

# FOX VALLEY CAREER CENTER

## BOARD OF DIRECTORS' MEETING MINUTES

Wednesday, May 1, 2019

8:00 A.M.

### A. CALL TO ORDER

Dr. Leden called the meeting to order at 8:30 am

### B. ROLL CALL

All present

### C. ESTABLISHMENT OF QUORUM

Yes – Six of six members present

### D. APPROVAL OF AGENDA

Stirn/Mutchler 6-0

### E. CONSENT AGENDA--RECOMMENDED MOTION

1. Approval of Minutes – March 6, 2019
2. Approval of Donations

Stirn/Mutchler 6-0

### F. OLD BUSINESS

1. 2019-20 Projected Enrollments
2. SWLC Update

Discussion of projected enrollments for coming year in light of reduction of nearly 125 students from West Aurora and Burlington Central. Last year at this time, enrollment was 525 and currently it is 494. FVCC dropped the Small Engines and Human Body Systems (PLTW) programs for next year based on low numbers. Criminal Justice and Early Childhood programs will have reduced sections as well.

Discussion of educational pathways focus for FVCC students interested in entering education in the future. Director shared with Board that NIU has been meeting with interested students about a variety of topics one Thursday morning per month. Some SWLC families have left early for this year due to staffing variability and uncertainty. FVCC will continue to monitor attendance, staffing costs, and next year's potential enrollment.

### G. NEW BUSINESS

1. Mid-Valley/FVCC Meeting Dates for FY 20 – See attached.
2. Staffing Update
3. FY20 Tentative Budget adoption

Director shared FY20 meeting dates aligned to Mid-Valley meeting date.

Director reviewed staffing pattern for FY20 based on course enrollment. No staff member will have an overload based on current contract language. One Automotive Technology position has been eliminated. E.C. has been reduced to .33 FTE and Criminal Justice has been reduced to .67 FTE. The new Welding instructor is Mr. Andrew Blackmer.

Discussion of the tentative FY20 budget and the budget assumptions used in its development. The CTEI grant amount used for calculation is very conservative. However, the state rarely pays more than 80% of the promised funds. FVCC will continue to apply for grant funding to offset student certification exam costs.

Motion to adopt the tentative FVCC FY20 budget as presented.  
Hitchens/Leden 6-0

#### **H. ANNOUNCEMENTS & OTHER BUSINESS**

1. SkillsUSA Report – See April Status Report
2. Career PREP / Jamboree report - See April Status Report
3. VALEES Welding Contest - See April Status Report
4. Student of the Month Winners – See attached.
5. Students of the Year winners – See attached.
6. Important Dates
  - CNA Pining Ceremony – 5/8
  - FVCC Finals – 5/14
  - Burgess-Norton Scholarship interview – 5/15
  - Fire Science/EMT/Criminal Justice graduation – 5/16

Brief discussion of these agenda items. Special emphasis on upcoming events in May. Director also highlighted the Fire Science Jamboree and SkillsUSA results. FVCC is sending an EMT team to the SkillsUSA National Event in Louisville, KY. A Geneva student will be traveling with our Fox Valley team to nationals.

Director discussed contact with Jim Nelson, Vice President of External Affairs, for the Illinois Manufactures' Association (IMA) to discuss joining the Illinois Advanced Apprenticeship Consortium. Dr. Stirn would like more information about this potential partnership.

#### **I. OTHER**

- Potential Future Classes under investigation
  - EKG certification
  - Phlebotomy certification
  - Athletic Training
  - Manufacturing Maintenance
  - Education Pathway

Discussion of developing a Strategic Plan for FVCC in the fall. Dr. Stirn suggested speaking with Kinesha Brown of U-46. He feels that she is a knowledgeable resource. Continue to work with business partners and community groups in creating the Strategic Plan.

#### **J. ADJOURNMENT**

Leden/Stirn 6-0  
Dr. Leden closed the meeting to order at 9:01 am

**DRAFT FOR LWIB REVIEW**

**Memorandum of Understanding  
Between  
Illinois Manufacturers Association Education Foundation  
On Behalf Of  
Illinois Advanced Apprenticeship Consortium  
(AAI Grantee: AP-27959-15-60-A-17)  
And  
[identify LWIB]**

- Pre-apprenticeship
- 18 yrs.
  - ECC funding
  - College Math scores  
PSAT - scores
  - # of student
  - local workforce board

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between the Illinois Manufacturers Association Education Foundation (IMA EF), whose address is 220 East Adams St., Springfield, Illinois, and [identify LWIB], whose address is [\_\_\_\_\_], IL [\_\_\_\_\_] (LWIB).

2. **Purpose.** The purpose of this MOU is to establish the terms and conditions under which the ICATT Apprenticeship Program and the LWIB will collaborate to 1) identify and refer qualified candidates for apprenticeships in manufacturing related occupations, 2) organize events designed to recruit and engage manufacturers that result in employment of qualified apprentice candidates in the geographic area served by the LWIB in Northern Illinois, and 3) implement one or more Pre-Apprenticeship Programs. For purposes of this MOU, the term "Pre-Apprenticeship Program" means a program that is designed to prepare individuals to enter and succeed in an ICATT apprenticeship program which includes all of the following:

1. Training and curriculum that aligns with the skill needs of employers in the region and that has been designed to prepare participants to meet the minimum entry-level requirements of the ICATT apprenticeship.
2. Access to educational and career counseling, and other supportive services for participants.
3. Hands-on meaningful learning activities that are connected to education and training activities, such as challenges, job shadows, and internships, and that reinforce essential employability skills.
4. Upon successful completion of the program, participants are supported to apply for the ICATT apprenticeship program, and may receive preference for referral as a candidate for apprenticeship to participating ICATT employers.

## **DRAFT FOR LWIB REVIEW**

**3. Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and their governing bodies and shall remain in full force and effect for not longer than September 30, 2020. This MOU may be terminated by either party upon 60-days written notice, which notice shall be delivered by hand or by certified mail to the address listed above. Prior to the effective date of any termination, the LWIB will provide such financial and programmatic reports as IMA EF may request to ensure appropriate accounting of all expenditures under this MOU.

**4. Responsibilities of IMA EF** The IMA EF, in partnership with the ICATT Apprenticeship Program, will:

1. Provide assistance in employer outreach in the geographic area of the LWIB's territory.
2. Provide assistance to the LWIB to establish Pre-Apprenticeship Programs through the LWIB itself or area training providers.
3. Support pre-apprenticeship efforts through funding under the American Apprenticeship Initiative (Grant #AP 27959-15-60-A-17) as detailed in Attachment 1 to this MOU.
4. Ensure the LWIB has access to the ICATT Apprenticeship Program online application portal. The decision to accept and/or add an individual to the qualified apprentice candidate pool shall reside solely with IAAC and the ICATT Apprenticeship Program.

**5. Responsibilities of LWIB** The LWIB will:

1. Identify and screen potential applicants for Apprentice Candidates to determine whether applicant meets the minimal qualifications required by the ICATT Apprenticeship Program.
2. Implement one or more Pre-Apprenticeship Programs as described in Attachment 2 to this MOU.
3. Focus recruiting efforts on target populations that include but are not limited to i) Youth aged 16 years or older who are not enrolled, ii) Adults aged 18 years or older, iii) Underrepresented Populations, iv) Persons of Color, and v) Veterans. Persons not meeting the criteria for ICATT (particularly an individual who is unable to enroll in college level coursework [100 Level coursework]) may be referred to remedial training through opportunities funded by the LWIB through the Workforce Innovation and Opportunity Act, or to programs supported with "braided" funding opportunities with other local entities.

## **DRAFT FOR LWIB REVIEW**

4. Provide any employer participating with the ICATT Apprenticeship Program with information concerning opportunities to claim state or federal tax credits (i.e., Work Opportunity Tax Credit).
5. Assist in outreach and engaging employers in the regional territory of the LWIB.
6. Create an Individual Training Plan for each person in need of remedial training/coursework to the extent that it now develops such a plan for other clients. Such ITPs will be made available to IMA EF for the sole purpose of complying with the requirements of the US Department of Labor.
7. Provide such reports on programmatic implementation and expenditures as IMA EF may require to ensure compliance with federal grant reporting requirements.
8. Use best efforts to prepare the number of individuals and achieve the other outcomes specified in Attachment 3 to this MOU.

### **6. General Provisions**

**A. Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

**B. Non-Performance, Significant Under-performance or Fraudulent Activity.** The LWIB agrees to return all (or a pro-rated portion of) grant funds should, in the opinion of the Board of Directors of the IMA Education Foundation, fail to perform any part of this Memorandum of Understanding, or engage in any activity that would bring either the IMA Education Foundation, or its parent, the Illinois Manufacturers' Association, into disrepute. If such a determination is issued by the IMA Education Foundation, following a record vote of its Board of Directors, the LWIB may appeal the determination at the next meeting of the IMA Education Foundation Board of Directors who may either affirm, dismiss or modify its determination.

**C. Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Illinois. The courts of the State of Illinois shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the Circuit Court of Sangamon County, Illinois.

**D. Entirety of Agreement.** This MOU, consisting of four (4) pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral. The parties intend for this MOU to constitute a binding legal agreement between the parties.

**DRAFT FOR LWIB REVIEW**

**E. Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

**F. Sovereign Immunity.** The IMA EF and the LWIB, and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

**G. Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

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**DRAFT FOR LWIB REVIEW**

7. **Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

**Illinois Manufacturers Association Education Foundation**

\_\_\_\_\_  
[Name and Title]                      Date

\_\_\_\_\_  
[Name and Title]                      Date

[LWIB Name]

\_\_\_\_\_  
[Name and Title]                      Date

\_\_\_\_\_  
[Name and Title]                      Date

***DRAFT FOR LWIB REVIEW***

**ATTACHMENT 1**

**FUNDING FOR PRE-APPRENTICESHIP PROGRAMS**



***DRAFT FOR LWIB REVIEW***

**ATTACHMENT 2**

**PRE-APPRENTICESHIP PROGRAM DESCRIPTION**

***DRAFT FOR LWIB REVIEW***

**ATTACHMENT 3**

**LWIB OUTCOMES UNDER THIS MOU**

The background of the top section is a black and white photograph of an industrial manufacturing facility at night, with various structures, pipes, and lights. Overlaid on this are several circular icons: a bridge, a gear, a car, a factory, and a bus, all connected by a network of white lines.

# MANUFACTURING PRE-APPRENTICESHIP TRAINING PROGRAM

**Program Dates:** April 8–May 17

**Program Locations:** McHenry County College Shah Center, McHenry County College CNC Lab, Various Employer sites across McHenry County

## **MATERIALS OF INDUSTRY**

Materials of Industry introduces the physical, chemical and electrical properties of materials used in industrial applications: ferrous and non-ferrous metals, ceramics, and natural and synthetic organic materials (plastics).  
(12 hours)

## **CONTINUOUS IMPROVEMENT PRINCIPLES**

Learn the basics of lean manufacturing with a focus on the tools and techniques used to improve problem solving and troubleshoot manufacturing processes.  
(4 hours)

## **TIME MANAGEMENT**

Establish time management skills to meet day to day challenges by using prioritization, scheduling, goal setting, and other tools and techniques.  
(3 hours)

## **ACTIVE LISTENING**

Active listening techniques can be used to improve the ability to hear and understand. Active listening will strengthen interpersonal interactions and enhance trust, respect and integrity in the workplace.  
(3 hours)

## **MEASUREMENT AND BLUEPRINT READING**

Review measurement tools used in industry and learn to interpret basic blueprints through hands-on work with actual in-house drawings that include holes, threads, machining details, and assembly.  
(12 hours)

## **ASSERTIVENESS**

Use professional assertiveness techniques to create win-win scenarios and reduce stress. Participants will gain confidence through improved problem solving and communication skills.  
(3 hours)

## **SHOP MATH 1 AND 2**

These basic math courses emphasize the day-to-day math skills required for use on the manufacturing floor. Participants will review and enhance the math skills needed to solve common workplace problems.  
(Shop Math 1: 9 hours)  
(Shop Math 2: 6 hours)

## **OSHA 10-HOUR VOLUNTARY COMPLIANCE**

Participants learn to create a safer workplace and meet regulatory compliance needs in accordance with the OSHA Act. This 10-hour course includes an introduction to general industry standards and an overview of requirements from the more frequently cited standards. Successful completion includes an OSHA "10-hour" card from the Department of Labor.  
(10 hours)

## **ACCOUNTABILITY**

You are accountable for what you do and don't do. Use accountability to shift away from excuses, own your work, learn from mistakes, and achieve goals.  
(3 hours)

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**FOR MORE INFORMATION, PLEASE CONTACT:**

Julie Courtney  
McHenry County Workforce Network  
jacourtney@mchenrycountyil.gov  
or (815) 334-2779

McHENRY COUNTY  
WorkforceNetwork



A black and white photograph of a manufacturing plant at night, with various structures and lights. Overlaid on the image are several circular icons: a bridge, a factory, a car, a truck, and a person. A large black rectangle in the center contains the title text.

# MANUFACTURING PRE-APPRENTICESHIP TRAINING PROGRAM

## RESOLVING INTERPERSONAL CONFLICT

Learn to take a step back when conflict arises, assess the cause, and determine a course of action. Distinguish between healthy, productive conflict and conflict that stems from misplaced values, office politics, and emotions.

(3 hours)

## BUSINESS WRITING BASICS

Brush up on basic skills and learn how to write in a business environment. With emphasis on business emails; etiquette rules such as tone, proper salutations, professional fonts, and proofreading will be covered.

(3 hours)

## RESUME DEVELOPMENT

Effective resumes present an applicant's qualifications from the employer's perspective. Participants will develop a professional employer-focused resume with the support of one-on-one coaching.

(3 hours)

## INTERVIEWING EFFECTIVELY

Make a positive impression on a future employer by clearly articulating skills and abilities. Learn and practice interviewing techniques that increase comfort and effectiveness.

(3 hours)

## FORKLIFT OPERATOR

Learn safe operation of a powered industrial truck (forklift). Participants will gain the skills required to operate a lift truck in a correct and professional manner.

(8 hours)

## PROFESSIONALISM

Define and adopt a personal code of conduct that will support future career growth. Align with workplace expectations and learn techniques to maintain professionalism on an ongoing basis.

(2 hours)

## INTRO TO CNC

Learn hands-on entry level skills used in metal manufacturing that includes operating basics for drills, saws, lathes, and mills. Experience the operation of CNC machines and the manufacture of pre-programmed parts.

(40 hours)

## MICROSOFT OFFICE EXCEL

Participants will use Microsoft Excel 2016 to learn to create, save, share, and print worksheets that contain various types of calculations and formatting used in the workplace.

(8 hours)

## MANUFACTURING IN MCHENRY COUNTY

Explore the breadth and depth of manufacturing operations by experiencing first-hand the various types of production taking place here in McHenry County. Each Friday will be spent at company sites where participants will see how the concepts learned in the classroom are used in the workplace.

(36 hours)

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FOR MORE INFORMATION, PLEASE CONTACT:

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MCHENRY COUNTY  
WorkforceNetwork





Illinois Advanced Apprenticeship Consortium

## **New Funding Opportunity for Manufacturing Industry Credentials!**

The Illinois Manufacturers Association Education Foundation, on behalf of the IAAC Partnership, is excited to launch a new program to fund industry credentials in the manufacturing sector for Illinois high school seniors and unenrolled/unemployed opportunity youth.

**Funding covers up to \$150 per student/participant who earns an eligible credential.**

### **Eligible Industry Credentials:**

- **NIMS:** Any NIMS Credential above NIMS Level 1
- **MSSC:** Any MSSC Certified Production Technician Credential
- **AWS:** Any American Welding Society Professional or SENSE Certification

By participating in training programs to earn manufacturing industry credentials, young people will develop the knowledge and skills needed for postsecondary manufacturing degree programs, apprenticeships, and entry-level employment.

This program is sponsored through the Illinois Advanced Apprenticeship Consortium (IAAC), a U.S. Department of Labor supported project through the American Apprenticeship Initiative (Grant AP-27959-15-60-A-17).

### **Eligible Participants:**

- High school seniors who are at least 18 years of age at the time the credential is received, and who have participated in a high school manufacturing program of study.
- Opportunity youth ages 18--24 at the time the credential is received. For purposes of this program, "opportunity youth" are defined as youth who are not in school or employed, and who are receiving training from a public or nonprofit workforce development program.
- All young people supported to receive industry credentials through this program must consent to the Illinois Manufacturers Association Education Foundation providing them with information via email on the Illinois Advanced Apprenticeship Consortium and available apprenticeship programs in the manufacturing sector.

**How Funding Works:** Funding will be provided directly to the school district or school sponsoring organization (with respect to high school students) or workforce development program (with respect to opportunity youth) on a reimbursement basis, up to \$150/student, until all \$100,000 of available funds have been allotted. Funds will be allotted on a first-come, first-served basis. An authorized school or program official must submit verification of credential attainment and the student's name and email contact information for receipt of further information on apprenticeship programs.

**Interested?** Interested representatives of high schools or workforce development programs should email [educationsystems@niu.edu](mailto:educationsystems@niu.edu). Please include "Manufacturing Industry Credentials" in the subject line. Education Systems Center at NIU, who is administering this program on behalf of the Illinois Manufacturers Association Education Foundation, will contact you to establish the program at your high school or workforce development program.