

**ROCHELLE CITY COUNCIL  
AGENDA ITEM MEMO  
REGULAR MEETING**

**SUBJECT:** Resolution Authorizing a Memorandum of Understanding between the City of Rochelle and Kishwaukee College for Rochelle-U

**Staff Contact:** Jenny Thompson

**Summary:** Kishwaukee College offers an on-site certificate program for employees. The program includes four courses aimed at improving skills and leadership including: Intro to Business, Intro to Software, Business Communications and Management & Supervision. Courses will take place at a City facility on Tuesdays from 3-5pm with one hour of additional coursework assigned outside of class per week for each semester. One course will be held per semester: fall '22, spring '23, summer '23 and fall '23. Students will receive college credit for each course toward a Marketing/Management Associates Degree. A minimum of eight students is required to run the program and currently ten employees have expressed interest.

The City of Rochelle will cover the course costs for employees. If the employee fails to complete the course, they will be required to reimburse the City for expenses incurred.

A memorandum of understanding will be presented to Council before each semester.

**Funding Sources:**

Source:	Budgeted Amount:	Proposed Expenditure:
Department Budgets		\$583/course per student

**Strategic Plan Goal Application:** Employee Recruitment, Development and Retention

**Recommendation:** Approve a Resolution Authorizing a Memorandum of Understanding between the City of Rochelle and Kishwaukee College for Rochelle-U