915.00	\$ 5,915.00	Approved	5/1/2025	NISC Northern Illinois Service Co	\$2,216,324.00	\$ 5,915.00
PCO CCF-008	CE #019 - DLC Foundation vs. Storm Sewer Due to conflict between the foundation in the SE corner of the DLC and the storm drain; the top of the footing is 728.5 and the bottom of the 12 inch storm pipe is at approximately 727.8. Ruiz will perform the following as a solution: Drop the elevation of the Foundation Walls approximately 1'-0", and refabricate concrete reinforcement.	4/15/2025	\$ 2,565.00	\$ 2,565.00	Approved	5/1/2025	Ruiz Construction Systems	\$2,213,759.00	\$ 8,480.00
PCO CCF-011	CE #023 - Contaminated Soils Use on 4/24 This PCO is for the unsuitable contaminated soils use on 4/24 Total Due = \$11,877.08	4/25/2025	\$ 11,877.08	\$ 11,877.08	Approved	5/1/2025	NISC Northern Illinois Service Co	\$2,201,881.92	\$ 20,357.08
PCO CCF-012	CE #024 - UST Removal in DLC Foundation NIS to perform the following due to an underground storage tank discovered in the DLC foundation: Remove and properly dispose of UST that had been discovered during excavation beneath the proposed foundation of the new DLC building.	4/28/2025	\$ 37,395.00	\$ 37,395.00	Approved	5/1/2025	NISC Northern Illinois Service Co	\$2,164,486.92	\$ 57,752.08
Terracon CO 4	Terracon's scope of services for the UST removal observation and reporting services related to the removal of the UST at the site will include: perform project coordination, UST removal observation, and associated data evaluation and reporting.	4/29/2025	\$ 12,250.00	\$ 12,250.00	Approved	4/29/2025	Terracon Consultants Inc	\$2,152,236.92	\$ 70,002.08
PCO-CCF-006	Precast Insulation Credit Deduct	2/26/2025	\$ (10,000.00)	\$ (10,000.00)	Approved	5/16/2025	Ruiz Construction Systems	\$2,162,236.92	\$ 60,002.08
PCO CCF-013	DTC EV Charger Electrical Rough Scope Removal Credit back to owner for removal of EV Chargers at DTC	5/20/2025	\$ (2,228.00)	\$ (2,228.00)	Approved	5/22/2025	HELM Electric	\$2,164,464.92	\$ 57,774.08

CHANGE ORDER LOG - Continued

Construction Manager at Risk - Downtown West Campus: Construction 2024-2025

Committee of the Whole: 7/8/2025

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Total Expensed
	Contaminated Soils on 5/8 & 5/30: Overage on Contaminated Soils:								
* PCO CCF 18	Use for unsuitable Contaminated Soils on 5/8 & 5/23.	5/30/2025	\$ 2,670.41	\$ 2,670.41	Approved	6/10/2025	NISC Northern Illinois	\$2,161,794.51	\$ 60,444.49
* PCO CCF 14	DLC & DTC ComEd New Service Costs	5/21/2025	\$ 9,326.00	\$ 9,326.00	Approved	6/12/2025	HELM Electric	\$2,152,468.51	\$ 69,770.49
* PCO CCF 15	RFP #001 Floor Drain/ Floor Box Elimination	5/27/2025	\$ (3,540.00)	\$ (3,540.00)	Approved	6/12/2025	Ringland Johnson Construction	\$2,156,008.51	\$ 66,230.49
* PCO CCF 17	Hand Dryers: Helm to provide the following due to no electrical connection shown on drawings: Add conduit wire and connect Hand Dryer in Bath 1210 and 1212.	5/30/2025	\$ 2,473.00	\$ 2,473.00	Approved	6/12/2025	Helm Electric	\$2,153,535.51	\$ 68,703.49
* PCO CCF 019	Unsuitable Soils Sitework Allowance #1 (Remaining Balance Due) - - This PCO is for the outstanding balance due, fully exhausting Sitework Allowance #1	5/30/2025	\$ 4,416.00	\$ 4,416.00	Approved	6/18/2025	Ringland Johnson Construction	\$2,149,119.51	\$ 73,119.49
* PCO CCF 020	Four Rivers Sanitation Authority (FRSA) Add for IC Permit Variance.	6/3/2025	\$ 205.00	\$ 205.00	Approved	6/18/2025	Ringland Johnson Construction	\$2,148,914.51	\$ 73,324.49
* PCO CCF 16	PIC Adds on DLC & DTC (Control value indicator Code Req)	5/29/2025	\$ 12,266.22	\$ 12,266.22	approved	6/30/2025	NISC Northern Illinois Service Co	\$2,136,648.29	\$ 85,590.71

* Denotes new change orders since the last Board of Trustees Committee of the Whole meeting (June 10, 2025).

Thank You



Project: HSC 3rd Floor Buildout & 2nd Elevator - Construction 2025

Committee of the Whole: 7/8/2025

*Denotes updated information from last presentation

\$ 203,600.00

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
* PCO 4	This is a Credit for elimination of the hat channel framing behind the wood panels at the Student Lounge (plan) south Elevation.	6/10/2025	-\$1,007.00	-\$1,007.00	Approved	6/24/2025	STENSTROM CONSTRUCTION	\$204,607.00
* PCO 5	Provide new Plumbing chase wall and revised toilet to be floor mounted in Gender Neutral Restroom as indicated in Response to RFI-15 and CB No.003.	6/10/2025	\$ 1,072.00	\$ 1,072.00	Approved	6/24/2025	STENSTROM CONSTRUCTION	\$203,535.00
* PCO 6	Provide an additional Handrail at the rear of the Elevator cab as requested by the Owner.	6/10/2025	\$ 440.00	\$ 440.00	Approved	6/24/2025	STENSTROM CONSTRUCTION	\$203,095.00

JCSM Generator: Construction 2024 -2025

Committee of the Whole: July 8, 2025

*Denotes updated information from last presentation

\$13,396.50

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
1	Gas piping: IMEG had updated drawings to increase gas piping size after legal review, but before issued for bid. However, updated drawing did not go out to bid. This incorporates the size increase. Landscape: Additional grading needed due to generator location change. This was not foreseen until laying out the pad. Electrical: Additional conduit & wire needed due to unforeseen concrete overpour of foundations.	5/30/2024	\$7,460.60	\$7,460.60	Approved	6/10/2024	Powerlink Electric	\$5,935.90
*002	Deduct the Remaining Contingency Allowance from the Contract, as it was unused for this JCSM Generator Project.	6/10/2025	\$ (5,935.90)	\$ (5,935.90)	Approved	6/10/2024	Powerlink Electric	

Power Shed Construction 2024-2025

Committee of the Whole: 7/08/2025

*Denotes updated information from last presentation

\$30,530.00

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
1	During the design development we discovered electrical code issues in Building F. Some items needed to be investigated by qualified electrician. This was conducted and this change order is needed to resolve the code issues.	4/25/2024	\$3,164.00	\$3,164.00	Approved	5/7/2024	Scandroli Construction	\$27,366.00
2	Reduction in the contract amount for the difference from 4" conduit and #600MCM wire, to the 3" conduit and #500MCM wire ran at Bldg F and Powershed.	5/30/2025	\$ (6,401.00)	\$ (6,401.00)	Approved	5/30/2025	Scandroli Construction	\$33,767.00
* 3	Reduction to remove the remainder of the unused Contingency from the Contract.	6/18/2025	\$ (33,767.00)	\$ (33,767.00)	Approved	6/18/2025	Scandroli Construction	

Project: Securities Upgrade - Phase 1 - Construction 2025

Committee of the Whole: 7/08/2025

*Denotes updated information from last presentation

\$30,287.80

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
PCO 001	Zero Dollar, Change of Substantial Completion Date from 6/1 to 8/1/2025	4/9/2025	\$0.00	\$0.00	APPROVED	4/29/2025	RINGLAND JOHNSON CONSTRUCTION	\$30,287.80
* PCO 002	Project required replacing Fire Door Slab in SSB with the update to the Door Locks.	5/27/2025	\$ 2,822.29	\$ 2,822.29	APPROVED	6/9/2025	RINGLAND JOHNSON CONSTRUCTION	\$27,465.51

ROCK VALLEY COLLEGE 2025 - AT A GLANCE CAMPUS FACILITY EVENTS

Date	Event	Staff	Student	Athletic	Community
July					
7/3/2025	Star Spangled Spectacular RSO Performance - Starlight Theatre, 8pm	X	X		X
7/8/2025	New Student Welcome Week - SSC Atrium & CLI, 1pm	X	X		X
7/9/2025	RVC Summer Registration Event - SSC Atrium, 5pm	X	X		
07/09 - 07/13	SpongeBob Musical Showing - BST Stage, 8pm	X	X		X
7/10/2025	Adult Learners Recruiting Event - SSC Atrium, 3pm	X	X		X
7/11/2025	SMART Camp End of Week Celebration - ATC 1400, 1pm	X	X		X
7/14/2025	Raymond James Buy Out Performance - Starlight Theatre, 7:30pm				X
7/15/2025	Wells Fargo Buy Out Performance - Starlight Theatre, 7pm				X
07/16 - 07/20	Grease Showing - BST Stage, 8pm	X	X		X
7/18/2025	Cultural Excellence & Belonging Retreat - SSC Atrium, 9am	X			
7/19/2025	Rockford Promise New Scholar Orientation - SSC Atrium, 1pm	X	X		X
7/20/2025	Wesley Willows Buy Out Performance - Starlight Theatre, 2pm	X	X		X
07/23 - 07/27	Ragtime Showing - BST Stage, 8pm	X	X		X
7/24/2025	New Student Welcome Event - SSC Atrium & CLI, 10am	X	X		X
7/26/2025	R2OC Robotics Competition - PEC Gym, 8am	X	X		X
7/29/2025	Aspire Event - SSC Atrium & CLI, 1pm	X	X		X
7/29/2025	Summer Pops Orchestra Concert - Sinnissippi Park, 7pm	X	X		X
07/30 - 08/03	The Wedding Singer Showing - BST Stage, 8pm	X	X		X
7/31/2025	RVC Summer Registration Event - SSC Atrium, 5pm	X	X		X
August					
8/2/2025	Health Equity Fair - PEC Gym, 10am	X	X		X
8/6/2025	New Student Welcome Event - SSC Atrium & CLI, 10am	X	X		X
08/06 - 08/09	Mary Poppins Showing - BST Stage, 8pm	X	X		X
8/7/2025	Adult Learners New Student Welcoming Event - SSC Atrium, 6pm	X	X		X
8/9/2025	Mary Poppins Matinee Showing - BST Stage, 2pm	X	X		X
8/12/2025	CLR Annual Meeting - BST Stage, 9:30am	X	X		X
8/12/2025	New Student Welcome Event - SSC Atrium & CLI, 1pm	X	X		X
8/14/2025	Adult Learning New Student Welcome - SSC Atrium, 6pm	X	X		
8/16/2025	Pi Gamma Omega Annual Retreat - SSC Atrium, 10am				X
8/22/2025	WEI Summer Completion Ceremony - SSC Atrium, 9am	X	X		X
8/25/2025	Welcome Week Kick-off Event - SSC Atrium, 11am	X	X		
8/26/2025	Welcome Week Involvement Fair - SSC Atrium, 11am	X	X		
8/27/2025	Welcome Week Community Resource Fair - SSC Atrium, 11am	X	X		
September					
9/2/2025	Fall Professional Development Day - PEC Gym, 8am	X			
9/7/2025	Veteran Drop-in Center Car Show - WTC & PKLT 02, 10am	X	X		X
9/10/2025	Massage Therapy Graduation - SSC Atrium, 6pm	X	X		X
9/12/2025	Respiratory Care Conference - SSC Atrium, 7:30am	X	X		X
9/15/2025	Hispanic Heritage Month Kick off - SSC Atrium, 11:30am	X	X		X
9/20/2025	Lifescape Senior Expo - PEC Gym, 9am	X	X		X
9/24/2025	Wellness Wednesday - PEC 0110, 1pm	X	X		
9/25/2025	State University Transfer Day - ERC Commons, 11am	X	X		X
9/27/2025	Members Alliance Community Celebration - Grounds, 11am	X	X		X