

**Rock Valley College  
Community College District No. 511  
3301 N Mulford Road, Rockford, IL 61114  
COMMITTEE OF THE WHOLE MEETING  
5:15 p.m. Tuesday, June 14, 2022**

On May 27, 2022, Governor Pritzker issued the thirtieth Gubernatorial Disaster Proclamation for all counties in the State of Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Pursuant to Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

**Meeting Location:** Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, will be physically present at the meeting location. **Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.**

Access to the Regular Board of Trustees meeting is provided via teleconference online:

<https://rockvalleycollege-edu.zoom.us/j/99529172949?pwd=S0tBak56MW5sQ2w5SDRrelVoUFF1dz09> or by phone at 312-626-6799 using Meeting ID: 995 2917 2949, Passcode: 189664. The meeting will include an opportunity for public comment. Any member of the public who would like to make a public comment can submit their public comment via email to [RVC-BoardPC@rockvalleycollege.edu](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:15 p.m. on June 14, 2022. Public comments submitted via email will be announced during the public comment portion of the meeting.

### **AGENDA**

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.
- F. Review of Minutes:** Committee of the Whole May 10, 2022
- G. General Presentations**
- H. Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**
  - 1. Higher Learning Commission (HLC) Update
  - 2. Enrollment Update
  - 3. LTO Dual Credit MOU Harlem School District #122
  - 4. LTO Dual Credit MOU Meridian CUSD #223
  - 5. LTO Dual Credit MOU Winnebago CUSD #323
  - 6. Dual Credit MOU Boylan Catholic High School
  - 7. Dual Credit MOU North Boone CUSD #200
  - 8. Dual Credit MOU Oregon CUSD #220
  - 9. Dual Credit MOU Pecatonica CUSD #321
  - 10. Running Start IGA Belvidere School District #100
  - 11. Running Start IGA Byron CUSD #226
  - 12. Running Start IGA Durand CUSD #322
  - 13. Running Start IGA Harlem School District #122
  - 14. Running Start IGA North Boone CUSD #200
  - 15. Running Start IGA Pecatonica CUSD #321
  - 16. Running Start IGA Rockford Public Schools #205
  - 17. Running Start IGA South Beloit CUSD #320
  - 18. Running Start IGA Winnebago CUSD #323
  - 19. General Education Core Curriculum Certificate – Associate of Arts Stackable Credential

**Rock Valley College  
Community College District No. 511  
3301 N Mulford Road, Rockford, IL 61114  
COMMITTEE OF THE WHOLE MEETING  
5:15 p.m. Tuesday, June 14, 2022**

**I. Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow**

1. Purchase Report(s) (A, B, C, D, E, and F)
2. Cash and Investment Report
3. Fiscal Year 2023 Compensation Adjustment for Non-Represented Employees
4. Fiscal Year 2023 Budget
5. Certificate Attesting to the Fiscal Year 2023 Budget
6. Fiscal Year 2023 Capital Request
7. Fiscal Year 2022 Fund Transfer Request
8. Bond Disclosure Compliance Board Policy 5:10.170 – Second Reading

**J. Operations Discussion: Board Liaison Trustee Kearney**

1. Personnel Report
2. Sublease Agreement with The Workforce Connection
3. SSA Safety Committee Recommendations
4. Recruiting and Relocation Expense Reimbursements Board Policy 3:20.040 Update – First Reading
5. RVC Events Calendar
6. Athletics Update
7. ATC Parking Lot and Roof Update

**K. Other Business: New Business/Unfinished 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) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

**M. Reconvene Open Session**

**N. Next Regular Board of Trustees meeting:** June 28, 2022, at 5:15 p.m.; Meeting will be held virtually via teleconference or in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus when Illinois statute permits.

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

**P. Adjourn**

Jarid Funderburg, Board Chair

**Rock Valley College**  
**Community College District No. 511**  
**3301 N. Mulford Road, Rockford, IL 61114**  
**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING**  
**5:15 p.m. Tuesday, May 10, 2022**  
**MINUTES**

*On April 29, 2022, Governor Pritzker issued the twenty-ninth Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.*

***Meeting Location:*** Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, will be physically present at the meeting location. ***Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.***

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**Call to Order**

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

**Roll Call**

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

Mr. Jarid Funderburg	Ms. Lynn Kearney
Mr. Robert Trojan	Ms. Gloria Cudia
Mr. John Nelson	Mr. Paul Gorski joined the meeting at 5:24 p.m.
Ms. Evelyn Molina, Student Trustee	

The following Trustee was absent at roll call: Ms. Crystal Soltow

Also Present: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President of Liberal Arts and Adult Education; Mr. Rick Jenks, Vice President of Operations; Mr. Jim Handley, Vice President of Human Resources; Ms. Ellen Olson, Vice President of Finance; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz.

## **Communications and Petitions**

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

## **Recognition of Visitors**

There were no visitors to be recognized.

## **Review of Minutes**

There were no comments on the minutes from April 12, 2022, Board of Trustees Committee of the Whole meeting.

## **General Presentations**

There were no general presentations.

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

### **1. Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness & communications, presented the fiscal year 2022 and fiscal year 2023 enrollment updates. Ms. Snider stated RVC had exceeded the Summer I enrollment goal for fiscal year 2022 by 39%. For fiscal year 2023, RVC is at 89% to budget for Summer II and 54% to budget for Fall 2022. RVC is at 97% to budget for the annual enrollment. Discussion ensued.

### **2. Strategic Plan Quarterly Update**

Ms. Heather Snider presented the Strategic Plan Quarterly Update. Ms. Snider stated that Studer Education and RVC are collaborating to refine the strategic plan Tenets I through IV and develop a scorecard to measure RVC's strategic plan success. Ms. Snider briefly discussed Tenet I through Tenet IV (Tenet I: Access; Tenet II: Exceptional Educational Opportunities; Tenet III: Exceptional Training Opportunities; Tenet IV: Diversity, Equity, and Inclusion (DEI)). Ms. Snider stated Studer Education has helped refine the strategic plan to be more concise and has condensed the repetitiveness throughout the plan. Ms. Snider explained that the scorecard is based on five-year targets with annual goals within the scorecard. Ms. Snider gave examples of the goals and how the scorecard measures results on a scale of one to five -- one being Alert and five being a Super Stretch Goal. Ms. Snider gave divisional success stories that have been achieved. Discussion ensued.

### **3. Diversity, Equity, and Inclusion (DEI) Digital Badge Update**

Mr. Keith Barnes, vice president of equity and inclusion, presented information on the RVC DEI Badge. The foundation level badge will include hosting difficult conversations and exercising restorative practices, DEI 101, Cultural humility and cultural competence, and Intercultural Development Inventory (IDI). There are also advanced badges that are content-specific. The IDI profiles and debriefs will be launched in May 2022, and DEI digital badge will launch on July 29, 2022. Discussion ensued.

### **4. Dual Credit IGA-Welding Belvidere CUSD #100**

Dr. Amanda Smith, vice president of liberal arts and adult education, discussed the Dual Credit IGA Welding Agreement between Belvidere CUSD #100 and RVC. Dr. Smith stated RVC's welding department collaborated with Belvidere CUSD #100 to schedule four morning sections of WLD 100 based on student interest. Two classes will be held in fall 2022 and two in spring 2023. This dual credit partnership

will provide an opportunity for high school students to begin their welding certificate at the Advanced Technology Center (ATC). Dr. Smith explained this new pathway initiative will facilitate students' transition from high school to RVC. The financial arrangement between RVC and Belvidere School District #100 requires the District to calculate the cost equivalent of tuition and fees, with the assistance of the College, for the WLD 100 course taken per student and pay the College the total cost associated with this tuition and fees calculation. The District will also provide transportation to and from the ATC. Participating students will be financially responsible for covering additional program costs, including textbooks and course supplies. Discussion ensued.

#### **5. Dual Credit EMT Basic Provider Course Belvidere CUSD #100**

Dr. Amanda Smith presented the 2022-2023 Dual Credit MOU between Belvidere CUSD #100, Mercyhealth, and RVC. Dr. Smith stated the program is designed to provide qualified Belvidere District high school students the opportunity to enroll in FRE 223; Emergency Medical Technician. This dual credit partnership will allow Belvidere School District to complete the implementation of the District's health sciences pathway. The course is supplied by the Mercyhealth Prehospital and Emergency Services Center, and RVC will register students' credit hours. Qualified instructors will teach all EMT-Basic Provider Courses from Javon Bea Hospital's Mercyhealth Prehospital Emergency Services Center during the academic year. Belvidere District #100 will submit \$600.00 per student enrolled in the program to Mercyhealth Emergency Services Center to provide the course instructors and complete the course requirements of the Illinois Department of Public Health, National Registry of EMTs, and RVC. This fee is above and beyond the \$50.00 per student enrollment fee for each dual credit course that RVC requires. Dr. Smith stated that participating students would be financially responsible for purchasing their own stethoscope for the course. Discussion ensued.

#### **6. LTO Dual Credit MOU Belvidere CUSD #100**

Dr. Amanda Smith presented the Linking Talent with Opportunity (LTO) Memorandum of Understanding (MOU) between Belvidere CUSD #100 and RVC. Dr. Smith stated the LTO initiative is designed to provide qualified high school students to enroll in dual credit classes at their high school in designated career and technical education pathways that lead to advanced standing for certificate and degree opportunities at RVC. Dr. Smith explained that the pathway initiative facilitates students' transition from secondary coursework into RVC. Belvidere CUSD #100 will provide, at its cost, a school district dual credit instructor that 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 school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

#### **7. LTO Dual Credit MOU Byron CUSD #226**

Dr. Amanda Smith presented the LTO Dual Credit MOU with Byron CUSD #226 and RVC. Dr. Smith explained that the school district would provide, at its cost, a school district dual credit instructor that 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 school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

#### **8. LTO Dual Credit MOU Hononegah CHSD #207**

Dr. Amanda Smith presented the LTO Dual Credit MOU between Hononegah CHSD #207 and RVC. Dr. Smith stated that Hononegah CHSD #207 would provide, at its cost, a school district dual credit instructor that 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 school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.



- |    |   |                |    |                |
|----|---|----------------|----|----------------|
| 4. | Smith Oil   | Rockford, IL   | \$ | 9,300.00 (4)*  |
| E. | Utilities – (Gas: Boiler House/Stenstrom Center/Aviation Center/Bell School Center/Big Thunder Boulevard Belvidere) |                |    |                |
| 5. | Nicor   | Pecatonica, IL | \$ | 4,000.00 (5)*  |
| F. | Educational Supplies - (Books and Binding Costs: Library)   |                |    |                |
| 6. | Midwest Library Services  | Bridgeton, MO  | \$ | 13,000.00 (6)* |
| G. | Telephone Service Charges – (Telephone Service Charges: IT Telecommunications)                                      |                |    |                |
| 7. | AT&T  | Dallas, TX     | \$ | 7,000.00 (7)*  |

**Discussion ensued on items B, C, E, F, and G.**

***Purchase Report B – FY 2022 Purchases:***

- |    |   |                 |    |                 |
|----|---|-----------------|----|-----------------|
| A. | Furniture – (Office Equipment/Furniture: SC Furniture)  |                 |    |                 |
| 1. | Krueger International (KI)  | Green Bay, WI   | \$ | 18,600.00 (1)*  |
|    | Atmosphere  | Madison, WI     | \$ | 26,728.80       |
| B. | Exercise and Fitness Equipment – (Capital Athletic Equipment: Equipment Replacement)  |                 |    |                 |
| 2. | Midwest Commercial Fitness  | Aurora, IL      | \$ | 19,500.00 (2)*  |
| C. | Equipment – (Theatre Stage Materials: IL Arts General Operations: Maintenance Services-Other: Starlight Theatre)  |                 |    |                 |
| 3. | Full Compass Systems  | Madison, WI     | \$ | 20,890.00 (2)*  |
|    | Sound Concepts  | Rockford, IL    | \$ | 20,920.00       |
|    | Upstaging Inc.  | Sycamore, IL    | \$ | 21,890.00       |
| D. | Refund – (Grantor Refund of Unused Grant: Illinois Cooperative Work-Study)  |                 |    |                 |
| 4. | Illinois Board of Higher Education  | Springfield, IL | \$ | 10,839.90 (4)*  |
| E. | Refund – (Grantor Refund of Unused Grant: Workforce Equity Initiative)  |                 |    |                 |
| 5. | Illinois Community College Board  | Springfield, IL | \$ | 139,035.44 (5)* |
| F. | Contractual Services – (Other conference & Meeting Expenses: Upward Bound)  |                 |    |                 |
| 6. | Green Light Tour and Travel (DBA GL Travel)   | Granite Bay, CA | \$ | 61,500.00 (6)*  |
| G. | Inspection & Repairs Bengt Sjostrom Theatre Roof - (Maintenance Service Buildings: Plant Maintenance / Foundation Grants: Bengt Sjostrom Maintenance Grant) |                 |    |                 |
| 7. | Uni-Systems Engineering, Inc.   | Minneapolis, MN | \$ | 19,400.00 (7)*  |
| H. | Contract Services – (Other: Contractual Services)   |                 |    |                 |
| 8. | Miller Engineering  | Rockford, IL    | \$ | 81,400.00 (8)*  |
|    | Helm Service  | Freeport, IL    | \$ | 84,842.00       |
| I. | Budget Software – (Higher Education Emergency Relief Fund (HEERF): General Institutional Expense)   |                 |    |                 |
| 9. | Prophix Software, Inc.  | Ontario, Canada | \$ | 123,858.00 (9)* |
| J. | Contractual Services – (Consultant Services – Professional/Technical: Human Resources)  |                 |    |                 |

10. TBA \$ XX.XX (10)\*

K. Theater Programs – (Auxiliary Enterprises Fund – Starlight, Print/Copy Commercial Services)

11. TBA \$ XX.XX (11)\*

**Discussion ensued on items B, C, D, E, F, G, H, I, J, and K.**

## **2. Ratification of Board Report #7915-D; Purchase Report D – Emergency FY2022 Purchase Approved April 26, 2022**

Ms. Olson presented the Ratification of Board Report #7915-D. On April 26, 2022, the Board of Trustees approved the emergency purchase to replace two 100-gallon water heaters in the Physical Education Center for \$28,314.00. RVC personnel discovered the two defective water heaters on Monday, April 25, 2022, one day before the April 26, 2022, Board of Trustees meeting, which was less than the 48 hours notice required by the Illinois Open Meetings Act. In the interest of transparency, the Board of Trustees voted to approve the expenditure but asked the Administration to add a board report to the May 24, 2022, meeting agenda so they could officially ratify the approval of the emergency expenditure. There were no questions and no discussion.

## **3. Cash and Investment**

Ms. Olson presented the cash and investment report through April 30, 2022. Total operating cash and investments are \$64,250,129. Total capital funds are \$13,129,795. Since March 31, 2022, the change in capital funds was <\$231,201>. The change in the operating cash and investments since March 31, 2022, was \$667,118. Ms. Olson stated that the total operating cash and investments funds were 59.07% of the fiscal year 2022 operating budget. Discussion ensued.

## **3. Fiscal Year 2022 Third Quarter Vital Signs**

Ms. Olson presented the fiscal year 2022 Third Quarter Vital Signs report. Ms. Olson stated that excluding the SURS on Behalf, total revenues are at 77.47% to budget, and Ms. Olson anticipates RVC will receive 100% of the budgeted property taxes and state funding. Ms. Olson explained why the Investment Revenue was <\$71,077>. Interest rates until recently continue to be at an all-time low for returns, and Ms. Olson stated this is due to unrealized losses. Ms. Olson noted that in a rising rate environment, we have to recognize the unrealized loss on investments under the Governmental Accounting Standards Board (GASB). In addition, the RVC payroll continues to run under budget. The spike in March 2022 in payroll by month is due to paying out the faculty overloads as required by the Collective Bargaining Agreement (CBA). Finally, Ms. Olson reported that the healthcare costs are running above budget. Discussion ensued.

## **4. Fiscal Year 2022 Fund Transfer Request**

Mr. Rick Jenks, vice president of operations, and Ms. Olson presented the fiscal year 2022 Fund Transfer Request. Mr. Jenks stated that on Board Report #7881, dated December 21, 2021, the Board of Trustees authorized \$2,750,000 in capital investments for fiscal year 2022. As a result, the Administration requests a fund transfer to keep four areas of concern moving forward. The Administration would like to transfer \$324,000 from the Operating Fund (Funds 01 and 02) to the Operations & Maintenance Fund (Capital - Fund 03) for the first three items listed on the report: SSB Parking/Boiler House Ramp, Cold Forming Project, and Architect of Record for fiscal year 2022 projects. In addition, due to supply chain constraints, two purchases previously approved by the Board of Trustees to be paid out of the fiscal year 2022 Operating Fund are not expected to be received before June 30, 2022. These are the 2022 Ford Police Inceptor Utility Vehicle and the AMATROL Fault Pro Trainers. Therefore, administration would also like



to transfer \$77,085 from Operating Funds (Fund 01 and 02) to the Operations & Maintenance Fund (Capital - Fund 03). Discussion ensued.

Ms. Olson stated that Administration would like to recommend that the Board of Trustees approve the request to complete a total fund transfer of \$401,085 from Operating Funds (Funds 01 and 02) to the Operations & Maintenance (Capital) Fund (Fund 03).

## **5. Tentative Budget for Fiscal Year 2023**

Ms. Olson presented the tentative budget for fiscal year 2023. Ms. Olson stated the tentative spending plan totals \$131,988,382 for all funds and \$65,643,367 for the Operating funds (Funds 01 and 02). The Operating funds budgeted revenue is \$67,149,554, increasing \$5,985,695 from the fiscal year 2022 budget. This increase is due to increased EAV, resulting in higher property tax revenue. In addition, operating revenue assumes 100% state funding and budgeting tuition and fees approximately 4% below fiscal year 2022 actual credit hours.

Operating funds budgeted expenditure for Operations is \$65,643,367, increasing \$7,363,316 from the prior year's budget. Ms. Olson stated that the fiscal year 2023 proposed budget is balanced for operations. Also included in the budget packet is summary information on property tax revenues and the documents for Illinois Community College Board (ICCB). Ms. Olson explained that the fiscal year 2023 tentative budget will be available for public inspection at the Financial Services Office in the Support Services Building on the Rock Valley College Campus at 3301 North Mulford Road, Rockford, IL, at 9:00 a.m. on May 25, 2022. A public hearing on the fiscal year 2023 budget will be held at 5:15 p.m. on the 28<sup>th</sup> of June 2022, in person in the Performing Arts Room in the Educational Resource Center on the RVC main campus or virtually via Zoom as permitted by the Open Meetings Act. The location will be finalized 48 hours before the meeting and documented on the agenda. Discussion ensued.

## **6. Bond Disclosure Compliance Policy – First Reading**

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

### **Operations Discussion: Board Liaison Trustee Kearney**

#### **1. Personnel Report**

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for May 2022. There are three appointments and no departures. Discussion ensued.

#### **2. Compensation Study**

Mr. Handley stated that the College went out to bid for the Compensation Study. Three companies responded, and the bid was awarded to Carlson Dettmann at a cost of \$54,500. Mr. Handley stated that this would be an exhaustive study and will take longer than expected, approximately five months.

#### **3. Illinois Fiber Resources Group (iFiber) MOU with Rock Valley College**

Mr. Handley presented the iFiber MOU with RVC. Mr. Handley explained that iFiber's goal is to provide broadband access through a 900-mile fiber network and connect 533 community anchor institutions

in a nine-county region to offer a high-speed network transport service. iFiber ties into the state's educational network, Illinois Century Network (ICN), and interconnects with NIUNet and Northern Illinois Technology Triangle. Northern Illinois University (NIU) established an agreement with RVC to fulfill the requirements of the Broadband Technology Opportunities Program (BTOP) grant effective May 22, 2012 ("Contribution Agreement"). As the network grows and improvements are made, formalized proper documentation is necessary. This MOU documents the current ownership of the RVC sections of the iFiber network and details areas of mutual use of fiber optic ducts between iFiber and RVC. It establishes an agreement to allow iFiber to run fiber optic cable north along Mulford Road inside RVC-owned fiber optic conduit. Mr. Handley stated that the Rockford Fire Department would utilize the new fiber cable to improve the emergency radio system the fire department uses when responding to emergencies in the northeast section of Rockford. Discussion ensued.

#### **4. RVC Events Calendar**

Mr. Handley presented the RVC on-campus events calendar for May and June 2022.

#### **5. RVC Athletics Update**

Mr. Handley presented the RVC Athletics update. Mr. Handley stated that Coaches Darryl Watkins and Tyler Bredehoeft were honored on Saturday, April 30, 2022, for being awarded the ICBA Co-Coaches of the Year in Illinois. In addition, RVC Men's Basketball player Aleksa Markovic has been selected to represent RVC in the NJCAA All-Star game in Las Vegas, Nevada, on May 13-14, 2022. Mr. Handley stated that the RVC Softball team is currently 35-9 overall and #1 in the NJCAA Division III National Poll. Seven losses were to nationally recognized NJCAA DI teams and two losses were to nationally recognized NJCAA DII teams. RVC will begin post-season play on Friday, May 13, 2022, in the Region Tournament at Joliet Junior College. RVC Baseball is 18-27 on the year. Most of their losses have come to the region's top NJCAA DI and DII teams. RVC baseball will play in the Region Tournament Thursday, May 12, 2022. The site is to be determined. Mr. Handley stated that the RVC Athletics had signed 131 athletes for the 2022-2023 school year. Our coaches are continuing to finalize the roster, and this number expects to exceed 190 athletes beginning in the fall. Discussion ensued.

#### **6. Advanced Technology Center (ATC) Update**

**ATC Cost Summary:** Ms. Olson presented the ATC cost summary, noting that not much has changed. The construction budget was \$8,368,500. RVC is expecting to be under budget by approximately \$100,000 due to managing change orders. Approved expenses for Furniture Fixtures and Equipment are \$4,463,685.69, and will be approximately \$800,000 under budget. The College has been informed that the last pieces of equipment are on a ship arriving on the west coast and delivery is unknown at this time. Invoices are continuing to be paid, but it is anticipated that the project will come in under budget. Discussion ensued.

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

**New Business:** Dr. Spearman stated that the airplane from AAR did land and is in RVC's custody.

**Unfinished Business:** There was no unfinished business.

#### **Adjourn to Closed Session**

A closed session was not held.

**Next Regular Board of Trustees Meeting**

The next Regular Board of Trustees meeting will be held on May 24, 2022, at 5:15 p.m. virtually via teleconference.

**Next Committee of the Whole Meeting**

The next Committee of the Whole meeting will be held on June 14, 2022, at 5:15 p.m. virtually via teleconference or in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus, when Illinois statute permits.

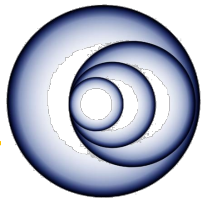
**Adjourn**

At 7:55 p.m., a motion was made by Trustee Kearney, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

\_\_\_\_\_  
Robert Trojan, Secretary

\_\_\_\_\_  
Jarid Funderburg, Chairperson



**Rock Valley College**

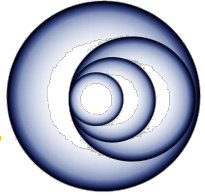
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# **Higher Learning Commission (HLC) Accreditation Update**

Rock Valley College Board of Trustees Committee of the Whole

June 14, 2022

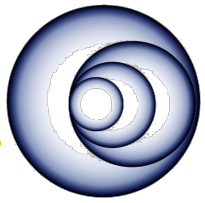
Dr. Lisa M. Mehlig, Executive Director of Outcomes Assessment, HLC Liaison



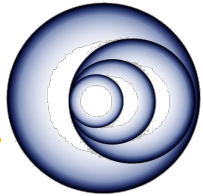
# Presentation Overview

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- Background on HLC Accreditation
- Higher Learning Commission (HLC) Updates
- HLC Steering Committee Updates



# **Background on HLC Accreditation**



# What Is Accreditation?

- External, peer-review process
- Institutional and specialized

Regional Accrerator:  
**Higher Learning Commission (HLC)**

Evaluates multiple aspects of an institution

- *Academic offerings*
- *Governance and administration*
- *Mission*
- *Finances*
- *Resources*

Two options for maintain accreditation

- *Standard Pathway*
- *Open Pathway*



# Accreditation...



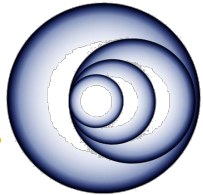
## Without it...

- Students will not be eligible for financial aid
- Credits may not transfer to another institution
- Limit the ability to offer professional licensure opportunities
- Employers may not recognize credentials

## Provides an opportunity for...

- Institutional self-improvement
- Involving stakeholders in institutional evaluation and planning
- Self-regulatory alternative to governmental oversight functions





# Standard Pathway

## 10-year cycle of quality assurance and institutional improvement



Years 1-3

Prepare Assurance Filing

**Institution**

May contribute documents to Evidence File and begin writing Assurance Argument for Year 4 **comprehensive evaluation**.



Years 5-9

Prepare Assurance Filing

**Institution**

May contribute documents to Evidence File and begin writing Assurance Argument for Year 10 **comprehensive evaluation**.

We are here.



Year 4

Comprehensive Evaluation

**Institution**

Submit **comprehensive evaluation** materials.

**Peer Review**

Conduct comprehensive evaluation (with **visit**).

**HLC Decision Making**

Take action on comprehensive evaluation.



Year 10

Comprehensive Evaluation

**Institution**

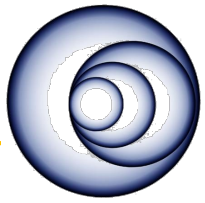
Submit **comprehensive evaluation** materials.

**Peer Review**

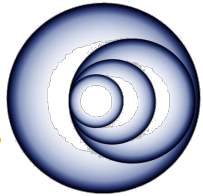
Conduct comprehensive evaluation (with **visit**).

**HLC Decision Making**

Take action on comprehensive evaluation and Reaffirmation of Accreditation.



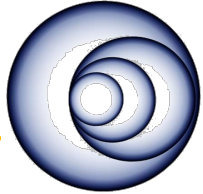
# **Higher Learning Commission (HLC) Updates**



# HLC Updates

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- ATC: Date of site visit has not been determined by HLC
- Virtual Workshop: Optimizing Co-curricular Assessment
  - Dr. Lisa Mehlig  
Executive Director of Outcomes Assessment, HLC Liaison  
HLC Steering Committee chair, Co-chair of Co-curricular Assessment Committee
  - Terrica Huntley  
Dean of Students  
HLC Steering Committee chair, Co-chair of Co-curricular Assessment Committee



# Attendee Feedback: Financial Sustainability Workshops

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- Topics
  - Strategic Enrollment Management: Ensuring Institutional and Student Success (01.31.22)
  - Exploring New Business Models (02.14.22)
  - Strategic Partnerships and Affiliations (02.28.22)
  - Enhancing Financial Governance (03.14.22)
- Takeaways from Attendees
  - Develop better tools to share financial impact of departments/units on the College
  - Identify ways to improve revenues and measure the return on investments
  - Emphasis on the importance of
    - Strategic partnerships/affiliations/mergers to provide services to students and community
    - The importance of financial forecasting and planning to manage fiscal downturns
    - Collaborative leadership between CEO/President and Board to strengthen college without personal agendas
    - Transparency in decision making and financial information

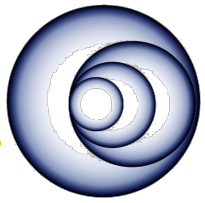


# Attendee Feedback: HLC Annual Meeting

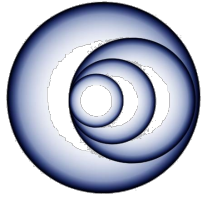
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## Takeaways from Attendees:

- Higher education is going to be increasingly held responsible for the success of students starting this summer.
  - HLC has adopted common vocabulary for student success indicators (e.g., persistence, retention, and completion) with the National Student Clearing House (NSCH).
  - HLC will use NSCH for comparison data among like institutions and with disaggregated data.
  - HLC will be making changes to Criterion 4 to reflect this in Summer 2022.
  - Awareness of needs of various student populations is critical for student success strategies.
- Assessment for Student Learning continues to need improvement in higher education institutions.
  - Institutions need to focus on what improvements have been made to improve student learning from the assessment process.
  - Assessment approaches should be reflective of the needs and characteristics of the students served by the institution. Minority Serving Institutions (MSI) with a large number of underrepresented students can provide insight to more adequate measures of student learning.



# **HLC Steering Committee Updates**



# HLC Steering Committee and Criterion Subcommittee Update

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## HLC Criterion Subcommittees Task

- Review prior reports and assurance argument draft response for the criterion
- Review college against all elements of the criterion
- Identify strengths and limitations with exemplars and evidence

## Progress and Planning

### March – May:

Subcommittees met to address the task above and draft a narrative for their criterion to be included in an Internal Annual Monitoring Report in Planning & Self-Study

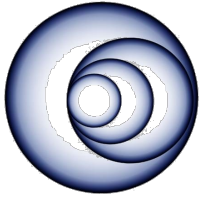
### June:

- Subcommittees will engage in peer review to provide feedback on the draft narratives of other subcommittees.
- Narratives will be revised for the Internal Annual Monitoring Report.

### July-August:

Begin prioritizing and addressing actions identified through this process. Two actions prioritized to date are:

- ISLO Review – The Institutional Student Learning Outcomes (ISLO) have not been reviewed since 2014. A series of roundtables will be held to review and, as necessary, make recommendations for revisions.
- Mission Review – In the last two assurance arguments, the college has indicated that a formal process needs to be identified for regular review of the mission, vision, and core values of the college. A committee will be formed to make recommendations about a formal process and revisions.





**FY2023 Enrollment Update**

Board of Trustees Committee of the Whole – June 14, 2022

Term	Unduplicated Headcount				Credit Hours				Budget	
	FY2022	FY2023	Change	% Change	FY2022	FY2023	Change	% Change	Budget	% to Budget
Summer II	2,110	2,010	-100	-4.74%	9,605.5	9,001	-604.5	-6.29%	9,000	100%
Fall	3,432	3,242	-190	-5.54%	35,924	34,361.5	-1,562.5	-4.35%	51,100	67%
Subtotal (Summer II + Fall)	<b>5,542</b>	<b>5,252</b>	<b>-290</b>	<b>-5.23%</b>	<b>45,529.5</b>	<b>43,362.5</b>	<b>-2,167</b>	<b>-4.76%</b>	<b>60,100</b>	<b>72%</b>
Winterim	--	--	--	--	--	--	--	--	900	--
Spring	--	--	--	--	--	--	--	--	45,000	--
Subtotal (Summer II + Fall + Winterim + Spring)	--	--	--	--	--	--	--	--	<b>106,000</b>	--
Summer I	--	--	--	--	--	--	--	--	4,000	--
<b>Total</b>	--	--	--	--	--	--	--	--	<b>110,000</b>	--

Sources: FY2023 Summer II and Fall Enrollment Tickers (06/08/2022)

**Important Dates:**

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

**2022-2023 Linking Talent with Opportunity Memorandum of Understanding  
between Harlem School District #122 and Rock Valley College**

**BACKGROUND:**

The Linking Talent with Opportunity initiative began at Rock Valley College through a grant from the Community Foundation of Northern Illinois in 2018. Rock Valley College utilized the grant to collaborate with regional school district partners to implement pathways within high schools. Dual credit pathways offerings have increased annually since the grant was awarded, and pathways development and implementation remain at the forefront of Rock Valley College partnerships with regional school districts.

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

The school district will provide, at its cost, a school district dual credit instructor that 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 school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at the District as dual credit for the 2022-2023 academic year.

**RECOMMENDATION:**

It is recommended that the Rock Valley College Board of Trustees approve the Linking Talent with Opportunity Memorandum of Understanding between Rock Valley College and Harlem School District #122 beginning August 1, 2022, ending June 30, 2023.

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Howard J. Spearman, Ph.D.  
President

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

Attachments: Linking Talent with Opportunity Memorandum of Understanding – Harlem School District #122

**Linking Talent with Opportunity Program ("LTO") Dual  
Credit Memorandum of Understanding between  
Rock Valley College and Harlem Unit School District 122**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 17<sup>th</sup> day of May, 2022 between Harlem School District 122 ("School District"), located at 8605 N. 2nd Street, Machesney Park, Illinois 61115 and Rock Valley College, located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

**WHEREAS**, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

**WHEREAS**, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

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

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

1. School District and Rock Valley College will make available to eligible students participating in the LTO Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
  - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings.
  - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
  - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
    - i. Dual credit instructors must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. School District must complete *Instructor Verification* form to verify official transcripts and formal identification that are on record at District office for ICCB and HLC auditing purposes.
  - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;

- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Articulated Credit Instructors submit high school course syllabi with identified learning outcomes and samples of class assignments, projects, and exams to Early College Department for review, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of classes each semester;
- k. Be responsible for School District Dual Credit Instructors collaborating with Early College Department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework are met;
- l. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
- m. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the school district's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, including visits to the secondary class. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the instructor's performance evaluation under Article 24A of the School Code;
- n. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;

- o. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;
  - p. Ensure that all students enrolled in dual credit sections meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention;
  - q. Provide necessary academic support and guidance to students enrolled in the program.
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
  - b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
  - c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
  - d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
  - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
  - f. Provide the School District with all appropriate forms, including but not limited to a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
  - g. Provide guidance on appropriate placement of students using multiple measures;
  - h. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
  - i. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
  - j. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
  - k. Review this MOU annually for accuracy and pricing; and
  - l. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.

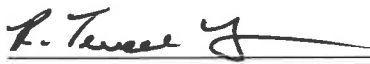



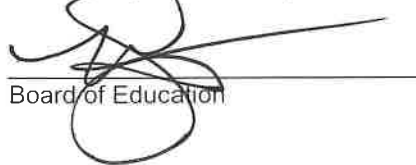
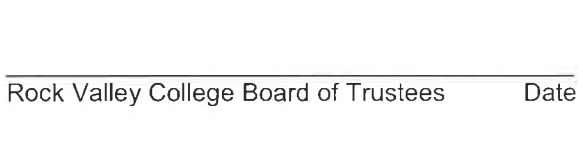
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2022-2023 academic year and will waive associated student fees.
9. 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 student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. Participation in Dual Credit at High School by Students with Disabilities. 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 School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
  - b. Once dual credit course rosters are finalized, the School District 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 School District 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 LTO Program course on the School District's campus, in accordance with established School District practices for providing these services.
  - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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.

14. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

15. This agreement will be in effect August 1, 2022 and end on June 30, 2023.

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High School Superintendent	Rock Valley College President
<i>J-17-22</i>	Date
Date	Date
<hr/>	<hr/>
	
Board of Education	Rock Valley College Board of Trustees
Date	Date
	

## Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Harlem School District as dual credit effective during this agreement:

<b>Dual Credit Courses</b>
BIO 103 - Introductory Life Science
BIO 104 - Introductory Life Science Lab
BUS 101 - Introduction to Business
ENG 101 – Composition I
ENG 103 – Composition II
FWS 237 – Nutrition for Optimum Living
HLT 110 - Medical Terminology
MGT 270 - Principles of Management
MKT 260 - Principles of Marketing
MTH 135 - Calculus with Analytic Geometry I
PCT 110 - Network Essentials
PCT 262 - A+ Essentials
PCT 270 – Intro to Linux/Unix
SPH 131 - Speech
WEB 101 – Fundamentals of Web Design

The following Rock Valley College courses are accessed by Harlem School District students at approved regional high school locations and offered as dual credit by those districts effective during this agreement:

<b>Dual Credit Courses</b>	<b>Location</b>
NAD 101 – Nursing Aide	Auburn High School (Rockford Public School District #205)

The following Harlem School District courses are eligible for Rock Valley College articulated credit:

<b>High School Course Eligible for Articulated Credit</b>	<b>RVC Articulated Course Equivalent</b>	<b>Student Earns Articulated Credit by:</b>
Automotive Technology	ATM 105 & ATM 106	Successful Completion of ATM 140
Introduction to Business	BUS 101	Successful completion of 3 credits any BUS, MKT, MGT, ATG, OFF, ECO
Computer Applications	CIS 102	Successful completion of 3 credits of any CIS, PCT, WEB, or BUS



## Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Workshops where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the workshops. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework. Classroom visits may be requested by RVC. RVC warrants that these procedures constitute appropriate academic controls over the curriculum, as is required by the Dual Credit Act [220 ILCS 27/16] and are consistent with any State or federal law and as required or negotiated with the Higher Learning Commission or other applicable accrediting agency.

## Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Online Services. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates<sup>1</sup>. Reminder emails will also be sent prior to each deadline date.
2. Instructors complete the Enrollment Verification ("EVR") process by the assigned **drop date** to ensure the high school roster **matches** the Rock Valley College course roster of registered students. This includes an instructor duty to initiate the following:
  - a) Drop any student who has never attended the course.
  - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
  - a) Mark "S" for each student who is currently passing the course with a 'C' or better.
  - b) Mark "D" for each student who is currently earning a 'D' in the course.
  - c) Mark "F" for each student who is currently earning a 'F' in the course.
  - d) Mark "W" for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking 'W' for any student.
4. Instructors send Early College notice of a student's intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a 'W' grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

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<sup>1</sup> Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

## Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course approximately 18 months prior to offering, but no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Enrollment form immediately following the high school roster verification.
6. High School provides official, verified high school final grading roster to Early College upon completion of the high school course. .
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course; not to exceed one year after high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. RVC will transcript articulated credit upon successful completion of subsequent course(s) within timeframe given above.

**2022-2023 Linking Talent with Opportunity Memorandum of Understanding  
between Meridian Community Unit School District #223 and Rock Valley College**

**BACKGROUND:**

The Linking Talent with Opportunity initiative began at Rock Valley College through a grant from the Community Foundation of Northern Illinois in 2018. Rock Valley College utilized the grant to collaborate with regional school district partners to implement pathways within high schools. Dual credit pathways offerings have increased annually since the grant was awarded, and pathways development and implementation remain at the forefront of Rock Valley College partnerships with regional school districts.

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

The school district will provide, at its cost, a school district dual credit instructor that 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 school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at the District as dual credit for the 2022-2023 academic year.

**RECOMMENDATION:**

It is recommended that the Rock Valley College Board of Trustees approve the Linking Talent with Opportunity Memorandum of Understanding between Rock Valley College and Meridian Community Unit School District #223 beginning August 1, 2022, and ending June 30, 2023.

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Howard J. Spearman, Ph.D.  
President

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

Attachments: Linking Talent with Opportunity Memorandum of Understanding – Meridian Community Unit School District #223

## Linking Talent with Opportunity Program ("LTO") Dual Credit Memorandum of Understanding between Rock Valley College and Meridian School District 223

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 28<sup>th</sup> day of May, 2022 between Meridian School District 223 ("School District"), located at 207 W. Main Street, Stillman Valley, Illinois 61084 and Rock Valley College, located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

**WHEREAS**, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

**WHEREAS**, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

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

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

1. School District and Rock Valley College will make available to eligible students participating in the LTO Program certain agreed upon "dual credit courses" as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
  - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings.
  - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
  - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
    - i. Dual credit instructors must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. School District must complete *Instructor Verification* form to verify official transcripts and formal identification that are on record at District office for ICCB and HLC auditing purposes.

- d. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit course. Dual credit course rosters will be used for Rock Valley College course registration;
- e. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
- f. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- g. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of classes each semester;
- h. Be responsible for School District Dual Credit Instructors collaborating with Early College Department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework are met;
- i. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
- j. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the school district's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, including visits to the secondary class. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the instructor's performance evaluation under Article 24A of the School Code;
- k. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- l. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;
- m. Ensure that all students enrolled in dual credit sections meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention;
- n. Provide necessary academic support and guidance to students enrolled in the program.

5. It is further agreed upon by the Parties that Rock Valley College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
  - b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
  - c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
  - d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
  - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
  - f. Provide the School District with all appropriate forms, including but not limited to a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
  - g. Provide guidance on appropriate placement of students using multiple measures;
  - h. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
  - i. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
  - j. Review this MOU annually for accuracy and pricing; and
  - k. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
  7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
  8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2022-2023 academic year and will waive associated student fees.
  9. 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 student support services.
  10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the

School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.

11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit.
13. Participation in Dual Credit at High School by Students with Disabilities. 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 School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
  - b. Once dual credit course rosters are finalized, the School District 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 School District 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 LTO Program course on the School District's campus, in accordance with established School District practices for providing these services.
  - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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.

14. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.



15. This agreement will be in effect August 1, 2022 and end on June 30, 2023.

PJ Caposey

High School Superintendent

4-28-22

Date

Rock Valley College President

Date

Board President - John Smith

Board of Education

Date

Rock Valley College Board of Trustees

Date

## Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Meridian School District as dual credit effective during this agreement:

<b>Dual Credit Courses</b>
CIS 102 – Introduction to Computers and Information Systems
ENG 101 – Composition I
ENG 103 – Composition II
GEL 101 – Introduction to Geology
HLT 110 – Medical Terminology
MTH 135 – Calculus
MTH 220 – Elements of Statistics

## Appendix B Curriculum Development, Feedback, and Approval

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Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Workshops where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the workshops. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework. Classroom visits may be requested by RVC. RVC warrants that these procedures constitute appropriate academic controls over the curriculum, as is required by the Dual Credit Act [220 ILCS 27/16] and are consistent with any State or federal law and as required or negotiated with the Higher Learning Commission or other applicable accrediting agency.

## Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Online Services. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates<sup>1</sup>. Reminder emails will also be sent prior to each deadline date.
2. Instructors complete the Enrollment Verification (“EVR”) process by the assigned **drop date** to ensure the high school roster **matches** the Rock Valley College course roster of registered students. This includes an instructor duty to initiate the following:
  - a) Drop any student who has never attended the course.
  - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
  - a) Mark “S” for each student who is currently passing the course with a ‘C’ or better.
  - b) Mark “D” for each student who is currently earning a ‘D’ in the course.
  - c) Mark “F” for each student who is currently earning a ‘F’ in the course.
  - d) Mark “W” for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking ‘W’ for any student.
4. Instructors send Early College notice of a student’s intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a ‘W’ grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students’ Official RVC Transcripts.

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<sup>1</sup> Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

**2022-2023 Linking Talent with Opportunity Memorandum of Understanding  
between Winnebago Community Unit School District #323 and Rock Valley College**

**BACKGROUND:**

The Linking Talent with Opportunity initiative began at Rock Valley College through a grant from the Community Foundation of Northern Illinois in 2018. Rock Valley College utilized the grant to collaborate with regional school district partners to implement pathways within high schools. Dual credit pathways offerings have increased annually since the grant was awarded, and pathways development and implementation remain at the forefront of Rock Valley College partnerships with regional school districts.

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

The school district will provide, at its cost, a school district dual credit instructor that 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 school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at the District as dual credit for the 2022-2023 academic year.

**RECOMMENDATION:**

It is recommended that the Rock Valley College Board of Trustees approve the Linking Talent with Opportunity Memorandum of Understanding between Rock Valley College and Winnebago Community Unit School District #323 beginning August 1, 2022, and ending June 30, 2023.

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Howard J. Spearman, Ph.D.  
President

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

Attachments: Linking Talent with Opportunity Memorandum of Understanding – Winnebago Community Unit School District #323

## **Linking Talent with Opportunity Program ("LTO") Dual Credit Memorandum of Understanding between Rock Valley College and Winnebago School District 323**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 16TH day of MAY, 2022 between Winnebago School District 323 ("School District"), located at 304 East McNair Road, Winnebago, Illinois 61088 and Rock Valley College, located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

**WHEREAS**, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

**WHEREAS**, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

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

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

1. School District and Rock Valley College will make available to eligible students participating in the LTO Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
  - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings.
  - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
  - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
    - i. Dual credit instructors must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. School District must complete *Instructor Verification* form to verify official transcripts and formal identification that are on record at District office for ICCB and HLC auditing purposes.
  - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;

- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Articulated Credit Instructors submit high school course syllabi with identified learning outcomes and samples of class assignments, projects, and exams to Early College Department for review, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of classes each semester;
- k. Be responsible for School District Dual Credit Instructors collaborating with Early College Department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework are met;
- l. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
- m. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the school district's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, including visits to the secondary class. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the instructor's performance evaluation under Article 24A of the School Code;
- n. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;

- o. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;
  - p. Ensure that all students enrolled in dual credit sections meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention;
  - q. Provide necessary academic support and guidance to students enrolled in the program.
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
  - b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
  - c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
  - d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
  - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
  - f. Provide the School District with all appropriate forms, including but not limited to a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
  - g. Provide guidance on appropriate placement of students using multiple measures;
  - h. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
  - i. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
  - j. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
  - k. Review this MOU annually for accuracy and pricing; and
  - l. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.



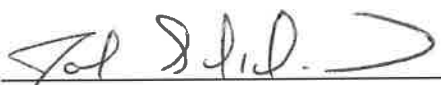
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2022-2023 academic year and will waive associated student fees.
9. 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 student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. Participation in Dual Credit at High School by Students with Disabilities. 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 School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
  - b. Once dual credit course rosters are finalized, the School District 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 School District 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 LTO Program course on the School District's campus, in accordance with established School District practices for providing these services.
  - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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.

14. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

15. This agreement will be in effect August 1, 2022 and end on June 30, 2023.

\_\_\_\_\_  
 5/16/2022  
High School Superintendent Date  
JOHN SCHWUCHOW

\_\_\_\_\_  
\_\_\_\_\_  
Rock Valley College President Date

\_\_\_\_\_  
 Date  
Board of Education Date  
NICHOLE SMITH, PRESIDENT 5/16/2022

\_\_\_\_\_  
\_\_\_\_\_  
Rock Valley College Board of Trustees Date

## Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Winnebago School District as dual credit effective during this agreement:

<b>Dual Credit Courses</b>
BIO 103 – Introductory Life Science
BIO 104 – Introductory Life Science Lab
ENG 101 – Composition I
FWS 243 - First Aid, General Safety, CPR & AED
HLT 110 – Medical Terminology
MTH 135 – Calculus with Analytic Geometry
MTH 220 – Elements of Statistics

The following Rock Valley College courses are accessed by Winnebago School District students at approved regional high school locations and offered as dual credit by those districts effective during this agreement:

<b>Dual Credit Courses</b>	<b>Location</b>
ATM 106 – Introduction to Automotive Electrical Systems and Powertrains	Hononegah Community High School

The following Winnebago School District courses are eligible for Rock Valley College articulated credit:

<b>High School Course Eligible for Articulated Credit</b>	<b>RVC Articulated Course Equivalent</b>	<b>Student Earns Articulated Credit by:</b>
Project Lead the Way – Introduction to Engineering Design	EGR 101	Successful Completion of EGR 135

## Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Workshops where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the workshops. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework. Classroom visits may be requested by RVC. RVC warrants that these procedures constitute appropriate academic controls over the curriculum, as is required by the Dual Credit Act [220 ILCS 27/16] and are consistent with any State or federal law and as required or negotiated with the Higher Learning Commission or other applicable accrediting agency.

## Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Online Services. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates<sup>1</sup>. Reminder emails will also be sent prior to each deadline date.
2. Instructors complete the Enrollment Verification ("EVR") process by the assigned **drop date** to ensure the high school roster **matches** the Rock Valley College course roster of registered students. This includes an instructor duty to initiate the following:
  - a) Drop any student who has never attended the course.
  - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
  - a) Mark "S" for each student who is currently passing the course with a 'C' or better.
  - b) Mark "D" for each student who is currently earning a 'D' in the course.
  - c) Mark "F" for each student who is currently earning a 'F' in the course.
  - d) Mark "W" for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking 'W' for any student.
4. Instructors send Early College notice of a student's intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a 'W' grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

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<sup>1</sup> Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

## Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course approximately 18 months prior to offering, but no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Enrollment form immediately following the high school roster verification.
6. High School provides official, verified high school final grading roster to Early College upon completion of the high school course. .
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course; not to exceed one year after high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. RVC will transcript articulated credit upon successful completion of subsequent course(s) within timeframe given above.

**2022-2023 Dual Credit Memorandum of Understanding  
between Boylan Catholic High School and Rock Valley College**

**BACKGROUND:**

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

The school district will provide at their cost a school district dual credit instructor that 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 school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the course planned to be taught at the High School as dual credit for the 2022-2023 academic year.

**RECOMMENDATION:**

It is recommended that the Rock Valley College Board of Trustees approve the Dual Credit Memorandum of Understanding between Rock Valley College and Boylan Catholic High School beginning August 1, 2022, and ending June 30, 2023.

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Howard J. Spearman, Ph.D.  
President

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

**Dual Credit**  
**Memorandum of Understanding between**  
**Rock Valley College and Boylan Catholic High School**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 7th day of June, 2022 between Boylan Catholic School ("School District"), located at 4000 St. Francis Drive, Rockford, Illinois 61103 and Rock Valley College, located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

**WHEREAS**, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual Credit Program; and

**WHEREAS**, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual Credit Program certain agreed upon "dual credit courses" as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
  - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings.
  - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
  - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
    - i. Dual credit instructors must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. School District must complete *Instructor Verification* form to verify official transcripts and formal identification that are on record at District office for ICCB and HLC auditing purposes.
  - d. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit course. Dual credit course rosters will be used for Rock Valley College course registration;



- e. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
  - f. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
  - g. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of classes each semester;
  - h. Be responsible for School District Dual Credit Instructors collaborating with Early College Department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework are met;
  - i. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
  - j. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the school district's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, including visits to the secondary class. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the instructor's performance evaluation under Article 24A of the School Code;
  - k. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
  - l. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;
  - m. Ensure that all students enrolled in dual credit sections meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention;
  - n. Provide necessary academic support and guidance to students enrolled in the program.
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
  - b. Provide the School District with copies of all official college credit master course syllabi which

contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;

- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
  - d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
  - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
  - f. Provide the School District with all appropriate forms, including but not limited to a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
  - g. Provide guidance on appropriate placement of students using multiple measures;
  - h. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
  - i. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
  - j. Review this MOU annually for accuracy and pricing; and
  - k. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
  7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
  8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2022-2023 academic year and will waive associated student fees.
  9. 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 student support services.
  10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.

11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit.
13. Participation in Dual Credit at High School by Students with Disabilities. 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 School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
  - b. Once dual credit course rosters are finalized, the School District 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 School District 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 LTO Program course on the School District's campus, in accordance with established School District practices for providing these services.
  - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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.

14. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

15. This agreement will be in effect August 1, 2022 and end on June 30, 2023.

Vito C. DeFrisco

\_\_\_\_\_

Vito C. DeFrisco 6/7/22  
High School Superintendent Date

\_\_\_\_\_  
Rock Valley College President Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Board of Education Date

\_\_\_\_\_  
Rock Valley College Board of Trustees Date

Appendix A  
Dual Credit Courses

The following Rock Valley College courses will be offered at Boylan Catholic High School as dual credit effective during this agreement:

Dual Credit Courses
ART 131 – Introduction to Visual Arts

## Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Workshops where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the workshops. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework. Classroom visits may be requested by RVC. RVC warrants that these procedures constitute appropriate academic controls over the curriculum, as is required by the Dual Credit Act [220 ILCS 27/16] and are consistent with any State or federal law and as required or negotiated with the Higher Learning Commission or other applicable accrediting agency.

## Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Online Services. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates<sup>1</sup>. Reminder emails will also be sent prior to each deadline date.
2. Instructors complete the Enrollment Verification (“EVR”) process by the assigned **drop date** to ensure the high school roster **matches** the Rock Valley College course roster of registered students. This includes an instructor duty to initiate the following:
  - a) Drop any student who has never attended the course.
  - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
  - a) Mark “S” for each student who is currently passing the course with a ‘C’ or better.
  - b) Mark “D” for each student who is currently earning a ‘D’ in the course.
  - c) Mark “F” for each student who is currently earning a ‘F’ in the course.
  - d) Mark “W” for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking ‘W’ for any student.
4. Instructors send Early College notice of a student’s intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a ‘W’ grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students’ Official RVC Transcripts.

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<sup>1</sup> Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

**2022-2023 Dual Credit Memorandum of Understanding  
between North Boone Community Unit School District #200 and Rock Valley College**

**BACKGROUND:** To provide consistency across school districts and align with the Dual Credit Quality Act, Rock Valley College developed a Memorandum of Understanding to utilize with districts offering dual credit for high school courses not included in the Linking Talent with Opportunities pathways initiative. These dual credit courses are taught by qualified high school instructors and are designed to allow qualified students to receive college credit while in high school.

The school district will provide at their cost a school district dual credit instructor that 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 school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses planned to be taught at the District as dual credit for the 2022-2023 academic year.

**RECOMMENDATION:** It is recommended that the Rock Valley College Board of Trustees approve the Dual Credit Memorandum of Understanding between Rock Valley College and North Boone Community Unit School District #200 beginning August 1, 2022, and ending June 30, 2023.

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Howard J. Spearman, Ph.D.  
President

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

Attachments: Memorandum of Understanding – North Boone Community Unit School District #200



**Dual Credit**  
**Memorandum of Understanding between**  
**Rock Valley College and North Boone Community Unit School**  
**District 200**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 17<sup>th</sup> day of May, 2022 between North Boone Community Unit School District 200 ("School District"), located at 6248 N. Boone School Rd., Poplar Grove, IL 61065 and Rock Valley College, located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

**WHEREAS**, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual Credit Program; and

**WHEREAS**, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual Credit Program certain agreed upon "dual credit courses" as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
  - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings.
  - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
  - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
    - i. Dual credit instructors must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. School District must complete *Instructor Verification* form to verify official transcripts and formal identification that are on record at District office for ICCB and HLC auditing purposes.
  - d. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to

track students' completed Enrollment Forms and submit course rosters for each dual credit course. Dual credit course rosters will be used for Rock Valley College course registration;

- e. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
- f. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- g. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of classes each semester;
- h. Be responsible for School District Dual Credit Instructors collaborating with Early College Department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework are met;
- i. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
- j. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the school district's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, including visits to the secondary class. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the instructor's performance evaluation under Article 24A of the School Code;
- k. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- l. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;
- m. Ensure that all students enrolled in dual credit sections meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention;
- n. Provide necessary academic support and guidance to students enrolled in the program.

5. It is further agreed upon by the Parties that Rock Valley College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;

- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
  - c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
  - d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
  - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
  - f. Provide the School District with all appropriate forms, including but not limited to a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
  - g. Provide guidance on appropriate placement of students using multiple measures;
  - h. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
  - i. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
  - j. Review this MOU annually for accuracy and pricing; and
  - k. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
  7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
  8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2022-2023 academic year and will waive associated student fees.
  9. 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 student support services.
  10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated

with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.


11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit.
13. Participation in Dual Credit at High School by Students with Disabilities. 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 School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
  - b. Once dual credit course rosters are finalized, the School District 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 School District 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 LTO Program course on the School District's campus, in accordance with established School District practices for providing these services.
  - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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.

14. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to

prevent such re-disclosure.

15. This agreement will be in effect August 1, 2022 and end on June 30, 2023.

  
\_\_\_\_\_  
High School Superintendent      5-17-22  
Date

\_\_\_\_\_  
\_\_\_\_\_  
Rock Valley College President      Date

  
\_\_\_\_\_  
Board of Education      5-17-22  
Date

\_\_\_\_\_  
\_\_\_\_\_  
Rock Valley College Board of Trustees      Date

## Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at North Boone School District as dual credit effective during this agreement:

Dual Credit Courses
ENG 101 – Composition I
ENG 103 – Composition II

The following Rock Valley College courses are accessed by North Boone School District students at approved regional high school locations and offered as dual credit by those districts effective during this agreement:

Dual Credit Courses	Location
ATM 106 – Introduction to Automotive Electrical Systems and Powertrains	Hononegah Community High School
NAD 101 – Nursing Aide	Auburn High School (Rockford Public School District #205)

## Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Workshops where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the workshops. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework. Classroom visits may be requested by RVC. RVC warrants that these procedures constitute appropriate academic controls over the curriculum, as is required by the Dual Credit Act [220 ILCS 27/16] and are consistent with any State or federal law and as required or negotiated with the Higher Learning Commission or other applicable accrediting agency.

## Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Online Services. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates<sup>1</sup>. Reminder emails will also be sent prior to each deadline date.
2. Instructors complete the Enrollment Verification (“EVR”) process by the assigned **drop date** to ensure the high school roster **matches** the Rock Valley College course roster of registered students. This includes an instructor duty to initiate the following:
  - a) Drop any student who has never attended the course.
  - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
  - a) Mark “S” for each student who is currently passing the course with a ‘C’ or better.
  - b) Mark “D” for each student who is currently earning a ‘D’ in the course.
  - c) Mark “F” for each student who is currently earning a ‘F’ in the course.
  - d) Mark “W” for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking ‘W’ for any student.
4. Instructors send Early College notice of a student’s intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a ‘W’ grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students’ Official RVC Transcripts.

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<sup>1</sup> Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.



**2022-2023 Dual Credit Memorandum of Understanding  
between Oregon Community Unit School District #220 and Rock Valley College**

**BACKGROUND:** To provide consistency across school districts and align with the Dual Credit Quality Act, Rock Valley College developed a Memorandum of Understanding to utilize with districts offering dual credit for high school courses not included in the Linking Talent with Opportunities pathways initiative. These dual credit courses are taught by qualified high school instructors and are designed to allow qualified students to receive college credit while in high school.

The school district will provide at their cost a school district dual credit instructor that 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 school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses planned to be taught at the District as dual credit for the 2022-2023 academic year.

**RECOMMENDATION:** It is recommended that the Rock Valley College Board of Trustees approve the Dual Credit Memorandum of Understanding between Rock Valley College and Oregon Community Unit School District #220 beginning August 1, 2022, and ending June 30, 2023.

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Howard J. Spearman, Ph.D.  
President

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

**Dual Credit**  
**Memorandum of Understanding between**  
**Rock Valley College and Oregon Community Unit School**  
**District 220**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2022 between Oregon Community Unit School District 220 ("School District"), located at 206 S. 10<sup>th</sup> St., Oregon, IL 61061 and Rock Valley College, located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

**WHEREAS**, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual Credit Program; and

**WHEREAS**, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual Credit Program certain agreed upon "dual credit courses" as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
  - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings.
  - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
  - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
    - i. Dual credit instructors must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. School District must complete *Instructor Verification* form to verify official transcripts and formal identification that are on record at District office for ICCB and HLC auditing purposes.
  - d. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to

track students' completed Enrollment Forms and submit course rosters for each dual credit course. Dual credit course rosters will be used for Rock Valley College course registration;

- e. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
- f. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- g. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of classes each semester;
- h. Be responsible for School District Dual Credit Instructors collaborating with Early College Department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework are met;
- i. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
- j. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the school district's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, including visits to the secondary class. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the instructor's performance evaluation under Article 24A of the School Code;
- k. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- l. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;
- m. Ensure that all students enrolled in dual credit sections meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention;
- n. Provide necessary academic support and guidance to students enrolled in the program.

5. It is further agreed upon by the Parties that Rock Valley College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;

- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
  - c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
  - d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
  - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
  - f. Provide the School District with all appropriate forms, including but not limited to a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
  - g. Provide guidance on appropriate placement of students using multiple measures;
  - h. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
  - i. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
  - j. Review this MOU annually for accuracy and pricing; and
  - k. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
  7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
  8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2022-2023 academic year and will waive associated student fees.
  9. 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 student support services.
  10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated

with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.

11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit.
13. Participation in Dual Credit at High School by Students with Disabilities. 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 School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
  - b. Once dual credit course rosters are finalized, the School District 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 School District 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 LTO Program course on the School District's campus, in accordance with established School District practices for providing these services.
  - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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.

14. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to



Appendix A  
Dual Credit Courses

The following Rock Valley College courses will be offered at Oregon School District as dual credit effective during this agreement:

Dual Credit Courses
LIT 141 – Film and Literature
LIT 144 – Exploring Literature: Fiction

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## Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Workshops where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the workshops. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework. Classroom visits may be requested by RVC. RVC warrants that these procedures constitute appropriate academic controls over the curriculum, as is required by the Dual Credit Act [220 ILCS 27/16] and are consistent with any State or federal law and as required or negotiated with the Higher Learning Commission or other applicable accrediting agency.

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## Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Online Services. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates<sup>1</sup>. Reminder emails will also be sent prior to each deadline date.
2. Instructors complete the Enrollment Verification (“EVR”) process by the assigned **drop date** to ensure the high school roster **matches** the Rock Valley College course roster of registered students. This includes an instructor duty to initiate the following:
  - a) Drop any student who has never attended the course.
  - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
  - a) Mark “S” for each student who is currently passing the course with a ‘C’ or better.
  - b) Mark “D” for each student who is currently earning a ‘D’ in the course.
  - c) Mark “F” for each student who is currently earning a ‘F’ in the course.
  - d) Mark “W” for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking ‘W’ for any student.
4. Instructors send Early College notice of a student’s intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a ‘W’ grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students’ Official RVC Transcripts.

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<sup>1</sup> Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

**2022-2023 Dual Credit Memorandum of Understanding  
between Pecatonica Community Unit School District #321 and Rock Valley College**

**BACKGROUND:** To provide consistency across school districts and align with the Dual Credit Quality Act, Rock Valley College developed a Memorandum of Understanding to utilize with districts offering dual credit for high school courses not included in the Linking Talent with Opportunities pathways initiative. These dual credit courses are taught by qualified high school instructors and are designed to allow qualified students to receive college credit while in high school.

The school district will provide at their cost a school district dual credit instructor that 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 school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses planned to be taught at the District as dual credit for the 2022-2023 academic year.

**RECOMMENDATION:** It is recommended that the Rock Valley College Board of Trustees approve the Dual Credit Memorandum of Understanding between Rock Valley College and Pecatonica Community Unit School District #321 beginning August 1, 2022, and ending June 30, 2023.

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Howard J. Spearman, Ph.D.  
President

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

**Dual Credit**  
**Memorandum of Understanding between**  
**Rock Valley College and Pecatonica Community Unit School**  
**District 321**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2022 between Pecatonica Community Unit School District 321 ("School District"), located at 1300 Main Street, Pecatonica, Illinois 61063 and Rock Valley College, located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

**WHEREAS**, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual Credit Program; and

**WHEREAS**, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual Credit Program certain agreed upon "dual credit courses" as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
  - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings.
  - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
  - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
    - i. Dual credit instructors must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. School District must complete *Instructor Verification* form to verify official transcripts and formal identification that are on record at District office for ICCB and HLC auditing purposes.
  - d. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to

track students' completed Enrollment Forms and submit course rosters for each dual credit course. Dual credit course rosters will be used for Rock Valley College course registration;

- e. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
- f. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- g. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of classes each semester;
- h. Be responsible for School District Dual Credit Instructors collaborating with Early College Department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework are met;
- i. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
- j. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the school district's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, including visits to the secondary class. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the instructor's performance evaluation under Article 24A of the School Code;
- k. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- l. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;
- m. Ensure that all students enrolled in dual credit sections meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention;
- n. Provide necessary academic support and guidance to students enrolled in the program.

5. It is further agreed upon by the Parties that Rock Valley College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;

- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
  - c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
  - d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
  - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
  - f. Provide the School District with all appropriate forms, including but not limited to a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
  - g. Provide guidance on appropriate placement of students using multiple measures;
  - h. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
  - i. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
  - j. Review this MOU annually for accuracy and pricing; and
  - k. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
  7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
  8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2022-2023 academic year and will waive associated student fees.
  9. 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 student support services.
  10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated

with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.

11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit.
13. Participation in Dual Credit at High School by Students with Disabilities. 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 School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
  - b. Once dual credit course rosters are finalized, the School District 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 School District 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 LTO Program course on the School District's campus, in accordance with established School District practices for providing these services.
  - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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.

14. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to



Appendix A  
Dual Credit Courses

The following Rock Valley College courses will be offered at Pecatonica School District as dual credit effective during this agreement:

Dual Credit Courses
SPN 101 – Beginning Spanish
SPN 102 – Continuation of Beginning Spanish

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## Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Workshops where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the workshops. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework. Classroom visits may be requested by RVC. RVC warrants that these procedures constitute appropriate academic controls over the curriculum, as is required by the Dual Credit Act [220 ILCS 27/16] and are consistent with any State or federal law and as required or negotiated with the Higher Learning Commission or other applicable accrediting agency.

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## Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Online Services. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates<sup>1</sup>. Reminder emails will also be sent prior to each deadline date.
2. Instructors complete the Enrollment Verification (“EVR”) process by the assigned **drop date** to ensure the high school roster **matches** the Rock Valley College course roster of registered students. This includes an instructor duty to initiate the following:
  - a) Drop any student who has never attended the course.
  - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
  - a) Mark “S” for each student who is currently passing the course with a ‘C’ or better.
  - b) Mark “D” for each student who is currently earning a ‘D’ in the course.
  - c) Mark “F” for each student who is currently earning a ‘F’ in the course.
  - d) Mark “W” for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking ‘W’ for any student.
4. Instructors send Early College notice of a student’s intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a ‘W’ grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students’ Official RVC Transcripts.

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<sup>1</sup> Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

**2022-2023 Running Start Intergovernmental Agreement (IGA)  
Belvidere Community Unit School District #100**

**Background:**

Running Start is a formal program that allows qualified students from Belvidere Community Unit School District #100 to attend Rock Valley College (RVC) for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously, or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Belvidere Community Unit School District #100.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. The Running Start program provides students additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The financial arrangement between Rock Valley College and Belvidere Community Unit School District #100 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for any repeated courses, textbooks, and course supplies. The District's financial assistance helps reduce the overall college cost for students and their families.

**Recommendation:**

It is recommended that the Rock Valley College Board of Trustees approve the Running Start Intergovernmental Agreement with Belvidere Community Unit School District #100, effective June 28, 2022, for classes beginning August 15, 2022.

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Howard J. Spearman, Ph.D.  
President

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

Attachment: Intergovernmental Agreement: Running Start – Belvidere Community Unit School District #100

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
BELVIDERE COMMUNITY UNIT SCHOOL DISTRICT NO. 100, BOONE  
COUNTY, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of Belvidere Community Unit School District No. 100, Boone, McHenry and DeKalb Counties, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

**WHEREAS**, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community COLLEGE Act (110 ILCS 805/1-1 *et seq.*); and

**WHEREAS**, Running Start is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and/or senior years of high school; and

**WHEREAS**, the Parties have determined that shared commitment to Running Start goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

**WHEREAS**, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for Running Start Program (hereinafter "Agreement").

**NOW, THEREFORE, IT IS AGREED** between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

**Section 1 Incorporation of Preamble Recitals**

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

**Section 2 Implementation of Running Start**

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program, administered jointly by Rock Valley COLLEGE and Belvidere School DISTRICT, subject to the following terms and conditions.

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
  - 1) DISTRICT's requirements for earning a high school diploma; and
  - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Early College Coordinator to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of tuition and fees for courses taken per student per school year.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Early College Coordinator within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the DISTRICT Early College Coordinator with transcripts for all students enrolled in Running Start.

### **Section 3 DISTRICT Obligations**

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start.
- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Early College Coordinator will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Early College Coordinator to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 100 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this tuition and fees calculation.
- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and

compensating such instructors.

- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

#### **Section 4 COLLEGE Obligations**

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will provide work space and related services for a designated DISTRICT Early College Coordinator in the Early College office in order for DISTRICT and COLLEGE to provide ongoing support to DISTRICT students.
- J. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses

taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.

- K. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Early College Coordinator and commit to ensuring any schedule changes of DISTRICT 100 students are approved by DISTRICT Early College Coordinator or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the Early College Coordinator of such changes.
- L. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

### **Section 5 Participating DISTRICT Students' Obligations**

The DISTRICT will cause participating DISTRICT students to comply with the following requirements (pursuant to Appendix B):

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Early College Coordinator in advance of assigned priority registration dates. If the DISTRICT has a full-time Early College Coordinator, students can meet with that individual and the Early College Coordinator can communicate student schedules to the COLLEGE advisor.
- E. Student will schedule an appointment each semester with a designated DISTRICT Early College Coordinator to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).



- J. Students not meeting the Academic Conduct Policies will be placed on Academic Probation for one semester and be required to develop an Individual Academic Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Early College Coordinator and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.
- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

### **Section 6 Shared Obligations and Understandings of the Parties**

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.
- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the

purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- E. The Parties agree that their respective representatives shall use their best efforts to timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues which may from time to time arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

### **Section 7 Participation in Running Start Program by Students with Disabilities**

The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Running Start Program courses, provided that they are able to meet the criteria for entry into such courses:

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
- The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
  - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
  - The DISTRICT Early College Coordinator and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
  - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support 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 Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.

D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.

E. DISTRICT and COLLEGE shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

Nothing contained herein shall be construed as to release 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. 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 the Running Start Program hereunder.

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2023. This Agreement is not transferable or assignable by the Parties. There are no third party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

Belvidere Community Unit DISTRICT No.  
100  
Att'n: Superintendent 1201 Fifth  
Avenue  
Belvidere, IL 61008  
Facsimile: (815) 544-4260

with a copy to counsel;

G. Robb Cooper  
Ottosen Brtiz Kelly Cooper Gilbert &  
DiNolfo  
1804 N. Naper Blvd., Suite 305  
Naperville, IL 60563  
Facsimile: (630) 682-0788

If to COLLEGE:

Illinois Community COLLEGE  
DISTRICT No. 511  
Att'n: Chief Academic Officer  
3301 North Mulford Rd.  
Rockford, IL 61114  
Facsimile: (815) 921-6974

with a copy to counsel:

Joseph J. Perkoski  
Robbins-Schwartz  
55 W. Monroe St. – Suite 800  
Chicago, IL 60603-5144  
Facsimile: (312) 332-7768  
Email: [jperkoski@robbins-schwartz.com](mailto:jperkoski@robbins-schwartz.com)

E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.

F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.

G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same instrument. Counterparts may be exchanged in PDF format by email.

**WHEREFORE,** the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education  
Belvidere Community  
Unit School District  
No. 100  
Boone County, Illinois**

**Board of Trustees  
Illinois Community COLLEGE  
District No. 511  
Winnebago County, Illinois**

*Allison Reed-Therma*

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**President**

*Andy Allen*

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Secretary**

4/25/2022

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## **APPENDIX A**

### **DISTRICT Running Start Program Process Procedures**

#### **Pre-Selection Criteria for DISTRICT High School Students**

1. Meet with the DISTRICT high school counselor regarding the selection process.
2. Must be in their high school sophomore or junior year to apply for Running Start.
3. Have a minimum 3.0 cumulative high school GPA.
4. Be on track for high school graduation by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
5. Completed one year of Algebra, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Early College Coordinator to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

## **APPENDIX B**

### **DISTRICT Procedures to Fulfill Qualifications and Admissions**

Note: "DISTRICT" refers to Belvidere DISTRICT 100. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible wavier of the placement test.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Running Start application process for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. COLLEGE provides ACCUPLACER scores report to DISTRICT.
8. DISTRICT Counselors or Early College Coordinator review and determine if students are ready for COLLEGE coursework as part of the RVC Running Start Program based on ACCUPLACER scores.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format. The file will include the RVC Student ID for each student and specify all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to DISTRICT to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, DISTRICT will send final and approved DISTRICT Running Start student list to RVC.
13. DISTRICT Counselors or DISTRICT Early College Coordinator notify ALL students of award of placement into DISTRICT Running Start Program OR placement on DISTRICT waiting list.
14. COLLEGE sends welcome packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. DISTRICT students return completed welcome packet forms to COLLEGE.
16. DISTRICT manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT sends transcripts to COLLEGE of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
18. Based on transcripts, DISTRICT will determine if a student no longer meets Running Start eligibility requirements and DISTRICT will inform impacted student.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet DISTRICT High School graduation requirements.
20. COLLEGE schedules students each semester and provides student schedules to DISTRICT Counselor or DISTRICT Early College Coordinator for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors or DISTRICT Early College Coordinator work with students each semester to verify students are on track with their individual COLLEGE Student

Academic Master Plan (STAMP) and high school graduation requirements.

22. When a student scheduling change or STAMP change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor or DISTRICT Early College Coordinator for approval.
23. RVC provides students access to COLLEGE advisors to assist with changes to STAMP and scheduling, as needed.
24. If approved, DISTRICT Counselor or Early College Coordinator submit the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor or Early College Coordinator for each semester completed by participating students within two weeks of final grades posting.



## APPENDIX C

### Running Start Student Academic Conduct Policies

All *Running Start* students at Rock Valley College (RVC) are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct, both in and out of the classroom. All RVC policies can be viewed in the Student Handbook found on our website: [www.rockvalleycollege.edu/studenthandbook](http://www.rockvalleycollege.edu/studenthandbook). Adherence to all policies is essential and required to remain in the *Running Start Program*.

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

- Meet with your high school Counselor or Early College Coordinator for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor or Early College Coordinator.
- Meet with an RVC Advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

#### **ATTENDANCE POLICY**

Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

#### **MAINTAINING ACADEMIC INTEGRITY**

Please refer to page 47 of the Student Handbook: <http://www.rockvalleycollege.edu/studenthandbook>

#### **ACADEMIC EARLY WARNING**

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. "Academic Alert" is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

#### **ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)**

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school. Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students will be **required** to meet regularly with their high school program counselor or Early College Coordinator to ensure academic recovery.

#### **DISMISSAL FROM PROGRAM**

All *Running Start* students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.

- Failure to raise cumulative GPA to 2.5 or earn “D”, “F” or “W” during the Academic Probation semester.
- Failure to participate in the IARP meetings during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their first year of *Running Start* may also be dismissed from the program as a result of any of the following:

- Earning a combination of three “D”, “F” or “W” grades in a single semester.
- Earning two “F” grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

## Appendix D

### Running Start Program Course Offerings 2022-2023

#### Running Start Courses Approved to be taken at an RVC Campus

Allied Health					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Requirement
FWS-110	Fitness Walking	1	RVCRS Fitness Walking 110	0.5	Students exempt from PE in RS
FWS-116	Step Aerobics	1	RVCRS Step Aerobics 116	0.5	Students exempt from PE in RS
FWS-119	Cardio Kickboxing	1	RVCRS Cardio Kickboxing 119	0.5	Students exempt from PE in RS
FWS-121	Cardio Fitness & Conditioning	1	RVCRS Cardio Fitness & Conditioning 121	0.5	Students exempt from PE in RS
FWS-126	Beginning Weight Lifting	1	RVCRS Beginning Weight Lifting 126	0.5	Students exempt from PE in RS
FWS-127	Advanced Weight Lifting	2	RVCRS Advanced Weight Lifting 127	0.5	Students exempt from PE in RS
FWS-128	Sports Performance Fitness	1	RVCRS Sports Performance Fitness 128	0.5	Students exempt from PE in RS
FWS-131	Basketball & Touch Football	1	RVCRS Basketball & Touch Football 131	0.5	Students exempt from PE in RS
FWS-133	Power Volleyball	1	RVCRS Power Volleyball 133	0.5	Students exempt from PE in RS
FWS-151	Tae Kwon Do	1	RVCRS Tae Kwon Do 151	0.5	Students exempt from PE in RS
FWS-220	Intro Career Opportunity in PE	3	RVCRS Intro Career Opportunity in PE 220	0.5	
FWS-231	Contemporary Health Issues	3	RVCRS Contemporary Health Issues 231	0.5	
FWS-233	Community Health	3	RVCRS Community Health 233	0.5	
FWS-235	Alcohol and Drug Education	3	RVCRS Alcohol and Drug Education 235	0.5	
FWS-236	Human Sexuality	3	RVCRS Human Sexuality 236	0.5	
FWS-237	Nutrition for Optimum Living	3	RVCRS Nutrition for Optimum Living 237	0.5	
FWS-243	First Aid/Gen Safety/CPR/AED	3	RVCRS First Aid/Gen Safety/CPR/AED 243	0.5	
FWS-250	Introduction Sport Management	3	RVCRS Introduction Sport Management 250	0.5	
FWS-253	Introduction to Coaching	3	RVCRS Introduction to Coaching 253	0.5	
FWS-254	ASEP Sport First Aid and CPR	3	RVCRS ASEP Sport First Aid and CPR 254	0.5	
FWS-255	Sociology of Sport	3	RVCRS Sociology of Sport 255	0.5	
FWS-256	History of Phy Ed & Sport	3	RVCRS History of Phy Ed & Sport 256	0.5	
FWS-258	Sport & Exercise Psychology	3	RVCRS Sport & Exercise Psychology 258	0.5	
FWS-260	Intro to Exercise Science	3	RVCRS Intro to Exercise Science 260	0.5	
FWS-261	Nutrition for Fitness&Sport	3	RVCRS Nutrition for Fitness&Sport 261	0.5	
FWS-263	Nutrit, Exercise & Weight Cntr	3	RVCRS Nutrit, Exercise & Weight Cntr 263	0.5	
FWS-265	Personal Fitness and Wellness	3	RVCRS Personal Fitness and Wellness 265	0.5	
FWS-266	Personal Trng I-Concepts&Appl	3	RVCRS Personal Trng I-Concepts&Appl 266	0.5	
FWS-267	Persnl Trng II-Concepts&Appl.	3	RVCRS Persnl Trng II-Concepts&Appl. 267	0.5	
HLT-110	Medical Terminology	2	RVCRS Medical Terminology 110	0.5	
Business					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	
ATG-110	Financial Accounting	4	RVCRS Financial Accounting 110	1	
ATG-111	Managerial Accounting	4	RVCRS Managerial Accounting 111	1	
BUS-101	Introduction to Business	3	RVCRS Introduction to Business 101	0.5	
BUS-103	Business Mathematics	3	RVCRS Business Mathematics 103	0.5	
BUS-105	Consumer Econ and Prsnl Fin	3	RVCRS Consumer Econ and Prsnl Fin 105	0.5	
BUS-130	Entrepreneurship Principles	3	RVCRS Entrepreneurship Principles 130	0.5	
BUS-131	Entrepreneurship Planning	3	RVCRS Entrepreneurship Planning 131	0.5	
BUS-170	Intro Organizational Behavior	3	RVCRS Intro Organizational Behavior 170	0.5	
BUS-200	Legal Environment in Bus	3	RVCRS Legal Environment in Bus 200	0.5	
BUS-223	Business Statistics	3	RVCRS Business Statistics 223	0.5	
BUS-230	Entrepreneurship Capstone	3	RVCRS Entrepreneurship Capstone 230	0.5	
BUS-279	Principles of Finance	3	RVCRS Principles of Finance 279	0.5	
BUS-282	International Business	3	RVCRS International Business 282	0.5	
MGT-170	Business Communications	3	RVCRS Business Communications 170	0.5	
MGT-270	Principles of Management	3	RVCRS Principles of Management 270	0.5	
MGT-271	Human Resource Manage	3	RVCRS Human Resource Manage 271	0.5	
MGT-274	Leadership	3	RVCRS Leadership 274	0.5	
MKT-260	Principles of Marketing	3	RVCRS Principles of Marketing 260	0.5	
MKT-265	Salesmanship	3	RVCRS Salesmanship 265	0.5	
MKT-266	Principles of Advertising	3	RVCRS Principles of Advertising 266	0.5	
MKT-288	Customer Relations	3	RVCRS Customer Relations 288	0.5	
OFF-118	Computer Keyboarding	1	RVCRS Computer Keyboarding 118	0.5	
Communications					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	
COM-113	Intro to Public Relations	3	RVCRS Intro to Public Relations 113	0.5	
COM-119	News Writing	3	RVCRS News Writing 119	0.5	
COM-120	News Editing	3	RVCRS News Editing 120	0.5	
COM-130	Intro to Mass Communication	3	RVCRS Intro to Mass Communication 130	0.5	
COM-140	Writing for Multimedia	3	RVCRS Writing for Multimedia 140	0.5	
COM-156	Audio Production I	3	RVCRS Audio Production I 156	0.5	

COM-157	Video Production I	3	RVCRS Video Production I 157	0.5
COM-208	Screenwriting	3	RVCRS Screenwriting 208	0.5
COM-218	Broadcast Performance	3	RVCRS Broadcast Performance 218	0.5
COM-221	Photojournalism	3	RVCRS Photojournalism 221	0.5
COM-251	Film History and Appreciation	3	RVCRS Film History and Appreciation 251	0.5
COM-252	International History of Film	3	RVCRS International History of Film 252	0.5
COM-256	Advanced Audio Production	3	RVCRS Advanced Audio Production	0.5
COM-257	Advanced Video Production	3	RVCRS Advanced Video Production 257	0.5
COM-260	Advanced Post-Production	3	RVCRS Advanced Post-Production 260	0.5
COM-296	Documentary Production	3	RVCRS Documentary Production 296	0.5
COM-297	Motion Picture Production	3	RVCRS Motion Picture Production 297	0.5
ENG-101	Composition I	3	RVCRS Composition I 101	0.5
ENG-103	Composition II	3	RVCRS Composition II 103	0.5
ENG-108	Intro Creative Writing	3	RVCRS Intro Creative Writing 108	0.5
ENG-109	Creative Writing II	3	RVCRS Creative Writing II 109	0.5
ENG-110	Intro to Technical Writing	3	RVCRS Intro to Technical Writing 110	0.5
ENG-200	Language, Power & Public Life	3	RVCRS Language, Power & Public Life 200	0.5
LIT-101	Introduction to Literature	3	RVCRS Introduction to Literature 101	0.5
LIT-139	Mythology	3	RVCRS Mythology 139	0.5
LIT-140	The Bible As Literature	3	RVCRS The Bible As Literature 140	0.5
LIT-141	Film and Literature	3	RVCRS Film and Literature 141	0.5
LIT-142	Exploring Literature: Poetry	3	RVCRS Exploring Literature: Poetry 142	0.5
LIT-144	Exploring Literature: Fiction	3	RVCRS Exploring Literature: Fiction 144	0.5
LIT-152	Multicultural American Lit	3	RVCRS Multicultural American Lit 152	0.5
LIT-154	Intro Non-Western Literature	3	RVCRS Intro Non-Western Literature 154	0.5
LIT-201	American Lit Before 1865	3	RVCRS American Lit Before 1865 201	0.5
LIT-202	American Literature Since 1865	3	RVCRS American Literature Since 1865 202	0.5
SPH-131	Fundamentals of Communication	3	RVCRS Fundamentals of Communication 131	0.5
SPH-201	Interpersonal Communication	3	RVCRS Interpersonal Communication 201	0.5
SPH-202	Intercultural Communication	3	RVCRS Intercultural Communication 202	0.5
SPH-211	Group Leadership	3	RVCRS Group Leadership	0.5
<b>Computers and Information Systems</b>				
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
CIS-102	Intro Computer & Info Systems	3	RVCRS Intro Computer & Info Systems 102	0.5
CIS-120	Intro to Microsoft Word	1	RVCRS Intro to Microsoft Word 120	0.5
CIS-121	Introduction to Excel	1	RVCRS Introduction to Excel 121	0.5
CIS-124	Introduction to Powerpoint	1	RVCRS Introduction to Powerpoint 124	0.5
CIS-130	Introduction to Access	2	RVCRS Introduction to Access 130	0.5
CIS-170	Programming Logic & Design	3	RVCRS Programming Logic & Design 170	0.5
CIS-180	Intro to Visual Basic Prgrmg.	4	RVCRS Intro to Visual Basic Prgrmg. 180	1
CIS-240	Intro to Java Programming	4	RVCRS Intro to Java Programming 240	1
CIS-245	Program Android-Mobile Devices	4	RVCRS Program Android-Mobile Devices 245	1
CIS-254	Database Programming	4	RVCRS Database Programming 254	1
CIS-276	Intro to C/C++ Programming	4	RVCRS Intro to C/C++ Programming 276	1
CIS-277	Advanced C/C++ Programming	4	RVCRS Advanced C/C++ Programming 277	1
CIS-279	Visual C# Programming	4	RVCRS Visual C# Programming 279	1
CIS-280	Program iOS Apple Mobile Dev	4	RVCRS Program iOS Apply Mobile Dev 280	1
CIS-290	Special Topics in CIS	1	RVCRS Special Topics in CIS 290	0.5
CIS-291	Internship Field Project	1	RVCRS Internship Field Project 291	0.5
GAT-101	Intro to Graphic Arts Tech	4	RVCRS Intro to Graphic Arts Tech 101	1
GAT-110	Introduction to Photoshop	2	RVCRS Introduction to Photoshop 110	0.5
GAT-115	Introduction to Illustrator	2	RVCRS Introduction to Illustrator 115	0.5
GAT-150	Typography	2	RVCRS Typography 150	0.5
GAT-178	Fundamentals of Desktop Publis	3	RVCRS Fundamentals of Desktop Publis 178	0.5
GAT-190	Image Generation and Output	2	RVCRS Image Generation and Output 190	0.5
GAT-215	Advanced Illustrator	2	RVCRS Advanced Illustrator 215	0.5
GAT-220	Adv Photoshop Grap Arts Indus.	3	RVCRS Adv Photoshop Grap Arts Indus. 220	0.5
PCT-110	Networking Essentials	3	RVCRS Networking Essentials 110	0.5
PCT-111	Windows Active Directory	3	RVCRS Windows Active Directory 111	0.5
PCT-112	Windows Server Fundamentals	3	RVCRS Windows Server Fundamentals 112	0.5
PCT-113	Microsoft Win Infrastructure	3	RVCRS Microsoft Win Infrastructure 113	0.5
PCT-120	Cisco Networking I	4	RVCRS Cisco Networking I 120	1
PCT-122	Cisco Networking II	4	RVCRS Cisco Networking II 122	1
PCT-124	Cisco Networking III	4	RVCRS Cisco Networking III 124	1
PCT-126	Cisco Networking IV	4	RVCRS Cisco Networking IV 126	1
PCT-130	Intro Network Security Fndmntl	3	RVCRS Intro Network Security Fndmntl 130	0.5
PCT-132	Advanced Network Security	3	RVCRS Advanced Network Security 132	0.5
PCT-140	IP Telephony I	4	RVCRS IP Telephony I 140	1
PCT-142	IP Telephony II	4	RVCRS IP Telephony II 142	1
PCT-211	VMWare vSphere:Install/Config	3	RVCRS VMWare vSphere:Install/Config 211	0.5
PCT-262	A+ Essentials	3	RVCRS A+ Essentials 262	0.5
PCT-270	Introduction to Unix/Linux	3	RVCRS Introduction to Unix/Linux 270	0.5

PCT-275	Cisco Firewall Design	4	RVCRS Cisco Firewall Design 275	1
PCT-290	Special Topic in PC Tech	1	RVCRS Special Topic in PC Tech 290	0.5
WEB-101	Programming Related-Internet	4	RVCRS Programming Related-Internet 101	1
WEB-102	Adv Program Related - Internet	4	RVCRS Adv Program Related - Internet 102	1
WEB-111	Introduction to Multimedia	3	RVCRS Introduction to Multimedia 111	0.5
WEB-225	Digital Photography	3	RVCRS Digital Photography 225	0.5
WEB-233	Introduction to Javascript	4	RVCRS Introduction to Javascript 233	1
WEB-234	PHP Programming	4	RVCRS PHP Programming 234	1

**Engineering and Technology**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
EGR-101	Introduction to Engineering	2	RVCRS Introduction to Engineering 101	0.5
EGR-135	Engineering Graphics/CAD	4	RVCRS Engineering Graphics/CAD 135	1
EGR-206	Statics	3	RVCRS Statics 206	0.5
EGR-207	Dynamics	3	RVCRS Dynamics 207	0.5
EGR-221	Elem Mech of Defmabl Bodies	3	RVCRS Elem Mech of Defmabl Bodies 221	0.5
EGR-231	Engineering Circuit Analysis	4	RVCRS Engineering Circuit Analysis 231	1
EGR-250	Digital Electronics	4	RVCRS Digital Electronics 250	1

**Humanities / Fine Arts**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
ART-101	Drawing and Composition I	3	RVCRS Drawing and Composition I 101	0.5
ART-102	Drawing and Composition II	3	RVCRS Drawing and Composition II 102	0.5
ART-103	Design I	3	RVCRS Design I 103	0.5
ART-111	Painting I	3	RVCRS Painting I 111	0.5
ART-121	Ceramics I	3	RVCRS Ceramics I 121	0.5
ART-122	Ceramics II	3	RVCRS Ceramics II 122	0.5
ART-131	Introduction to Visual Art	3	RVCRS Introduction to Visual Art 131	0.5
ART-141	Intro Non-Western Visual Art	3	RVCRS Intro Non-Western Visual Art 141	0.5
ART-201	Life Drawing	3	RVCRS Life Drawing 201	0.5
ART-203	Design II	3	RVCRS Design II 203	0.5
ART-212	Painting II	3	RVCRS Painting II 212	0.5
ART-216	Relief Printmaking	3	RVCRS Relief Printmaking 216	0.5
ART-251	History of Art I	3	RVCRS History of Art I 251	0.5
ART-252	History of Art II	3	RVCRS History of Art II 252	0.5
CRM-101	Intro to Criminal Justice	3	RVCRS Intro to Criminal Justice 101	0.5
CRM-102	Intro to Probation & Parole	3	RVCRS Intro to Probation & Parole 102	0.5
CRM-103	Intro to Corrections	3	RVCRS Intro to Corrections 103	0.5
CRM-104	Intro to Private Security	3	RVCRS Intro to Private Security 104	0.5
CRM-105	Police Report Writing	3	RVCRS Police Report Writing 105	0.5
CRM-120	Criminal Investigation	3	RVCRS Criminal Investigation 120	0.5
CRM-125	Criminal Proced & Civil Rights	3	RVCRS Criminal Proced & Civil Rights 125	0.5
CRM-127	Ethics in Law Enforcement	3	RVCRS Ethics in Law Enforcement 127	0.5
CRM-210	Criminal Law	3	RVCRS Criminal Law 210	0.5
CRM-225	Juvenile Procedures	3	RVCRS Juvenile Procedures 225	0.5
CRM-260	Police Organization & Admin	3	RVCRS Police Organization & Admin 260	0.5
CRM-271	Patrol Procedures	3	RVCRS Patrol Procedures 271	0.5
CRM-281	Rules of Evidence	3	RVCRS Rules of Evidence 281	0.5
CRM-282	Interviews & Interrogations	3	RVCRS Interviews & Interrogations 282	0.5
ECE-100	Intro to Early Childhood Ed.	3	RVCRS Intro to Early Childhood Ed. 100	0.5
ECE-101	The Developing Child	3	RVCRS The Developing Child 101	0.5
ECE-103	Health, Safety & Nutrition of Young Child	3	RVCRS Health, Safety & Nutrition of Young Child 103	0.5
ECE-105	Observation and Assessment of Young Children	3	RVCRS Observation and Assessment of Young Children 105	0.5
ECE-113	Infant and Toddler Curriculum	3	RVCRS Infant and Toddler Curriculum 113	0.5
ECE-201	Language Development	3	RVCRS Language Development 201	0.5
ECE-202	Child, Family & Community	3	RVCRS Child, Family & Community 202	0.5
ECE-203	Curriculum Plan-Young Child	3	RVCRS Curriculum Plan-Young Child 203	0.5
ECE-205	Org & Superv-Early Child Facil	3	RVCRS Org & Superv-Early Child Facil 205	0.5
EDU-202	Children's Literature	3	RVCRS Children's Literature 202	0.5
EDU-224	Introduction to Education	3	RVCRS Introduction to Education 224	0.5
EDU-234	Intro Technology for Teachers	3	RVCRS Intro Technology for Teachers 234	0.5
EDU-244	Students With Disabilities	3	RVCRS Students With Disabilities 244	0.5
FRN-101	Beginning French	4	RVCRS Beginning French 101	1
FRN-102	Continuatn of Begng French	4	RVCRS Continuatn of Begng French 102	1
GRM-101	Beginning German	4	RVCRS Beginning German 101	1
GRM-102	Continuatn of Begng German	4	RVCRS Continuatn of Begng German 102	1
HUM-111	Intro to Humanities I	3	RVCRS Intro to Humanities I 111	0.5
HUM-112	Intro to Humanities II	3	RVCRS Intro to Humanities II 112	0.5
HUM-114	Intro Hum III:Contem West Wrl	3	RVCRS Intro Hum III:Contem West Wrl 114	0.5
HUM-125	Intro Non-Western Humanities	3	RVCRS Intro Non-Western Humanities 125	0.5
HUM-211	War & West Hum Thru Mid Ages	3	RVCRS War & West Hum Thru Mid Ages 211	0.5
HUM-212	War & W.Hum-Renaiss to Present	3	RVCRS War & W.Hum-Renaiss to Present 212	0.5
HUM-250	Leadership Development Stud	3	RVCRS Leadership Development Stud 250	0.5

MUS-101	Fundamentals of Music	3	RVCRS Fundamentals of Music 101	0.5
MUS-102	Intro to Music Literature	3	RVCRS Intro to Music Literature 102	0.5
MUS-104	Intro to American Music	3	RVCRS Intro to American Music 104	0.5
MUS-106	Intro to Non-Western Music	3	RVCRS Intro to Non-Western Music 106	0.5
MUS-131	Class Piano I	2	RVCRS Class Piano I 131	0.5
MUS-132	Class Piano II	2	RVCRS Class Piano II 132	0.5
MUS-191	Chorus I	1	RVCRS Chorus I 191	0.5
MUS-194	Instrumental Ensemble I	1	RVCRS Instrumental Ensemble I 194	0.5
MUS-195	Band I	1	RVCRS Band I 195	0.5
MUS-198	Orchestra I	1	RVCRS Orchestra I 198	0.5
MUS-294	Instrumental Ensemble II	1	RVCRS Instrumental Ensemble II 294	0.5
MUS-295	Band II	1	RVCRS Band II 295	0.5
MUS-298	Orchestra II	1	RVCRS Orchestra II 298	0.5
PHL-150	Intro to Philosophy	3	RVCRS Intro to Philosophy 150	0.5
PHL-151	Intro Non-Western Philosophy	3	RVCRS Intro Non-Western Philosophy 151	0.5
PHL-152	Environmental Ethics	3	RVCRS Environmental Ethics 152	0.5
PHL-153	Medical Ethics	3	RVCRS Medical Ethics 153	0.5
PHL-154	Introduction to Religion	3	RVCRS Introduction to Religion 154	0.5
PHL-155	World Religions	3	RVCRS World Religions 155	0.5
PHL-156	Religion in American Society	3	RVCRS Religion in American Society 156	0.5
PHL-157	Foundational Religious Texts	3	RVCRS Foundational Religious Texts 157	0.5
PHL-255	Logic	3	RVCRS Logic 255	0.5
PHL-256	Contemporary Moral Issues	3	RVCRS Contemporary Moral Issues 256	0.5
PHL-260	Philosophy of Religion	3	RVCRS Philosophy of Religion 260	0.5
SPN-101	Beginning Spanish	4	RVCRS Beginning Spanish 101	1
SPN-102	Continuation Beginning Spanish	4	RVCRS Continuation Beginning Spanish 102	1
SPN-203	Intermediate Spanish	3	RVCRS Intermediate Spanish 203	0.5
SPN-204	Continue Intermediate Spanish	3	RVCRS Continue Intermediate Spanish 204	0.5
THE-133	Introduction to the Theater	3	RVCRS Introduction to the Theater 133	0.5
THE-134	Stagecraft & Theater Lighting	3	RVCRS Stagecraft & Theater Lighting 134	0.5
THE-135	Acting I	3	RVCRS Acting I 135	0.5
THE-235	Acting II	3	RVCRS Acting II 235	0.5
<b>Life Sciences</b>				
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>
BIO-100	Introductory Human Biology	3	RVCRS Introductory Human Biology 100	0.5
BIO-103	Introductory Life Science	3	RVCRS Introductory Life Science 103	0.5
BIO-104	Intro Life Science Lab	1	RVCRS Intro Life Science Lab 104	0.5
BIO-106	Environmental Science	3	RVCRS Environmental Science 106	0.5
BIO-107	Environmental Biology Lab	1	RVCRS Environmental Biology Lab 107	0.5
BIO-113	Plants and Society	4	RVCRS Plants and Society 113	1
BIO-140	Introduction to Evolution	3	RVCRS Introduction to Evolution 140	0.5
BIO-150	Microbes and Society	3	RVCRS Microbes and Society 150	0.5
BIO-152	Microbes & Society Laboratory	1	RVCRS Microbes & Society Laboratory 152	0.5
BIO-162	Human Heredity	3	RVCRS Human Heredity 162	0.5
BIO-171	Biology of Human Disease	3	RVCRS Biology of Human Disease 171	0.5
BIO-185	Foundations Anat & Physiol	5	RVCRS Foundations Anat & Physiol 185	1
BIO-201	Fundamentals of Biology I	4	RVCRS Fundamentals of Biology I 201	1
BIO-202	Fundamentals of Biology II	4	RVCRS Fundamentals of Biology II 202	1
BIO-274	Microbiology	4	RVCRS Microbiology 274	1
BIO-281	Anatomy and Physiology I	4	RVCRS Anatomy and Physiology I 281	1
BIO-282	Anatomy and Physiology II	4	RVCRS Anatomy and Physiology II 282	1
<b>Mathematics</b>				
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>
MTH-115	General Education Math	3	RVCRS General Education Math 115	0.5
MTH-120	College Algebra	3	RVCRS College Algebra 120	0.5
MTH-125	Plane Trigonometry	3	RVCRS Plane Trigonometry 125	0.5
MTH-132	College Algebra & Trigonometry	5	RVCRS College Algebra & Trigonometry 132	1
MTH-135	Calculus W/Analytic Geom I	5	RVCRS Calculus W/Analytic Geom I 135	1
MTH-164	Computer in Mathematics C/C++	4	RVCRS Computer in Mathematics C/C++ 164	1
MTH-211	Calc for Business & Soc Scienc	4	RVCRS Calc for Business & Soc Scienc 211	1
MTH-216	Math for Elem Teachers I	3	RVCRS Math for Elem Teachers I 216	0.5
MTH-217	Math for Elem Teachers II	3	RVCRS Math for Elem Teachers II 217	0.5
MTH-220	Elements of Statistics	3	RVCRS Elements of Statistics 220	0.5
MTH-235	Calculus W/Analytic Geom II	4	RVCRS Calculus W/Analytic Geom II 235	1
MTH-236	Calculus W/Analyt Geom III	4	RVCRS Calculus W/Analyt Geom III 236	1
MTH-240	Differential Equations	3	RVCRS Differential Equations 240	0.5
MTH-250	Modern Linear Algebra	4	RVCRS Modern Linear Algebra 250	1
<b>Physical Sciences</b>				
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>
ATS-105	Intro to Atmospheric Science	4	RVCRS Intro to Atmospheric Science 105	1

CHM-110	General Organic & BioChem I	4	RVCRS General Organic & BioChem I 110	1
CHM-120	General Chemistry I	4	RVCRS General Chemistry I 120	1
CHM-130	General Chemistry II	4	RVCRS General Chemistry II 130	1
CHM-210	General, Organic & BioChem II	4	RVCRS General, Organic & BioChem II 210	1
CHM-220	Organic Chemistry I	5	RVCRS Organic Chemistry I 220	1
CHM-230	Organic Chemistry II	5	RVCRS Organic Chemistry II 230	1
CHM-240	General Biological Chemistry	3	RVCRS General Biological Chemistry 240	0.5
GEL-101	Introduction to Geology	4	RVCRS Introduction to Geology 101	1
GEL-107	Geology of the Solar System	3	RVCRS Geology of the Solar System 107	0.5
GEL-206	Environmental Geology	3	RVCRS Environmental Geology 206	0.5
PGE-100	Physical Geography	3	RVCRS Physical Geography 100	0.5
PGE-102	Physical Geography With Lab	4	RVCRS Physical Geography With Lab 102	1
PGE-240	Global Climate Change	3	RVCRS Global Climate Change 240	0.5
PHY-201	Mechanics and Heat	5	RVCRS Mechanics and Heat 201	1
PHY-202	Waves/Elec/Light & Modrn Phys	5	RVCRS Waves/Elec/Light & Modrn Phys 202	1
PHY-215	Mechanics, Wave Motion, Thermo	5	RVCRS Mechanics, Wave Motion, Thermo 215	1
PHY-225	Electr, Magnetism, Light, Phys	5	RVCRS Electr, Magnetism, Light, Phys 225	1
<b>Social Sciences</b>				
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>
ANP-102	Intro Biolo Anthro & Archaeol	3	RVCRS Intro Biolo Anthro & Archaeol 102	0.5
ANP-103	Intro to Cultural Anthro	3	RVCRS Intro to Cultural Anthro 103	0.5
GEO-130	World Geography	3	RVCRS World Geogrphy 130	0.5
HST-140	History of Western Civ I	3	RVCRS History of Western Civ I 140	0.5
HST-141	History of Western Civ II	3	RVCRS History of Western Civ II 141	0.5
HST-142	History of U S to 1865	3	RVCRS History of U S to 1865 142	0.5
HST-143	History of U S Since 1865	3	RVCRS History of U S Since 1865 143	0.5
HST-144	Current Hist 1945 to Present	3	RVCRS Current Hist 1945 to Present 144	0.5
HST-151	African History Survey to 1600	3	RVCRS African History Survey to 1600 151	0.5
HST-152	African Hist Survey Since 1600	3	RVCRS African Hist Survey Since 1600 152	0.5
HST-162	History of Latin America I	3	RVCRS History of Latin America I 162	0.5
HST-163	History of Latin America II	3	RVCRS History of Latin America II 163	0.5
HST-172	History of Middle East to 1453	3	RVCRS History of Middle East to 1453 172	0.5
HST-173	History Middle East Since 1453	3	RVCRS History Middle East Since 1453 173	0.5
HST-182	Hist of Eastern Civ to 1500	3	RVCRS Hist of Eastern Civ to 1500 182	0.5
HST-183	Hist of East Civ Since 1500	3	RVCRS Hist of East Civ Since 1500 183	0.5
HST-192	History of World Until 1750	3	RVCRS History of World Until 1750 192	0.5
HST-193	Hist of the World Since 1750	3	RVCRS Hist of the World Since 1750 193	0.5
HST-210	History of Women of the U.S.	3	RVCRS History of Women of the U.S. 210	0.5
PSC-150	Intro to Political Science	3	RVCRS Intro to Political Science 150	0.5
PSC-160	American National Government	3	RVCRS American National Government 160	0.5
PSC-161	State and Local Government	3	RVCRS State and Local Government 161	0.5
PSC-210	Intro to Legal System	3	RVCRS Intro to Legal System 210	0.5
PSC-211	The American Presidency	3	RVCRS The American Presidency 211	0.5
PSC-269	International Relations	3	RVCRS International Relations 269	0.5
SOC-190	Introduction to Sociology	3	RVCRS Introduction to Sociology 190	0.5
SOC-290	Social Problems	3	RVCRS Social Problems 290	0.5
SOC-291	Criminology	3	RVCRS Criminology 291	0.5
SOC-292	Sociology of Deviance	3	RVCRS Sociology of Deviance 292	0.5
SOC-294	Urban Sociology	3	RVCRS Urban Sociology 294	0.5
SOC-295	Racial and Ethnic Relations	3	RVCRS Racial and Ethnic Relations 295	0.5
SOC-298	Sociology of Sex and Gender	3	RVCRS Sociology of Sex and Gender 298	0.5
SOC-299	Sociology of the Family	3	RVCRS Sociology of the Family 299	0.5
<b>STU Student Development</b>				
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>
STU-100	Planning for Success	1	RVCRS Planning for Success 100	0.5
STU-101	Career Planning	2	RVCRS Career Planning 101	0.5
STU-103	Workplace Ethics	1	RVCRS Workplace Ethics 103	0.5

**2022-2023 Running Start Intergovernmental Agreement (IGA)  
Byron Community Unit School District #226**

**Background:** Running Start is a formal program that allows qualified students from Byron Community Unit School District #226 to attend Rock Valley College for their junior and senior high school years. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously, or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Byron Community Unit School District #226.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. The Running Start program provides students with additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The school district has elected not to provide financial assistance to its students. Program participants will be charged by Rock Valley College the cost equivalent of tuition and fees for courses taken per Running Start. Students will also be financially responsible for all associated program costs, including textbooks, supplies, and repeated courses.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approve the Running Start Intergovernmental Agreement with Byron Community Unit School District #226, effective June 28, 2022, for classes beginning August 15, 2022.

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Howard J. Spearman, Ph.D.  
President

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



**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
BYRON COMMUNITY SCHOOL DISTRICT NO. 226,  
OGLE COUNTY, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of Byron Community School District No. 226, Ogle County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

**WHEREAS**, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community COLLEGE Act (110 ILCS 805/1-1 *et seq.*); and

**WHEREAS**, Running Start is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and/or senior years of high school; and

**WHEREAS**, the Parties have determined that shared commitment to Running Start goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

**WHEREAS**, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for Running Start Program (hereinafter "Agreement").

**NOW, THEREFORE, IT IS AGREED** between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

**Section 1 Incorporation of Preamble Recitals**

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

**Section 2 Implementation of Running Start**

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program, administered jointly by Rock Valley COLLEGE and Byron School DISTRICT, subject to the

following terms and conditions.

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
  - 1) DISTRICT's requirements for earning a high school diploma; and
  - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall then charge the cost of in-district tuition and fees directly to each individual participating student.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Counselor within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the DISTRICT Counselor with transcripts for all students enrolled in Running Start.

### **Section 3 DISTRICT Obligations**

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start.
- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines

pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.

- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT students and their parents or a guardian that they are responsible for covering textbooks, associated instructional material costs, and 100% of the in-district tuition and fees for the Running Start Program.
- M. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- N. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

#### **Section 4 COLLEGE Obligations**

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 226 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.
- K. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

## **Section 5 Participating DISTRICT Students' Obligations**

The DISTRICT will cause participating DISTRICT students to comply with the following requirements (pursuant to Appendix B):

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.
- E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).
- J. Students not meeting the Academic Conduct Policies will be placed on Academic Probation for one semester and be required to develop an Individual Academic Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Counselor and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.
- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

## **Section 6 Shared Obligations and Understandings of the Parties**

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.

- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.
- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- E. The Parties agree that their respective representatives shall use their best efforts to timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues which may from time to time arise in the course of their collaboration. The Parties

shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

### **Section 7 Participation in Running Start Program by Students with Disabilities**

The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Running Start Program courses, provided that they are able to meet the criteria for entry into such courses:

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
  - The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
  - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
  - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
  - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support 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 Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.
- D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.
- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

Nothing contained herein shall be construed as to release 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. 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 the Running Start Program hereunder.

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2023. This Agreement is not transferable or assignable by the Parties. There are no third party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.



If to DISTRICT:

Byron Community School District No. 226  
Att'n: Superintendent  
696 N. Colfax St.  
Byron, IL 61010  
Facsimile: (815) 335-7574

with a copy to counsel;

Caroline A. Roselli  
Robbins-Schwartz  
55 W. Monroe St. – Suite 800  
Chicago, IL 60603-5144  
Facsimile: (312) 332-7768  
Email: [croselli@robbins-schwartz.com](mailto:croselli@robbins-schwartz.com)

If to COLLEGE:

Illinois Community COLLEGE  
DISTRICT No. 511  
Att'n: Chief Academic Officer  
3301 North Mulford Rd.  
Rockford, IL 61114  
Facsimile: (815) 921-6974

with a copy to counsel:

Joseph J. Perkoski  
Robbins-Schwartz  
55 W. Monroe St. – Suite 800  
Chicago, IL 60603-5144  
Facsimile: (312) 332-7768  
Email: [jperkoski@robbins-schwartz.com](mailto:jperkoski@robbins-schwartz.com)

E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.

F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.

G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

- I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same instrument. Counterparts may be exchanged in PDF format by email.

**WHEREFORE,** the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education  
Byron School District No.  
226  
Ogle County, Illinois**


**Board of Trustees  
Illinois Community COLLEGE  
District No. 511  
Winnebago County, Illinois**

  
**President**

\_\_\_\_\_  
**President**

  
**Secretary**

\_\_\_\_\_  
**Secretary**

  
**Date**

\_\_\_\_\_  
**Date**

**APPENDIX A**  
**DISTRICT Running Start Program Process Procedures**

**Pre-Selection Criteria for DISTRICT High School Students**

1. Meet with the DISTRICT Counselor regarding the selection process.
2. Must be in their high school sophomore or junior year to apply for Running Start.
3. Have a minimum 3.0 cumulative high school GPA.
4. Be on track for high school graduation by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
5. Completed one year of Algebra, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

## APPENDIX B

### DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to Byron DISTRICT 226. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible waiver of the placement test.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Running Start application process for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. COLLEGE provides ACCUPLACER scores report to DISTRICT.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Running Start Program based on ACCUPLACER scores.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format. The file will include the RVC Student ID for each student and specify all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to DISTRICT to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, DISTRICT will send final and approved DISTRICT Running Start student list to RVC.
13. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Running Start Program OR placement on DISTRICT waiting list.
14. COLLEGE sends welcome packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. DISTRICT students return completed welcome packet forms to COLLEGE.
16. DISTRICT manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT sends transcripts to COLLEGE of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
18. Based on transcripts, DISTRICT will determine if a student no longer meets Running Start eligibility requirements and DISTRICT will inform impacted student.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet DISTRICT High School graduation requirements.
20. COLLEGE schedules students each semester and provides student schedules to DISTRICT Counselor for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors work with students each semester to verify students are on track with their individual COLLEGE Student Academic Master Plan (STAMP) and high school graduation requirements.

22. When a student scheduling change or STAMP change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
23. RVC provides students access to COLLEGE advisors to assist with changes to STAMP and scheduling, as needed.
24. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor for each semester completed by participating students within two weeks of final grades posting.

## APPENDIX C

### Running Start Student Academic Conduct Policies

All *Running Start* students at Rock Valley College (RVC) are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct, both in and out of the classroom. All RVC policies can be viewed in the Student Handbook found on our website: [www.rockvalleycollege.edu/studenthandbook](http://www.rockvalleycollege.edu/studenthandbook). Adherence to all policies is essential and required to remain in the *Running Start Program*.

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

- Meet with your high school Program Counselor for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor.
- Meet with an RVC Advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

#### **ATTENDANCE POLICY**

Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

#### **MAINTAINING ACADEMIC INTEGRITY**

Please refer to page 47 of the Student Handbook: <http://www.rockvalleycollege.edu/studenthandbook>

#### **ACADEMIC EARLY WARNING**

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. "Academic Alert" is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

#### **ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)**

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school. Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students will be **required** to meet regularly with their high school program counselor to ensure academic recovery.

#### **DISMISSAL FROM PROGRAM**

All *Running Start* students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.

- Failure to participate in the IARP meetings during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their first year of *Running Start* may also be dismissed from the program as a result of *any* of the following:

- Earning a combination of three “D”, “F” or “W” grades in a single semester.
- Earning two “F” grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

**Appendix D**  
**Running Start Program Course Offerings 2022-2023**  
**Running Start Courses Approved to be taken at an RVC Campus**

Allied Health					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Grad Requirement
FWS-110	Fitness Walking	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-116	Step Aerobics	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-119	Cardio Kickboxing	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-121	Cardio Fitness & Conditioning	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-126	Beginning Weight Lifting	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-127	Advanced Weight Lifting	2	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-128	Sports Performance Fitness	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-131	Basketball & Touch Football	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-133	Power Volleyball	1	RVC-RS plus RVC Course Name	0.5	
FWS-151	Tae Kwon Do	1	RVC-RS plus RVC Course Name	0.5	
FWS-220	Intro Career Opportunity in PE	3	RVC-RS plus RVC Course Name	0.5	
FWS-231	Contemporary Health Issues	3	RVC-RS plus RVC Course Name	0.5	
FWS-233	Community Health	3	RVC-RS plus RVC Course Name	0.5	
FWS-235	Alcohol and Drug Education	3	RVC-RS plus RVC Course Name	0.5	
FWS-236	Human Sexuality	3	RVC-RS plus RVC Course Name	0.5	
FWS-237	Nutrition for Optimum Living	3	RVC-RS plus RVC Course Name	0.5	
FWS-243	First Aid/Gen Safety/CPR/AED	3	RVC-RS plus RVC Course Name	0.5	
FWS-250	Introduction Sport Management	3	RVC-RS plus RVC Course Name	0.5	
FWS-253	Introduction to Coaching	3	RVC-RS plus RVC Course Name	0.5	
FWS-254	ASEP Sport First Aid and CPR	3	RVC-RS plus RVC Course Name	0.5	



FWS-255	Sociology of Sport	3	RVC-RS plus RVC Course Name	0.5	
FWS-256	History of Phy Ed & Sport	3	RVC-RS plus RVC Course Name	0.5	
FWS-258	Sport & Exercise Psychology	3	RVC-RS plus RVC Course Name	0.5	
FWS-260	Intro to Exercise Science	3	RVC-RS plus RVC Course Name	0.5	
FWS-261	Nutrition for Fitness&Sport	3	RVC-RS plus RVC Course Name	0.5	
FWS-263	Nutrit, Exercise & Weight Cntr	3	RVC-RS plus RVC Course Name	0.5	
FWS-265	Personal Fitness and Wellness	3	RVC-RS plus RVC Course Name	0.5	
FWS-266	Personal Trng I-Concepts&Appl	3	RVC-RS plus RVC Course Name	0.5	
FWS-267	Persnl Trng II-Concepts&Appl.	3	RVC-RS plus RVC Course Name	0.5	
HLT-110	Medical Terminology	2	RVC-RS plus RVC Course Name	0.5	

**Business**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>	<b>HS GRAD REQUIREMENT</b>
ATG-110	Financial Accounting	4	RVC-RS plus RVC Course Name	0.5	
ATG-111	Managerial Accounting	4	RVC-RS plus RVC Course Name	0.5	
BUS-101	Introduction to Business	3	RVC-RS plus RVC Course Name	0.5	
BUS-103	Business Mathematics	3	RVC-RS plus RVC Course Name	0.5	
BUS-105	Consumer Econ and Prsnl Fin	3	RVC-RS plus RVC Course Name	0.5	
BUS-130	Entrepreneurship Principles	3	RVC-RS plus RVC Course Name	0.5	
BUS-131	Entrepreneurship Planning	3	RVC-RS plus RVC Course Name	0.5	
BUS-170	Intro Organizational Behavior	3	RVC-RS plus RVC Course Name	0.5	
BUS-200	Legal Environment in Bus	3	RVC-RS plus RVC Course Name	0.5	
BUS-223	Business Statistics	3	RVC-RS plus RVC Course Name	0.5	
BUS-230	Entrepreneurship Capstone	3	RVC-RS plus RVC Course Name	0.5	
BUS-279	Principles of Finance	3	RVC-RS plus RVC Course Name	0.5	

BUS-282	International Business	3	RVC-RS plus RVC Course Name	0.5	
MGT-170	Business Communications	3	RVC-RS plus RVC Course Name	0.5	
MGT-270	Principles of Management	3	RVC-RS plus RVC Course Name	0.5	
MGT-271	Human Resource Manage	3	RVC-RS plus RVC Course Name	0.5	
MGT-274	Leadership	3	RVC-RS plus RVC Course Name	0.5	
MKT-260	Principles of Marketing	3	RVC-RS plus RVC Course Name	0.5	
MKT-265	Salesmanship	3	RVC-RS plus RVC Course Name	0.5	
MKT-266	Principles of Advertising	3	RVC-RS plus RVC Course Name	0.5	
MKT-288	Customer Relations	3	RVC-RS plus RVC Course Name	0.5	
OFF-118	Computer Keyboarding	1	RVC-RS plus RVC Course Name	0.5	

**Communications**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>	<b>HS Graduation Requiremen</b>
COM-113	Intro to Public Relations	3	RVC-RS plus RVC Course Name	0.5	
COM-119	News Writing	3	RVC-RS plus RVC Course Name	0.5	
COM-120	News Editing	3	RVC-RS plus RVC Course Name	0.5	
COM-130	Intro to Mass Communication	3	RVC-RS plus RVC Course Name	0.5	
COM-140	Writing for Multimedia	3	RVC-RS plus RVC Course Name	0.5	
COM-156	Audio Production I	3	RVC-RS plus RVC Course Name	0.5	
COM-157	Video Production I	3	RVC-RS plus RVC Course Name	0.5	
COM-208	Screenwriting	3	RVC-RS plus RVC Course Name	0.5	
COM-218	Broadcast Performance	3	RVC-RS plus RVC Course Name	0.5	
COM-221	Photojournalism	3	RVC-RS plus RVC Course Name	0.5	
COM-251	Film History and Appreciation	3	RVC-RS plus RVC Course Name	0.5	
COM-252	International History of Film	3	RVC-RS plus RVC Course Name	0.5	

COM-256	Advanced Audio Production	3	RVC-RS plus RVC Course Name	0.5	
COM-257	Advanced Video Production	3	RVC-RS plus RVC Course Name	0.5	
COM-260	Advanced Post-Production	3	RVC-RS plus RVC Course Name	0.5	
COM-296	Documentary Production	3	RVC-RS plus RVC Course Name	0.5	
COM-297	Motion Picture Production	3	RVC-RS plus RVC Course Name	0.5	
ENG-101	Composition I	3	RVC-RS Composition I	0.5	Required: English 3
ENG-103	Composition II	3	RVC-RS Composition II	0.5	Required: English 3
ENG-108	Intro Creative Writing	3	RVC-RS plus RVC Course Name	0.5	
ENG-109	Creative Writing II	3	RVC-RS plus RVC Course Name	0.5	
ENG-110	Intro to Technical Writing	3	RVC-RS plus RVC Course Name	0.5	
ENG-200	Language, Power & Public Life	3	RVC-RS plus RVC Course Name	0.5	
LIT-101	Introduction to Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-139	Mythology	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-140	The Bible As Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-141	Film and Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-142	Exploring Literature: Poetry	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-144	Exploring Literature: Fiction	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-152	Multicultural American Lit	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-154	Intro Non-Western Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-201	American Lit Before 1865	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-202	American Literature Since 1865	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
SPH-131	Fundamentals of Communication	3	RVC-RS plus RVC Course Name	0.5	Required: English 4
SPH-201	Interpersonal Communication	3	RVC-RS plus RVC Course Name	0.5	
SPH-202	Intercultural Communication	3	RVC-RS plus RVC Course Name	0.5	
SPH-211	Group Leadership	3	RVC-RS plus RVC Course Name	0.5	

Computers and Information Systems					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
CIS-102	Intro Computer & Info Systems	3	RVC-RS plus RVC Course Name	0.5	
CIS-120	Intro to Microsoft Word	1	RVC-RS plus RVC Course Name	0.5	
CIS-121	Introduction to Excel	1	RVC-RS plus RVC Course Name	0.5	
CIS-124	Introduction to Powerpoint	1	RVC-RS plus RVC Course Name	0.5	
CIS-130	Introduction to Access	2	RVC-RS plus RVC Course Name	0.5	
CIS-170	Programming Logic & Design	3	RVC-RS plus RVC Course Name	0.5	
CIS-180	Intro to Visual Basic Prgrmg.	4	RVC-RS plus RVC Course Name	0.5	
CIS-240	Intro to Java Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-245	Program Android-Mobile Devices	4	RVC-RS plus RVC Course Name	0.5	
CIS-254	Database Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-276	Intro to C/C++ Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-277	Advanced C/C++ Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-279	Visual C# Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-280	Program iOS Apple Mobile Dev	4	RVC-RS plus RVC Course Name	0.5	
CIS-290	Special Topics in CIS	1	RVC-RS plus RVC Course Name	0.5	
CIS-291	Internship Field Project	1	RVC-RS plus RVC Course Name	0.5	
GAT-101	Intro to Graphic Arts Tech	4	RVC-RS plus RVC Course Name	0.5	
GAT-110	Introduction to Photoshop	2	RVC-RS plus RVC Course Name	0.5	
GAT-115	Introduction to Illustrator	2	RVC-RS plus RVC Course Name	0.5	
GAT-150	Typography	2	RVC-RS plus RVC Course Name	0.5	
GAT-178	Fundamentals of Desktop Publis	3	RVC-RS plus RVC Course Name	0.5	
GAT-190	Image Generation and Output	2	RVC-RS plus RVC Course Name	0.5	

GAT-215	Advanced Illustrator	2	RVC-RS plus RVC Course Name	0.5	
GAT-220	Adv Photoshop Grap Arts Indus.	3	RVC-RS plus RVC Course Name	0.5	
PCT-110	Networking Essentials	3	RVC-RS plus RVC Course Name	0.5	
PCT-111	Windows Active Directory	3	RVC-RS plus RVC Course Name	0.5	
PCT-112	Windows Server Fundamentals	3	RVC-RS plus RVC Course Name	0.5	
PCT-113	Microsoft Win Infrastructure	3	RVC-RS plus RVC Course Name	0.5	
PCT-120	Cisco Networking I	4	RVC-RS plus RVC Course Name	0.5	
PCT-122	Cisco Networking II	4	RVC-RS plus RVC Course Name	0.5	
PCT-124	Cisco Networking III	4	RVC-RS plus RVC Course Name	0.5	
PCT-126	Cisco Networking IV	4	RVC-RS plus RVC Course Name	0.5	
PCT-130	Intro Network Security Fndmntl	3	RVC-RS plus RVC Course Name	0.5	
PCT-132	Advanced Network Security	3	RVC-RS plus RVC Course Name	0.5	
PCT-140	IP Telephony I	4	RVC-RS plus RVC Course Name	0.5	
PCT-142	IP Telephony II	4	RVC-RS plus RVC Course Name	0.5	
PCT-211	VMWare vSphere:Install/Config	3	RVC-RS plus RVC Course Name	0.5	
PCT-262	A+ Essentials	3	RVC-RS plus RVC Course Name	0.5	
PCT-270	Introduction to Unix/Linux	3	RVC-RS plus RVC Course Name	0.5	
PCT-275	Cisco Firewall Design	4	RVC-RS plus RVC Course Name	0.5	
PCT-290	Special Topic in PC Tech	1	RVC-RS plus RVC Course Name	0.5	
WEB-101	Programming Related-Internet	4	RVC-RS plus RVC Course Name	0.5	
WEB-102	Adv Program Related - Internet	4	RVC-RS plus RVC Course Name	0.5	
WEB-111	Introduction to Multimedia	3	RVC-RS plus RVC Course Name	0.5	
WEB-225	Digital Photography	3	RVC-RS plus RVC Course Name	0.5	
WEB-233	Introduction to Javascript	4	RVC-RS plus RVC Course Name	0.5	
WEB-234	PHP Programming	4	RVC-RS plus RVC Course Name	0.5	

Engineering and Technology					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
EGR-101	Introduction to Engineering	2	RVC-RS plus RVC Course Name	0.5	
EGR-135	Engineering Graphics/CAD	4	RVC-RS plus RVC Course Name	0.5	
EGR-206	Statics	3	RVC-RS plus RVC Course Name	0.5	
EGR-207	Dynamics	3	RVC-RS plus RVC Course Name	0.5	
EGR-221	Elem Mech of Defmabl Bodies	3	RVC-RS plus RVC Course Name	0.5	
EGR-231	Engineering Circuit Analysis	4	RVC-RS plus RVC Course Name	0.5	
EGR-250	Digital Electronics	4	RVC-RS plus RVC Course Name	0.5	
Humanities / Fine Arts					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
ART-101	Drawing and Composition I	3	RVC-RS plus RVC Course Name	0.5	
ART-102	Drawing and Composition II	3	RVC-RS plus RVC Course Name	0.5	
ART-103	Design I	3	RVC-RS plus RVC Course Name	0.5	
ART-111	Painting I	3	RVC-RS plus RVC Course Name	0.5	
ART-121	Ceramics I	3	RVC-RS plus RVC Course Name	0.5	
ART-122	Ceramics II	3	RVC-RS plus RVC Course Name	0.5	
ART-131	Introduction to Visual Art	3	RVC-RS plus RVC Course Name	0.5	
ART-141	Intro Non-Western Visual Art	3	RVC-RS plus RVC Course Name	0.5	
ART-201	Life Drawing	3	RVC-RS plus RVC Course Name	0.5	
ART-203	Design II	3	RVC-RS plus RVC Course Name	0.5	
ART-212	Painting II	3	RVC-RS plus RVC Course Name	0.5	
ART-216	Relief Printmaking	3	RVC-RS plus RVC Course Name	0.5	

ART-251	History of Art I	3	RVC-RS plus RVC Course Name	0.5	
ART-252	History of Art II	3	RVC-RS plus RVC Course Name	0.5	
CRM-101	Intro to Criminal Justice	3	RVC-RS plus RVC Course Name	0.5	
CRM-102	Intro to Probation & Parole	3	RVC-RS plus RVC Course Name	0.5	
CRM-103	Intro to Corrections	3	RVC-RS plus RVC Course Name	0.5	
CRM-104	Intro to Private Security	3	RVC-RS plus RVC Course Name	0.5	
CRM-105	Police Report Writing	3	RVC-RS plus RVC Course Name	0.5	
CRM-120	Criminal Investigation	3	RVC-RS plus RVC Course Name	0.5	
CRM-125	Criminal Proced & Civil Rights	3	RVC-RS plus RVC Course Name	0.5	
CRM-127	Ethics in Law Enforcement	3	RVC-RS plus RVC Course Name	0.5	
CRM-210	Criminal Law	3	RVC-RS plus RVC Course Name	0.5	
CRM-225	Juvenile Procedures	3	RVC-RS plus RVC Course Name	0.5	
CRM-260	Police Organization & Admin	3	RVC-RS plus RVC Course Name	0.5	
CRM-271	Patrol Procedures	3	RVC-RS plus RVC Course Name	0.5	
CRM-281	Rules of Evidence	3	RVC-RS plus RVC Course Name	0.5	
CRM-282	Interviews & Interrogations	3	RVC-RS plus RVC Course Name	0.5	
ECE-100	Intro to Early Childhood Ed.	3	RVC-RS plus RVC Course Name	0.5	
ECE-101	The Developing Child	3	RVC-RS plus RVC Course Name	0.5	
ECE-103	Health, Safety & Nutrition of Young Child	3	RVC-RS plus RVC Course Name	0.5	
ECE-105	Observation and Assessment of Young Children	3	RVC-RS plus RVC Course Name	0.5	
ECE-113	Infant and Toddler Curriculum	3	RVC-RS plus RVC Course Name	0.5	
ECE-201	Language Development	3	RVC-RS plus RVC Course Name	0.5	
ECE-202	Child, Family & Community	3	RVC-RS plus RVC Course Name	0.5	
ECE-203	Curriculum Plan-Young Child	3	RVC-RS plus RVC Course Name	0.5	
ECE-205	Org & Superv-Early Child Facil	3	RVC-RS plus RVC Course Name	0.5	

EDU-202	Children's Literature	3	RVC-RS plus RVC Course Name	0.5	
EDU-224	Introduction to Education	3	RVC-RS plus RVC Course Name	0.5	
EDU-234	Intro Technology for Teachers	3	RVC-RS plus RVC Course Name	0.5	
EDU-244	Students With Disabilities	3	RVC-RS plus RVC Course Name	0.5	
FRN-101	Beginning French	4	RVC-RS plus RVC Course Name	0.5	
FRN-102	Continuatn of Begng French	4	RVC-RS plus RVC Course Name	0.5	
GRM-101	Beginning German	4	RVC-RS plus RVC Course Name	0.5	
GRM-102	Continuatn of Begng German	4	RVC-RS plus RVC Course Name	0.5	
HUM-111	Intro to Humanities I	3	RVC-RS plus RVC Course Name	0.5	
HUM-112	Intro to Humanities II	3	RVC-RS plus RVC Course Name	0.5	
HUM-114	Intro Hum III:Contem West Wrl	3	RVC-RS plus RVC Course Name	0.5	
HUM-125	Intro Non-Western Humanities	3	RVC-RS plus RVC Course Name	0.5	
HUM-211	War & West Hum Thru Mid Ages	3	RVC-RS plus RVC Course Name	0.5	
HUM-212	War & W.Hum-Renaiss to Present	3	RVC-RS plus RVC Course Name	0.5	
HUM-250	Leadership Development Stud	3	RVC-RS plus RVC Course Name	0.5	
MUS-101	Fundamentals of Music	3	RVC-RS plus RVC Course Name	0.5	
MUS-102	Intro to Music Literature	3	RVC-RS plus RVC Course Name	0.5	
MUS-104	Intro to American Music	3	RVC-RS plus RVC Course Name	0.5	
MUS-106	Intro to Non-Western Music	3	RVC-RS plus RVC Course Name	0.5	
MUS-131	Class Piano I	2	RVC-RS plus RVC Course Name	0.5	
MUS-132	Class Piano II	2	RVC-RS plus RVC Course Name	0.5	
MUS-191	Chorus I	1	RVC-RS plus RVC Course Name	0.5	
MUS-194	Instrumental Ensemble I	1	RVC-RS plus RVC Course Name	0.5	
MUS-195	Band I	1	RVC-RS plus RVC Course Name	0.5	
MUS-198	Orchestra I	1	RVC-RS plus RVC Course Name	0.5	



MUS-294	Instrumental Ensemble II	1	RVC-RS plus RVC Course Name	0.5	
MUS-295	Band II	1	RVC-RS plus RVC Course Name	0.5	
MUS-298	Orchestra II	1	RVC-RS plus RVC Course Name	0.5	
PHL-150	Intro to Philosophy	3	RVC-RS plus RVC Course Name	0.5	
PHL-151	Intro Non-Western Philosophy	3	RVC-RS plus RVC Course Name	0.5	
PHL-152	Environmental Ethics	3	RVC-RS plus RVC Course Name	0.5	
PHL-153	Medical Ethics	3	RVC-RS plus RVC Course Name	0.5	
PHL-154	Introduction to Religion	3	RVC-RS plus RVC Course Name	0.5	
PHL-155	World Religions	3	RVC-RS plus RVC Course Name	0.5	
PHL-156	Religion in American Society	3	RVC-RS plus RVC Course Name	0.5	
PHL-157	Foundational Religious Texts	3	RVC-RS plus RVC Course Name	0.5	
PHL-255	Logic	3	RVC-RS plus RVC Course Name	0.5	
PHL-256	Contemporary Moral Issues	3	RVC-RS plus RVC Course Name	0.5	
PHL-260	Philosophy of Religion	3	RVC-RS plus RVC Course Name	0.5	
SPN-101	Beginning Spanish	4	RVC-RS plus RVC Course Name	0.5	
SPN-102	Continuation Beginning Spanish	4	RVC-RS plus RVC Course Name	0.5	
SPN-203	Intermediate Spanish	3	RVC-RS plus RVC Course Name	0.5	
SPN-204	Continue Intermediate Spanish	3	RVC-RS plus RVC Course Name	0.5	
THE-133	Introduction to the Theater	3	RVC-RS plus RVC Course Name	0.5	
THE-134	Stagecraft & Theater Lighting	3	RVC-RS plus RVC Course Name	0.5	
THE-135	Acting I	3	RVC-RS plus RVC Course Name	0.5	
THE-235	Acting II	3	RVC-RS plus RVC Course Name	0.5	

**Life Sciences**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>	<b>HS Graduation Requiremen</b>
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BIO-100	Introductory Human Biology	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-103	Introductory Life Science	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-104	Intro Life Science Lab	1	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-106	Environmental Science	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-107	Environmental Biology Lab	1	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-113	Plants and Society	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-140	Introduction to Evolution	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-150	Microbes and Society	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-152	Microbes & Society Laboratory	1	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-162	Human Heredity	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-171	Biology of Human Disease	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-185	Foundations Anat & Physiol	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-201	Fundamentals of Biology I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-202	Fundamentals of Biology II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-274	Microbiology	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-281	Anatomy and Physiology I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-282	Anatomy and Physiology II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)

**Mathematics**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>	<b>HS Graduation Requirement</b>
MTH-115	General Education Math	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-120	College Algebra	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-125	Plane Trigonometry	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-132	College Algebra & Trigonometry	5	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-135	Calculus W/Analytic Geom I	5	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation

MTH-164	Computer in Mathematics C/C++	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-211	Calc for Business & Soc Scienc	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-216	Math for Elem Teachers I	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-217	Math for Elem Teachers II	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-220	Elements of Statistics	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-235	Calculus W/Analytic Geom II	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-236	Calculus W/Analyt Geom III	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-240	Differential Equations	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-250	Modern Linear Algebra	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation

**Physical Sciences**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>	<b>HS Graduation Requirement</b>
ATS-105	Intro to Atmospheric Science	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-110	General Organic & BioChem I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-120	General Chemistry I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-130	General Chemistry II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-210	General, Organic & BioChem II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-220	Organic Chemistry I	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-230	Organic Chemistry II	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-240	General Biological Chemistry	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
GEL-101	Introduction to Geology	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
GEL-107	Geology of the Solar System	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
GEL-206	Environmental Geology	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
PGE-100	Physical Geography	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
PGE-102	Physical Geography With Lab	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)

PGE-240	Global Climate Change	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-201	Mechanics and Heat	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-202	Waves/Elec/Light & Modern Phys	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-215	Mechanics, Wave Motion, Thermo	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-225	Electr, Magnetism, Light, Phys	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)

**Social Sciences**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>	<b>HS Course Code</b>
ANP-102	Intro Biolo Anthro & Archaeol	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ANP-103	Intro to Cultural Anthro	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ECO-101	Introduction to Economics	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ECO-110	Principles of Economics: Macro	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ECO-111	Principles of Economics: Micro	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
GEO-130	World Geography	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-140	History of Western Civ I	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-141	History of Western Civ II	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-142	History of U S to 1865	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-143	History of U S Since 1865	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-144	Current Hist 1945 to Present	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-151	African History Survey to 1600	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-152	African Hist Survey Since 1600	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-162	History of Latin America I	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-163	History of Latin America II	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-172	History of Middle East to 1453	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-173	History Middle East Since 1453	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required

HST-182	Hist of Eastern Civ to 1500	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-183	Hist of East Civ Since 1500	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-192	History of World Until 1750	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-193	Hist of the World Since 1750	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-210	History of Women of the U.S.	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-150	Intro to Political Science	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-160	American National Government	3	RVC-RS plus RVC Course Name	0.5	Required for graduation
PSC-161	State and Local Government	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-210	Intro to Legal System	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-211	The American Presidency	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-269	International Relations	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-190	Introduction to Sociology	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-290	Social Problems	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-291	Criminology	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-292	Sociology of Deviance	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-294	Urban Sociology	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-295	Racial and Ethnic Relations	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-298	Sociology of Sex and Gender	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-299	Sociology of the Family	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
				0.5	1 social science elective required

**STU Student Development**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>	<b>HS Course Code</b>
STU-100	Planning for Success	1	RVC-RS plus RVC Course Name	0.5	
STU-101	Career Planning	2	RVC-RS plus RVC Course Name	0.5	

STU-103	Workplace Ethics	1	RVC-RS plus RVC Course Name	0.5	
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**2022-2023 Running Start Intergovernmental Agreement (IGA)  
Durand Community Unit School District #322**

**Background:** Running Start is a formal program that allows qualified students from Durand Community Unit School District #322 to attend Rock Valley College for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously, or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Durand Community Unit School District #322.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. The Running Start program provides students with additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The District's financial assistance was phased out per the 2021-2022 agreement. Rock Valley College will charge new program participants the cost equivalent of tuition and fees for courses taken per Running Start. Students will also be financially responsible for all associated program costs, including textbooks, supplies, and repeated courses.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approve the Running Start Intergovernmental Agreement with Durand Community Unit School District #322, effective June 28, 2022, for classes beginning August 15, 2022.

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Howard J. Spearman, Ph.D.  
President

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
DURAND HIGH SCHOOL DISTRICT NO. 322,  
WINNEBAGO COUNTY, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of Durand High School District No. 322, Winnebago County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

**WHEREAS**, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community COLLEGE Act (110 ILCS 805/1-1 *et seq.*); and

**WHEREAS**, Running Start is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and/or senior years of high school; and

**WHEREAS**, the Parties have determined that shared commitment to Running Start goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

**WHEREAS**, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for Running Start Program (hereinafter "Agreement").

**NOW, THEREFORE, IT IS AGREED** between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

**Section 1 Incorporation of Preamble Recitals**

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

**Section 2 Implementation of Running Start**

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program, administered jointly by Rock Valley COLLEGE and Durand School DISTRICT, subject to the



following terms and conditions.

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
  - 1) DISTRICT's requirements for earning a high school diploma; and
  - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall then charge the cost of in-district tuition and fees directly to each individual participating student.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Counselor within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the DISTRICT Counselor with transcripts for all students enrolled in Running Start.

### **Section 3 DISTRICT Obligations**

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start.
- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines

pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.

- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT students and their parents or a guardian that they are responsible for covering textbooks, associated instructional material costs, and 100% of the in-district tuition and fees for the Running Start program.
- M. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- N. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

#### Section 4 COLLEGE Obligations

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 322 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.
- K. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

## **Section 5 Participating DISTRICT Students' Obligations**

The DISTRICT will cause participating DISTRICT students to comply with the following requirements (pursuant to Appendix B):

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.
- E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).
- J. Students not meeting the Academic Conduct Policies will be placed on Academic Probation for one semester and be required to develop an Individual Academic Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Counselor and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.
- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

## **Section 6 Shared Obligations and Understandings of the Parties**

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this

Agreement.

- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.
- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- E. The Parties agree that their respective representatives shall use their best efforts to timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues

which may from time to time arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

### **Section 7 Participation in Running Start Program by Students with Disabilities**

The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Running Start Program courses, provided that they are able to meet the criteria for entry into such courses:

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
  - The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
  - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
  - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
  - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support 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 Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.
- D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.
- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

Nothing contained herein shall be construed as to release 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. 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 the Running Start Program hereunder.

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2023. This Agreement is not transferable or assignable by the Parties. There are no third party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

Durand High School DISTRICT No. 322  
Att'n: Superintendent  
200 West South Street  
Durand, IL 61104  
Facsimile: (815) 248-2599

with a copy to counsel;

Phil Gerner  
Robbin-Schwartz  
55 W. Monroe St. - Suite 800  
Chicago, IL 60603-5144  
Facsimile: (815) 332-7768  
Email: [pgerner@robbins-schwartz.com](mailto:pgerner@robbins-schwartz.com)

If to COLLEGE:

Illinois Community COLLEGE  
DISTRICT No. 511  
Att'n: Chief Academic Officer  
3301 North Mulford Rd.  
Rockford, IL 61114  
Facsimile: (815) 921-6974

with a copy to counsel:

Joseph J. Perkoski  
Robbins-Schwartz  
55 W. Monroe St. – Suite 800  
Chicago, IL 60603-5144  
Facsimile: (312) 332-7768  
Email: [jperkoski@robbins-schwartz.com](mailto:jperkoski@robbins-schwartz.com)

E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.

F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.

G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each



of which shall be an original, but all of which shall constitute on and the same instrument. Counterparts may be exchanged in PDF format by email.

**WHEREFORE**, the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education  
Durand High School  
District No. 322  
Winnebago County,  
Illinois**

**Board of Trustees  
Illinois Community COLLEGE  
District No. 511  
Winnebago County, Illinois**

  
\_\_\_\_\_  
**President**

\_\_\_\_\_  
**President**

  
\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Secretary**

5/9/2022  
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**APPENDIX A**  
**DISTRICT Running Start Program Process Procedures**

**Pre-Selection Criteria for DISTRICT High School Students**

1. Meet with the DISTRICT Counselor regarding the selection process.
2. Must be in their high school sophomore or junior year to apply for Running Start.
3. Have a minimum 3.0 cumulative high school GPA.
4. Be on track for high school graduation by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
5. Completed one year of Algebra, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

## APPENDIX B

### DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to Durand DISTRICT 322. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible waiver of the placement test.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Running Start application process for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. COLLEGE provides ACCUPLACER scores report to DISTRICT.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Running Start Program based on ACCUPLACER scores.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format. The file will include the RVC Student ID for each student and specify all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to DISTRICT to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, DISTRICT will send final and approved DISTRICT Running Start student list to RVC.
13. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Running Start Program OR placement on DISTRICT waiting list.
14. COLLEGE sends welcome packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. DISTRICT students return completed welcome packet forms to COLLEGE.
16. DISTRICT manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT sends transcripts to COLLEGE of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
18. Based on transcripts, DISTRICT will determine if a student no longer meets Running Start eligibility requirements and DISTRICT will inform impacted student.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet DISTRICT High School graduation requirements.
20. COLLEGE schedules students each semester and provides student schedules to DISTRICT Counselor for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors work with students each semester to verify students are on track with their individual COLLEGE Student Academic Master Plan (STAMP) and high school graduation requirements.

22. When a student scheduling change or STAMP change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
23. RVC provides students access to COLLEGE advisors to assist with changes to STAMP and scheduling, as needed.
24. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor for each semester completed by participating students within two weeks of final grades posting.

## APPENDIX C

### Running Start Student Academic Conduct Policies

All *Running Start* students at Rock Valley College (RVC) are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct, both in and out of the classroom. All RVC policies can be viewed in the Student Handbook found on our website: [www.rockvalleycollege.edu/studenthandbook](http://www.rockvalleycollege.edu/studenthandbook). Adherence to all policies is essential and required to remain in the *Running Start Program*.

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

- Meet with your high school Program Counselor for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor.
- Meet with an RVC Advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

#### **ATTENDANCE POLICY**

Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

#### **MAINTAINING ACADEMIC INTEGRITY**

Please refer to page 47 of the Student Handbook: <http://www.rockvalleycollege.edu/studenthandbook>

#### **ACADEMIC EARLY WARNING**

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. "Academic Alert" is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

#### **ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)**

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school. Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students will be **required** to meet regularly with their high school program counselor to ensure academic recovery.

#### **DISMISSAL FROM PROGRAM**

All *Running Start* students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.

- Failure to participate in the IARP meetings during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their first year of *Running Start* may also be dismissed from the program as a result of any of the following:

- Earning a combination of three “D”, “F” or “W” grades in a single semester.
- Earning two “F” grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

**Appendix D**  
**Running Start Program Course Offerings 2022-2023**  
**Running Start Courses Approved to be taken at an RVC Campus**

**2022-2023 Running Start Intergovernmental Agreement (IGA)  
Harlem School District #122**

**Background:** Running Start is a formal program that allows qualified students from Harlem School District #122 to attend Rock Valley College for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously, or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Harlem School District #122.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. The Running Start program provides students with additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The financial arrangement between Rock Valley College and Harlem School District #122 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for any repeated courses and the cost of textbooks and course supplies. The District's financial assistance helps reduce the overall cost of college for students and their families.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approve the Running Start Intergovernmental Agreement with Harlem School District #122, effective June 28, 2022, for classes beginning August 15, 2022.

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Howard J. Spearman, Ph.D.  
President

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

Attachment: Intergovernmental Agreement: Running Start – Harlem School District #122



**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
HARLEM COMMUNITY UNIT SCHOOL DISTRICT NO. 122,  
WINNEBAGO COUNTY, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of Harlem Community Unit School District No. 122, Winnebago County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

**WHEREAS**, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community COLLEGE Act (110 ILCS 805/1-1 *et seq.*); and

**WHEREAS**, Running Start is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and/or senior years of high school; and

**WHEREAS**, the Parties have determined that shared commitment to Running Start goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

**WHEREAS**, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for Running Start Program (hereinafter "Agreement").

**NOW, THEREFORE, IT IS AGREED** between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

**Section 1 Incorporation of Preamble Recitals**

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

**Section 2 Implementation of Running Start**

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program,

administered jointly by Rock Valley COLLEGE and Harlem School DISTRICT, subject to the following terms and conditions.

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
  - 1) DISTRICT's requirements for earning a high school diploma; and
  - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of in-district tuition and fees for courses taken per student per school year.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Counselor within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the DISTRICT Counselor with transcripts for all students enrolled in Running Start.

### **Section 3 DISTRICT Obligations**

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start, identifying a minimum of ten (10) and a maximum of seventeen (17) eligible students to participate in Running Start per school year.

- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 122 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this in-district tuition and fees calculation.
- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan

annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

#### **Section 4 COLLEGE Obligations**

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 122 students are approved by DISTRICT Counselor or

DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

- K. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

### **Section 5 Participating DISTRICT Students' Obligations**

The DISTRICT will cause participating DISTRICT students to comply with the following requirements (pursuant to Appendix B):

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.
- E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).
- J. Students not meeting the Academic Conduct Policies will be placed on Academic Probation for one semester and be required to develop an Individual Academic Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Counselor and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.
- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

## **Section 6 Shared Obligations and Understandings of the Parties**

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.
- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.
- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party

against the other party or against third parties.

- E. The Parties agree that their respective representatives shall use their best efforts to timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues which may from time to time arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

### **Section 7 Participation in Running Start Program by Students with Disabilities**

The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Running Start Program courses, provided that they are able to meet the criteria for entry into such courses:

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
- The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
  - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
  - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
  - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support 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 Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.
- D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate

supplementary aids and/or accommodations for eligible students.

- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

Nothing contained herein shall be construed as to release 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. 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 the Running Start Program hereunder.

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2023. This Agreement is not transferable or assignable by the Parties. There are no third party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.



If to DISTRICT:

Harlem School DISTRICT  
No. 122  
Att'n: Superintendent 8605  
N. 2<sup>nd</sup> Street  
Machesney Park, IL 61115  
Facsimile: (815) 654-4600

with a copy to counsel;

Christopher Petrarca  
Hauser, Izzo, Petrarca, Gleason, &  
Stillman, LLC  
19730 Governors Highway, Ste. 10  
Flossmoor, IL 60422-2083  
Facsimile: (708) 799-6866  
Email: [cpetrarca@hauserizzo.com](mailto:cpetrarca@hauserizzo.com)

If to COLLEGE:

Illinois Community COLLEGE  
DISTRICT No. 511  
Att'n: Chief Academic Officer  
3301 North Mulford Rd.  
Rockford, IL 61114  
Facsimile: (815) 921-6974

with a copy to counsel:

Joseph J. Perkoski  
Robbins-Schwartz  
55 W. Monroe St. – Suite 800  
Chicago, IL 60603-5144  
Facsimile: (312) 332-7768  
Email: [jperkoski@robbins-schwartz.com](mailto:jperkoski@robbins-schwartz.com)

E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.

F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.

G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

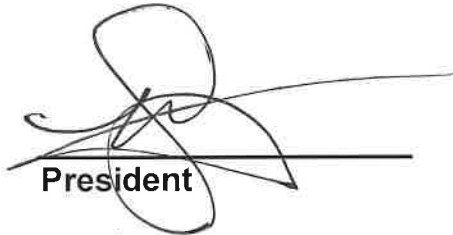
H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same instrument. Counterparts may be exchanged in PDF format by email.

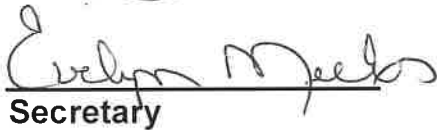
**WHEREFORE,** the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education  
Harlem School District  
No. 122  
Winnebago County,  
Illinois**

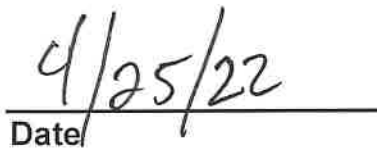
**Board of Trustees  
Illinois Community COLLEGE  
District No. 511  
Winnebago County, Illinois**

  
\_\_\_\_\_  
**President**

\_\_\_\_\_  
**President**

  
\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Secretary**

  
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**APPENDIX A**  
**DISTRICT Running Start Program Process Procedures**

**Pre-Selection Criteria for DISTRICT High School Students**

1. Meet with the DISTRICT Counselor regarding the selection process.
2. Must be in their high school sophomore or junior year to apply for Running Start.
3. Have a minimum 3.0 cumulative high school GPA.
4. Be on track for high school graduation by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
5. Completed one year of Algebra, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

## APPENDIX B

### DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to Harlem DISTRICT 122. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible waiver of the placement test.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Running Start application process for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. COLLEGE provides ACCUPLACER scores report to DISTRICT.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Running Start Program based on ACCUPLACER scores.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format. The file will include the RVC Student ID for each student and specify all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to DISTRICT to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, DISTRICT will send final and approved DISTRICT Running Start student list to RVC.
13. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Running Start Program OR placement on DISTRICT waiting list.
14. COLLEGE sends welcome packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. DISTRICT students return completed welcome packet forms to COLLEGE.
16. DISTRICT manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT sends transcripts to COLLEGE of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
18. Based on transcripts, DISTRICT will determine if a student no longer meets Running Start eligibility requirements and DISTRICT will inform impacted student.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet DISTRICT High School graduation requirements.
20. COLLEGE schedules students each semester and provides student schedules to DISTRICT Counselor for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors work with students each semester to verify students are on track with their individual COLLEGE Student Academic Master Plan (STAMP) and high school graduation requirements.

22. When a student scheduling change or STAMP change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
23. RVC provides students access to COLLEGE advisors to assist with changes to STAMP and scheduling, as needed.
24. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor for each semester completed by participating students within two weeks of final grades posting.

## APPENDIX C

### Running Start Student Academic Conduct Policies

All *Running Start* students at Rock Valley College (RVC) are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct, both in and out of the classroom. All RVC policies can be viewed in the Student Handbook found on our website: [www.rockvalleycollege.edu/studenthandbook](http://www.rockvalleycollege.edu/studenthandbook). Adherence to all policies is essential and required to remain in the *Running Start Program*.

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

- Meet with your high school Program Counselor for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor.
- Meet with an RVC Advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

#### **ATTENDANCE POLICY**

Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

#### **MAINTAINING ACADEMIC INTEGRITY**

Please refer to page 47 of the Student Handbook: <http://www.rockvalleycollege.edu/studenthandbook>

#### **ACADEMIC EARLY WARNING**

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. "Academic Alert" is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

#### **ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)**

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school. Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students will be **required** to meet regularly with their high school program counselor to ensure academic recovery.

#### **DISMISSAL FROM PROGRAM**

All *Running Start* students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.

- Failure to participate in the IARP meetings during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their first year of *Running Start* may also be dismissed from the program as a result of *any* of the following:

- Earning a combination of three “D”, “F” or “W” grades in a single semester.
- Earning two “F” grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

**Appendix D**  
**Running Start Program Course Offerings 2022-2023**  
**Running Start Courses Approved to be taken at an RVC Campus**

Allied Health						
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits	HS Requirement
FWS-110	Fitness Walking	1	RSFWS110	Fitness Walking	PE- .25	Students exempt from PE in RS
FWS-116	Step Aerobics	1	RSFWS116	Step Aerobics	PE- .25	Students exempt from PE in RS
FWS-119	Cardio Kickboxing	1	RSFWS119	Cardio Kickboxing	PE- .25	Students exempt from PE in RS
FWS-121	Cardio Fitness & Conditioning	1	RSFWS121	Cardio Fitness & Conditioning	PE- .25	Students exempt from PE in RS
FWS-126	Beginning Weight Lifting	1	RSFWS126	Beginning Weight Lifting	PE- .25	Students exempt from PE in RS
FWS-127	Advanced Weight Lifting	2	RSFWS127	Advanced Weight Lifting	PE- .25	Students exempt from PE in RS
FWS-128	Sports Performance Fitness	1	RSFWS128	Sports Performance Fitness	PE- .25	Students exempt from PE in RS
FWS-131	Basketball & Touch Football	1	RSFWS131	Basketball & Touch Football	PE- .25	Students exempt from PE in RS
FWS-133	Power Volleyball	1	RSFWS133	Power Volleyball	PE- .25	Students exempt from PE in RS
FWS-151	Tae Kwon Do	1	RSFWS151	Tae Kwon Do	PE- .25	Students exempt from PE in RS
FWS-220	Intro Career Opportunity in PE	3	RSFWS220	Intro Career Opportunity in PE	Elective- .50	
FWS-231	Contemporary Health Issues	3	RSFWS231	Contemporary Health Issues	Elective- .50	
FWS-233	Community Health	3	RSFWS233	Community Health	Elective- .50	
FWS-235	Alcohol and Drug Education	3	RSFWS235	Alcohol and Drug Education	Elective- .50	
FWS-236	Human Sexuality	3	RSFWS236	Human Sexuality	Elective- .50	
FWS-237	Nutrition for Optimum Living	3	RSFWS237	Nutrition for Optimum Living	Elective- .50	



FWS-243	First Aid/Gen Safety/CPR/AED	3	RSFWS243	First Aid/Gen Safety/CPR/AED	Elective- .50	
FWS-250	Introduction Sport Management	3	RSFWS250	Introduction SPort Management	Elective- .50	
FWS-253	Introduction to Coaching	3	RSFWS253	Introduction to Coaching	Elective- .50	
FWS-254	ASEP Sport First Aid and CPR	3	RSFWS254	ASEP Sport First Aid and CPR	Elective- .50	
FWS-255	Sociology of Sport	3	RSFWS255	Sociology of Sport	Elective- .50	
FWS-256	History of Phy Ed & Sport	3	RSFWS256	History of Phy Ed & Sport	Elective- .50	
FWS-258	Sport & Exercise Psychology	3	RSFWS258	Sport & Exercise Psychology	Elective- .50	
FWS-260	Intro to Exercise Science	3	RSFWS260	Intro to Exercise Science	Elective- .50	
FWS-261	Nutrition for Fitness&Sport	3	RSFWS261	Nutrition for Fitness&Sport	Elective- .50	
FWS-263	Nutrit, Exercise & Weight Cntr	3	RSFWS263	Nutrit, Exercise & Weight Cntr	Elective- .50	
FWS-265	Personal Fitness and Wellness	3	RSFWS265	Personal Fitness and Wellness	Elective- .50	
FWS-266	Personal Trng I- Concepts&Appl	3	RSFWS266	Personal Trng I- Concepts&Appl	Elective- .50	
FWS-267	Persnl Trng II- Concepts&Appl.	3	RSFWS267	Personal Trng II- Concepts&Appl.	Elective- .50	
HLT-110	Medical Terminology	2	RSHLT110	Medical Terminology	Elective- .50	

**Business**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>	<b>HS Requirement</b>
ATG-110	Financial Accounting	4	RSATG110	Financial Accounting	Elective- .75.	
ATG-111	Managerial Accounting	4	RSATG111	Managerial Accounting	Elective- .75.	
BUS-101	Introduction to Business	3	RSBUS101	Introduction to Business	Elective- .50.	
BUS-103	Business Mathematics	3	RSBUS103	Business Mathematics	Elective- .50.	
BUS-105	Consumer Econ and Prsnl Fin	3	RSBUS105	Consumer Econ and Prsnl Fin	Consumer Ed- .50	Consumer Ed
BUS-130	Entrepreneurship Principles	3	RSBUS130	Entrepreneurship Principles	Elective- .50.	
BUS-131	Entrepreneurship Planning	3	RSBUS131	Entrepreneurship Planning	Elective- .50.	
BUS-170	Intro Organizational Behavior	3	RSBUS170	Intro Organizational Behavior	Elective- .50.	
BUS-200	Legal Environment in Bus	3	RSBUS200	Legal Environment in Bus	Elective- .50.	

BUS-223	Business Statistics	3	RSBUS223	Business Statistics	Elective- .50	
BUS-230	Entrepreneurship Capstone	3	RSBUS230	Entrepreneurship Capstone	Elective- .50	
BUS-279	Principles of Finance	3	RSBUS279	Principles of Finance	Elective- .50	
BUS-282	International Business	3	RSBUS282	International Business	Elective- .50	
MGT-170	Business Communications	3	RSMGT170	Business Communications	Elective- .50	
MGT-270	Principles of Management	3	RSMGT270	Principles of Management	Elective- .50	
MGT-271	Human Resource Manage	3	RSMGT271	Human Resource Manage	Elective- .50	
MGT-274	Leadership	3	RSMGT274	Leadership	Elective- .50	
MKT-260	Principles of Marketing	3	RSMKT260	Principles of Marketing	Elective- .50	
MKT-265	Salesmanship	3	RSMKT265	Salesmanship	Elective- .50	
MKT-266	Principles of Advertising	3	RSMKT266	Principles of Advertising	Elective- .50	
MKT-288	Customer Relations	3	RSMKT288	Customer Relations	Elective- .50	
OFF-118	Computer Keyboarding	1	RSOFF118	Computer Keyboarding	Elective- .25	

**Communications**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>	
COM-113	Intro to Public Relations	3	RSCOM113	Intro to Public Relations	Elective- .50	
COM-119	News Writing	3	RSCOM119	News Writing	Elective- .50	
COM-120	News Editing	3	RSCOM120	News Editing	Elective- .50	
COM-130	Intro to Mass Communication	3	RSCOM130	Intro to Mass Communication	Elective- .50	
COM-140	Writing for Multimedia	3	RSCOM140	Writing for Multimedia	Elective- .50	
COM-156	Audio Production I	3	RSCOM156	Audio Production I	Elective- .50	
COM-157	Video Production I	3	RSCOM157	Video Production I	Elective- .50	
COM-208	Screenwriting	3	RSCOM208	Screenwriting	Elective- .50	
COM-218	Broadcast Performance	3	RSCOM218	Broadcast Performance	Elective- .50	
COM-221	Photojournalism	3	RSCOM221	Photojournalism	Elective- .50	
COM-251	Film History and Appreciation	3	RSCOM251	Film History and Appreciation	Elective- .50	
COM-252	International History of Film	3	RSCOM252	International History of Film	Elective- .50	
COM-256	Advanced Audio Production	3	RSCOM256	Advanced Audio Production	Elective- .50	

COM-257	Advanced Video Production	3	RSCOM257	Advanced Video Production	Elective- .50	
COM-260	Advanced Post-Production	3	RSCOM260	Advanced Post-Production	Elective- .50	
COM-296	Documentary Production	3	RSCOM296	Documentary Production	Elective- .50	
COM-297	Motion Picture Production	3	RSCOM297	Motion Picture Production	Elective- .50	
ENG-101	Composition I	3	RSENG101	Composition I	English- .50	English
ENG-103	Composition II	3	RSENG103	Composition II	English- .50	English
ENG-108	Intro Creative Writing	3	RSENG108	Intro Creative Writing	English- .50	English
ENG-109	Creative Writing II	3	RSENG109	Creative Writing II	English- .50	English
ENG-110	Intro to Technical Writing	3	RSENG110	Intro to Technical Writing	English- .50	English
ENG-200	Language, Power & Public Life	3	RSENG200	Language, Power & Public Life	English- .50	English
LIT-101	Introduction to Literature	3	RSLIT101	Introduction to Literature	English- .50	English
LIT-139	Mythology	3	RSLIT139	Mythology	English- .50	English
LIT-140	The Bible As Literature	3	RSLIT140	The Bible As Literature	English- .50	English
LIT-141	Film and Literature	3	RSLIT141	Film and Literature	English- .50	English
LIT-142	Exploring Literature: Poetry	3	RSLIT142	Exploring Literature: Poetry	English- .50	English
LIT-144	Exploring Literature: Fiction	3	RSLIT144	Exploring Literature: Fiction	English- .50	English
LIT-152	Multicultural American Lit	3	RSLIT152	Multicultural American Lit	English- .50	English
LIT-154	Intro Non-Western Literature	3	RSLIT154	Intro Non-Western Literature	English- .50	English
LIT-201	American Lit Before 1865	3	RSLIT201	American Lit Before 1865	English- .50	English
LIT-202	American Literature Since 1865	3	RSLIT202	American Literature Since 1865	English- .50	English
SPH-131	Fundamentals of Communication	3	RSSPH131	Fundamentals of Communication	English- .50	English
SPH-201	Interpersonal Communication	3	RSSPH201	Interpersonal Communication	Elective- .50	
SPH-202	Intercultural Communication	3	RSSPH202	Intercultural Communication	Elective- .50	
SPH-211	Group Leadership	3	RSSPH211	Group Leadership	Elective- .50	
<b>Computers and Information Systems</b>						
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>	

CIS-102	Intro Computer & Info Systems	3	RSCIS102	Intro Computer & Info Systems	Elective- .50	
CIS-120	Intro to Microsoft Word	1	RSCIS120	Intro to Microsoft Word	Elective- .25	
CIS-121	Introduction to Excel	1	RSCIS121	Introduction to Excel	Elective- .25	
CIS-124	Introduction to Powerpoint	1	RSCIS124	Introduction to Powerpoint	Elective- .25	
CIS-130	Introduction to Access	2	RSCIS130	Introduction to Access	Elective- .50	
CIS-170	Programming Logic & Design	3	RSCIS170	Programming Logic & Design	Elective- .50	
CIS-180	Intro to Visual Basic Prgrmg.	4	RSCIS180	Intro to Visual Basic Prgrmg.	Elective- .75	
CIS-240	Intro to Java Programming	4	RSCIS240	Intro to Java Programming	Elective- .75	
CIS-245	Program Android-Mobile Devices	4	RSCIS245	Program Android-Mobile Devices	Elective- .75	
CIS-254	Database Programming	4	RSCIS254	Database Programming	Elective- .75	
CIS-276	Intro to C/C++ Programming	4	RSCIS276	Intro to C/C++ Programming	Elective- .75	
CIS-277	Advanced C/C++ Programming	4	RSCIS277	Advanced C/C++ Programming	Elective- .75	
CIS-279	Visual C# Programming	4	RSCIS279	Visual C# Programming	Elective- .75	
CIS-280	Program iOS Apple Mobile Dev	4	RSCIS280	Program iOS Apple Mobile Dev	Elective- .75	
CIS-290	Special Topics in CIS	1	RSCIS290	Special Topics in CIS	Elective- .25	
CIS-291	Internship Field Project	1	RSCIS291	Internship Field Project	Elective- .25	
GAT-101	Intro to Graphic Arts Tech	4	RSGAT101	Intro to Graphic Arts Tech	Elective- .75	
GAT-110	Introduction to Photoshop	2	RSGAT110	Introduction to Photoshop	Elective- .50	
GAT-115	Introduction to Illustrator	2	RSGAT115	Introduction to Illustrator	Elective- .50	
GAT-150	Typography	2	RSGAT150	Typography	Elective- .50	
GAT-178	Fundamentals of Desktop Publis	3	RSGAT178	Fundamentals of Desktop Publis	Elective- .50	
GAT-190	Image Generation and Output	2	RSGAT190	Image Generation and Output	Elective- .50	
GAT-215	Advanced Illustrator	2	RSGAT215	Advanced Illustrator	Elective- .50	
GAT-220	Adv Photoshop Grap Arts Indus.	3	RSGAT220	Adv Photoshop Grap Arts Indus.	Elective- .50	
PCT-110	Networking Essentials	3	RSPCT110	Networking Essentials	Elective- .50	
PCT-111	Windows Active Directory	3	RSPCT111	Windows Active Directory	Elective- .50	
PCT-112	Windows Server Fundamentals	3	RSPCT112	Windows Server Fundamentals	Elective- .50	

PCT-113	Microsoft Win Infrastructure	3	RSPCT113	Microsoft Win Infrastructure	Elective- .50	
PCT-120	Cisco Networking I	4	RSPCT120	Cisco Networking I	Elective- .75	
PCT-122	Cisco Networking II	4	RSPCT122	Cisco Networking II	Elective- .75	
PCT-124	Cisco Networking III	4	RSPCT124	Cisco Networking III	Elective- .75	
PCT-126	Cisco Networking IV	4	RSPCT126	Cisco Networking IV	Elective- .75	
PCT-130	Intro Network Security Fndmntl	3	RSPCT130	Intro Network Security Fndmntl	Elective- .50	
PCT-132	Advanced Network Security	3	RSPCT132	Advanced Network Security	Elective- .50	
PCT-140	IP Telephony I	4	RSPCT140	IP Telephony I	Elective- .75	
PCT-142	IP Telephony II	4	RSPCT142	IP Telephony II	Elective- .75	
PCT-211	VMWare vSphere:Install/Config	3	RSPCT211	VMWare vSphere:Install/Config	Elective- .50	
PCT-262	A+ Essentials	3	RSPCT262	A+ Essentials	Elective- .50	
PCT-270	Introduction to Unix/Linux	3	RSPCT270	Introduction to Unix/Linux	Elective- .50	
PCT-275	Cisco Firewall Design	4	RSPCT275	Cisco Firewall Design	Elective- .75	
PCT-290	Special Topic in PC Tech	1	RSPCT290	Special Topic in PC Tech	Elective- .25	
WEB-101	Programming Related-Internet	4	RSWEB101	Programming Related-Internet	Elective- .75	
WEB-102	Adv Program Related - Internet	4	RSWEB102	Adv Program Related - Internet	Elective- .75	
WEB-111	Introduction to Multimedia	3	RSWEB111	Introduction to Multimedia	Elective- .50	
WEB-225	Digital Photography	3	RSWEB225	Digital Photography	Elective- .50	
WEB-233	Introduction to Javascript	4	RSWEB233	Introduction to Javascript	Elective- .75	
WEB-234	PHP Programming	4	RSWEB234	PHP Programming	Elective- .75	

**Engineering and Technology**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>	
EGR-101	Introduction to Engineering	2	RSEGR101	Introduction to Engineering	Elective- .50	
EGR-135	Engineering Graphics/CAD	4	RSEGR135	Engineering Graphics/CAD	Elective- .75	
EGR-206	Statics	3	RSEGR206	Statics	Elective- .50	
EGR-207	Dynamics	3	RSEGR207	Dynamics	Elective- .50	
EGR-221	Elem Mech of Defmabl Bodies	3	RSEGR221	Elem Mech of Defmabl Bodies	Elective- .50	

EGR-231	Engineering Circuit Analysis	4	RSEGR231	Engineering Circuit Analysis	Elective- .75	
EGR-250	Digital Electronics	4	RSEGR250	Digital Electronics	Elective- .75	
<b>Humanities / Fine Arts</b>						
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>	
ART-101	Drawing and Composition I	3	RSART101	Drawing and Composition I	Elective- .50	
ART-102	Drawing and Composition II	3	RSART102	Drawing and Composition II	Elective- .50	
ART-103	Design I	3	RSART103	Design I	Elective- .50	
ART-111	Painting I	3	RSART111	Painting I	Elective- .50	
ART-121	Ceramics I	3	RSART121	Ceramics I	Elective- .50	
ART-122	Ceramics II	3	RSART122	Ceramics II	Elective- .50	
ART-131	Introduction to Visual Art	3	RSART131	Introduction to Visual Arts	Elective- .50	
ART-141	Intro Non-Western Visual Art	3	RSART141	Intro Non-Western Visual Art	Elective- .50	
ART-201	Life Drawing	3	RSART201	Life Drawing	Elective- .50	
ART-203	Design II	3	RSART203	Design II	Elective- .50	
ART-212	Painting II	3	RSART212	Painting II	Elective- .50	
ART-216	Relief Printmaking	3	RSART216	Relief Printmaking	Elective- .50	
ART-251	History of Art I	3	RSART251	History of Art I	Elective- .50	
ART-252	History of Art II	3	RSART252	History of Art II	Elective- .50	
CRM-101	Intro to Criminal Justice	3	RSCRM101	Intro to Criminal Justice	Elective- .50	
CRM-102	Intro to Probation & Parole	3	RSCRM102	Intro to Probation & Parole	Elective- .50	
CRM-103	Intro to Corrections	3	RSCRM103	Intro to Corrections	Elective- .50	
CRM-104	Intro to Private Security	3	RSCRM104	Intro to Private Security	Elective- .50	
CRM-105	Police Report Writing	3	RSCRM105	Police Report Writing	Elective- .50	
CRM-120	Criminal Investigation	3	RSCRM120	Criminal Investigation	Elective- .50	
CRM-125	Criminal Proced & Civil Rights	3	RSCRM125	Criminal Proced & Civil Rights	Elective- .50	
CRM-127	Ethics in Law Enforcement	3	RSCRM127	Ethics in Law Enforcement	Elective- .50	
CRM-210	Criminal Law	3	RSCRM210	Criminal Law	Elective- .50	
CRM-225	Juvenile Procedures	3	RSCRM225	Juvenile Procedures	Elective- .50	
CRM-260	Police Organization & Admin	3	RSCRM260	Police Organization & Admin	Elective- .50	

CRM-271	Patrol Procedures	3	RSCRM271	Patrol Procedures	Elective- .50	
CRM-281	Rules of Evidence	3	RSCRM281	Rules of Evidence	Elective- .50	
CRM-282	Interviews & Interrogations	3	RSCRM282	Interviews & Interrogations	Elective- .50	
ECE-100	Intro to Early Childhood Ed.	3	RSECE100	Intro to Early Childhood Ed.	Elective- .50	
ECE-101	The Developing Child	3	RSECE101	The Developing Child	Elective- .50	
ECE-103	Health, Safety & Nutrition of Young Child	3	RSECE103	Health, Safety & Nutrition of Young Child	Elective- .50	
ECE-105	Observation and Assessment of Young Children	3	RSECE105	Observation and Assessment of Young Children	Elective- .50	
ECE-113	Infant and Toddler Curriculum	3	RSECE113	Infant and Toddler Curriculum	Elective- .50	
ECE-201	Language Development	3	RSECE201	Language Development	Elective- .50	
ECE-202	Child, Family & Community	3	RSECE202	Child, Family & Community	Elective- .50	
ECE-203	Curriculum Plan-Young Child	3	RSECE203	Curriculum Plan-Young Child	Elective- .50	
ECE-205	Org & Superv-Early Child Facil	3	RSECE205	Org & Superv-Early Child Facil	Elective- .50	
EDU-202	Children's Literature	3	RSEDU202	Children's Literature	Elective- .50	
EDU-224	Introduction to Education	3	RSEDU224	Introduction to Education	Elective- .50	
EDU-234	Intro Technology for Teachers	3	RSEDU234	Intro Technology for Teachers	Elective- .50	
EDU-244	Students With Disabilities	3	RSEDU244	Students With Disabilities	Elective- .50	
FRN-101	Beginning French	4	RSFRN101	Beginning French	Elective- .75	
FRN-102	Continuatn of Begng French	4	RSFRN102	Continuatn of Begng French	Elective- .75	
GRM-101	Beginning German	4	RSGRM101	Beginning German	Elective- .75	
GRM-102	Continuatn of Begng German	4	RSGRM102	Continuatn of Begng German	Elective- .75	
HUM-111	Intro to Humanities I	3	RSHUM111	Intro to Humanities I	Elective- .50	
HUM-112	Intro to Humanities II	3	RSHUM112	Intro to Humanities II	Elective- .50	
HUM-114	Intro Hum III:Contem West Wrl	3	RSHUM114	Intro Hum III: Contem West Wrl	Elective- .50	
HUM-125	Intro Non-Western Humanities	3	RSHUM125	Intro Non-Western Humanities	Elective- .50	
HUM-211	War & West Hum Thru Mid Ages	3	RSHUM211	War & West Hum Thru Mid Ages	Elective- .50	
HUM-212	War & W.Hum-Renaiss to Present	3	RSHUM212	War & W. Hum-Renaiss to Present	Elective- .50	

HUM-250	Leadership Development Stud	3	RSHUM250	Leadership Development Stud	Elective- .50	
MUS-101	Fundamentals of Music	3	RSMUS101	Fundamentals of Music	Elective- .50	
MUS-102	Intro to Music Literature	3	RSMUS102	Intro to Music Literature	Elective- .50	
MUS-104	Intro to American Music	3	RSMUS104	Intro to American Music	Elective- .50	
MUS-106	Intro to Non-Western Music	3	RSMUS106	Intro to Non-Western Music	Elective- .50	
MUS-131	Class Piano I	2	RSMUS131	Class Piano I	Elective- .50	
MUS-132	Class Piano II	2	RSMUS132	Class Piano II	Elective- .50	
MUS-191	Chorus I	1	RSMUS191	Chorus I	Elective- .25	
MUS-194	Instrumental Ensemble I	1	RSMUS194	Instrumental Ensemble I	Elective- .25	
MUS-195	Band I	1	RSMUS195	Band I	Elective- .25	
MUS-198	Orchestra I	1	RSMUS198	Orchestra I	Elective- .25	
MUS-294	Instrumental Ensemble II	1	RSMUS294	Instrumental Ensemble II	Elective- .25	
MUS-295	Band II	1	RSMUS295	Band II	Elective- .25	
MUS-298	Orchestra II	1	RSMUS298	Orchestra II	Elective- .25	
PHL-150	Intro to Philosophy	3	RSPHL150	Intro to Philosophy	Elective- .50	
PHL-151	Intro Non-Western Philosophy	3	RSPHL151	Intro Non-Western Philosophy	Elective- .50	
PHL-152	Environmental Ethics	3	RSPHL152	Environmental Ethics	Elective- .50	
PHL-153	Medical Ethics	3	RSPHL153	Medical Ethics	Elective- .50	
PHL-154	Introduction to Religion	3	RSPHL154	Introduction to Religion	Elective- .50	
PHL-155	World Religions	3	RSPHL155	World Religions	Elective- .50	
PHL-156	Religion in American Society	3	RSPHL156	Religion in American Society	Elective- .50	
PHL-157	Foundational Religious Texts	3	RSPHL157	Foundational Religious Texts	Elective- .50	
PHL-255	Logic	3	RSPHL255	Logics	Elective- .50	
PHL-256	Contemporary Moral Issues	3	RSPHL256	Contemporary Moral Issues	Elective- .50	
PHL-260	Philosophy of Religion	3	RSPHL260	Philosophy of Religion	Elective- .50	
SPN-101	Beginning Spanish	4	RSSPN101	Beginning Spanish	Elective- .75	
SPN-102	Continuation Beginning Spanish	4	RSSPN102	Continuation Beginning Spanish	Elective- .75	
SPN-203	Intermediate Spanish	3	RSSPN203	Intermediate Spanish	Elective- .50	
SPN-204	Continue Intermediate Spanish	3	RSSPN204	Continue Intermediate Spanish	Elective- .50	
THE-133	Introduction to the Theater	3	RSTHE133	Introduction to the Theater	Elective- .50	



THE-134	Stagecraft & Theater Lighting	3	RSTHE134	Stagecraft & Theater Lighting	Elective- .50	
THE-135	Acting I	3	RSTHE135	Acting I	Elective- .50	
THE-235	Acting II	3	RSTHE235	Acting II	Elective- .50	
Life Sciences						
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits	
BIO-100	Introductory Human Biology	3	RSBIO100	Introductory Human Biology	Life Science-.50	Science
BIO-103	Introductory Life Science	3	RSBIO103	Introductory Life Science	Life Science-.50	Science
BIO-104	Intro Life Science Lab	1	RSBIO104	Intro Life Science Lab	Life Science-.25	Science
BIO-106	Environmental Science	3	RSBIO106	Environmental Science	Life Science-.50	Science
BIO-107	Environmental Biology Lab	1	RSBIO107	Environmental Biology Lab	Life Science-.25	Science
BIO-113	Plants and Society	4	RSBIO113	Plants and Society	Life Science-.75	Science
BIO-140	Introduction to Evolution	3	RSBIO140	Introduction to Evolution	Life Science-.50	Science
BIO-150	Microbes and Society	3	RSBIO150	Microbes and Society	Life Science-.50	Science
BIO-152	Microbes & Society Laboratory	1	RSBIO152	Microbes & Society Laboratory	Life Science-.25	Science
BIO-162	Human Heredity	3	RSBIO162	Human Heredity	Life Science-.50	Science
BIO-171	Biology of Human Disease	3	RSBIO171	Biology of Human Disease	Life Science-.50	Science
BIO-185	Foundations Anat & Physiol	5	RSBIO185	Foundations Anat & Physiol	Life Science-1.0	Science
BIO-201	Fundamentals of Biology I	4	RSBIO201	Fundamentals of Biology I	Life Science-.75	Science
BIO-202	Fundamentals of Biology II	4	RSBIO202	Fundamentals of Biology II	Life Science-.75	Science
BIO-274	Microbiology	4	RSBIO274	Microbiology	Life Science-.75	Science
BIO-281	Anatomy and Physiology I	4	RSBIO281	Anatomy and Physiology I	Life Science-.75	Science
BIO-282	Anatomy and Physiology II	4	RSBIO282	Anatomy and Physiology II	Life Science-.75	Science
Mathematics						

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>	
MTH-115	General Education Math	3	RSMTH115	General Education Math	Elective- .5	
MTH-120	College Algebra	3	RSMTH120	College Algebra	Math- .5	Math
MTH-125	Plane Trigonometry	3	RSMTH125	Plane Trigonometry	Math- .5	Math
MTH-132	College Algebra & Trigonometry	5	RSMTH132	College Algebra & Trigonometry	Math- 1.0	Math
MTH-135	Calculus W/Analytic Geom I	5	RSMTH135	Calculus W/Analytic Geom I	Math- 1.0	Math
MTH-164	Computer in Mathematics C/C++	4	RSMTH164	Computer in Mathematics C/C++	Elective- .75	
MTH-211	Calc for Business & Soc Scienc	4	RSMTH211	Calc for Business & Soc Scienc	Math- .75	Math
MTH-216	Math for Elem Teachers I	3	RSMTH216	Math for Elem Teachers I	Math- .50	Math
MTH-217	Math for Elem Teachers II	3	RSMTH217	Math for Elem Teachers II	Math- .50	Math
MTH-220	Elements of Statistics	3	RSMTH220	Elements of Statistics	Math- .50	Math
MTH-235	Calculus W/Analytic Geom II	4	RSMTH235	Calculus W/Analytic Geom II	Math- .75	Math
MTH-236	Calculus W/Analyt Geom III	4	RSMTH236	Calculus W/Analyt Geom III	Math- .75	Math
MTH-240	Differential Equations	3	RSMTH240	Differential Equations	Math- .50	Math
MTH-250	Modern Linear Algebra	4	RSMTH250	Modern Linear Algebra	Math- .75	Math
<b>Physical Sciences</b>						
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>	
ATS-105	Intro to Atmospheric Science	4	RSATS105	Intro to Atmospheric Science	Phy. Science- .75	Physical Science
CHM-110	General Organic & BioChem I	4	RSCHM110	General Organic & BioChem I	Phy. Science- .75	Physical Science
CHM-120	General Chemistry I	4	RSCHM120	General Chemistry I	Phy. Science- .75	Physical Science
CHM-130	General Chemistry II	4	RSCHM130	General Chemistry II	Phy. Science- .75	Physical Science
CHM-210	General, Organic & BioChem II	4	RSCHM210	General, Organic & BioChem II	Phy. Science- .75	Physical Science
CHM-220	Organic Chemistry I	5	RSCHM220	Organic Chemistry I	Phy. Science- 1.0	Physical Science
CHM-230	Organic Chemistry II	5	RSCHM230	Organic Chemistry II	Phy. Science- 1.0	Physical Science
CHM-240	General Biological Chemistry	3	RSCHM240	General Biological Chemistry	Phy. Science- .50	Physical Science

GEL-101	Introduction to Geology	4	RSGEL101	Introduction to Geology	Phy. Science- .75	Physical Science
GEL-107	Geology of the Solar System	3	RSGEL107	Geology of the Solar System	Phy. Science- .50	Physical Science
GEL-206	Environmental Geology	3	RSGEL206	Environmental Geology	Phy. Science- .50	Physical Science
PGE-100	Physical Geography	3	RSPGE100	Physical Geography	Phy. Science- .50	Physical Science
PGE-102	Physical Geography With Lab	4	RSPGE102	Physical Geography With Lab	Phy. Science- .75	Physical Science
PGE-240	Global Climate Change	3	RSPGE240	Global Climate Change	Phy. Science- .50	Physical Science
PHY-201	Mechanics and Heat	5	RSPHY201	Mechanics and Heat	Phy. Science- 1.0	Physical Science
PHY-202	Waves/Elec/Light & Modrn Phys	5	RSPHY202	Waves/Elec/Light & Modrn Phys	Phy. Science- 1.0	Physical Science
PHY-215	Mechanics, Wave Motion, Thermo	5	RSPHY215	Mechanics, Wave Motion, Thermo	Phy. Science- 1.0	Physical Science
PHY-225	Electr, Magnetism, Light, Phys	5	RSPHY225	Electrm Magnetism, Light, Phys	Phy. Science- 1.0	Physical Science

#### Social Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits	
ANP-102	Intro Biolo Anthro & Archaeol	3	RSANP102	Intro Biolo Anthro & Archaeol	Elective- .50	
ANP-103	Intro to Cultural Anthro	3	RSANP103	Intro to Cultural Anthro	Elective- .50	
ECO-101	Introduction to Economics	3				
ECO-110	Principles of Economics:Macro	3				
ECO-111	Principles of Economics:Micro	3				
GEO-130	World Geography	3	RSGEO130	World Geography	Elective- .50	
HST-140	History of Western Civ I	3	RSHST140	History of Western Civ I	Elective- .50	
HST-141	History of Western Civ II	3	RSHST141	History of Western Civ II	Elective- .50	
HST-142	History of U S to 1865	3	RSHST142	History of U S to 1865	US History- .50	US History
HST-143	History of U S Since 1865	3	RSHST143	History of U S since 1865	US History- .50	US History
HST-144	Current Hist 1945 to Present	3	RSHST144	Current Hist 1945 to Present	Elective- .50	
HST-151	African History Survey to 1600	3	RSHST151	African History Survey to 1600	Elective- .50	
HST-152	African Hist Survey Since 1600	3	RSHST152	African Hist Survey Since 1600	Elective- .50	

HST-162	History of Latin America I	3	RSHST162	History of Latin America I	Elective- .50	
HST-163	History of Latin America II	3	RSHST163	History of Latin America II	Elective- .50	
HST-172	History of Middle East to 1453	3	RSHST172	History of Middle East to 1453	Elective- .50	
HST-173	History Middle East Since 1453	3	RSHST173	History Middle East Since 1453	Elective- .50	
HST-182	Hist of Eastern Civ to 1500	3	RSHST182	Hist of Eastern Civ to 1500	Elective- .50	
HST-183	Hist of East Civ Since 1500	3	RSHST183	Hist of East Civ Since 1500	Elective- .50	
HST-192	History of World Until 1750	3	RSHST192	History of World Until 1750	Elective- .50	
HST-193	Hist of the World Since 1750	3	RSHST193	Hist of the World Since 1750	Elective- .50	
HST-210	History of Women of the U.S.	3	RSHST210	History of Women of the U.S.	Elective- .50	
PSC-150	Intro to Political Science	3	RSPSC150	Intro to Political Science	Elective- .50	
PSC-160	American National Government	3	RSPSC160	American National Government	Government- .50	Government
PSC-161	State and Local Government	3	RSPSC161	State and Local Government	Elective- .50	
PSC-210	Intro to Legal System	3	RSPSC210	Intro to Legal System	Elective- .50	
PSC-211	The American Presidency	3	RSPSC211	The American Presidency	Elective- .50	
PSC-269	International Relations	3	RSPSC269	International Relations	Elective- .50	
SOC-190	Introduction to Sociology	3	RSSOC190	Introduction to Sociology	Elective- .50	
SOC-290	Social Problems	3	RSSOC290	Social Problems	Elective- .50	
SOC-291	Criminology	3	RSSOC291	Criminology	Elective- .50	
SOC-292	Sociology of Deviance	3	RSSOC292	Sociology of Deviance	Elective- .50	
SOC-294	Urban Sociology	3	RSSOC294	Urban Sociology	Elective- .50	
SOC-295	Racial and Ethnic Relations	3	RSSOC295	Racial and Ethnic Relations	Elective- .50	
SOC-298	Sociology of Sex and Gender	3	RSSOC298	Sociology of Sex and Gender	Elective- .50	
SOC-299	Sociology of the Family	3	RSSOC299	Sociology of the Family	Elective- .50	
<b>STU Student Development</b>						
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>	
STU-100	Planning for Success	1	RSSTU100	Planning for Success	Elective- .25	

STU-101	Career Planning	2	RSSTU101	Career Planning	Elective- .50	
STU-103	Workplace Ethics	1	RSSTU103	Workplace Ethnics	Elective- .25	

**2022-2023 Running Start Intergovernmental Agreement (IGA)  
North Boone Community Unit School District #200**

**Background:** Running Start is a formal program that allows qualified students from North Boone Community Unit School District #200 to attend Rock Valley College for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously, or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with North Boone Community Unit School District #200.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. The Running Start program provides students with additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The financial arrangement between Rock Valley College and North Boone Community Unit School District #200 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for any repeated courses and the cost of textbooks and course supplies. The District's financial assistance helps reduce the overall cost of college for students and their families.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approve the Running Start Intergovernmental Agreement with North Boone Community Unit School District #200, effective June 28, 2022, for classes beginning August 15, 2022.

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Howard J. Spearman, Ph.D.  
President

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

Attachment: Intergovernmental Agreement: Running Start – North Boone Community Unit School District #200

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
NORTH BOONE COMMUNITY UNIT SCHOOL DISTRICT  
NO. 200, BOONE COUNTY, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of North Boone Community Unit School District No. 200, Boone County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

**WHEREAS**, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community COLLEGE Act (110 ILCS 805/1-1 *et seq.*); and

**WHEREAS**, Running Start is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and/or senior years of high school; and

**WHEREAS**, the Parties have determined that shared commitment to Running Start goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

**WHEREAS**, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for Running Start Program (hereinafter "Agreement").

**NOW, THEREFORE, IT IS AGREED** between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

**Section 1 Incorporation of Preamble Recitals**

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

**Section 2 Implementation of Running Start**

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program,

administered jointly by Rock Valley COLLEGE and North Boone School DISTRICT, subject to the following terms and conditions.

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
  - 1) DISTRICT's requirements for earning a high school diploma; and
  - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of in-district tuition and fees for courses taken per student per school year.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Counselor within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the DISTRICT Counselor with transcripts for all students enrolled in Running Start.

### **Section 3 DISTRICT Obligations**

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start.



- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 200 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this in-district tuition and fees calculation.
- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition

planning.

#### **Section 4 COLLEGE Obligations**

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 200 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

- K. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

### **Section 5 Participating DISTRICT Students' Obligations**

The DISTRICT will cause participating DISTRICT students to comply with the following requirements (pursuant to Appendix B):

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.
- E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).
- J. Students not meeting the Academic Conduct Policies will be placed on Academic Probation for one semester and be required to develop an Individual Academic Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Counselor and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.
- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

### **Section 6 Shared Obligations and Understandings of the Parties**

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely

memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.

- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.
- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- E. The Parties agree that their respective representatives shall use their best efforts to

timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues which may from time to time arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

### **Section 7 Participation in Running Start Program by Students with Disabilities**

The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Running Start Program courses, provided that they are able to meet the criteria for entry into such courses:

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
  - The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
  - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
  - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
  - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support 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 Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.
- D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.
- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress,

performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

Nothing contained herein shall be construed as to release 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. 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 the Running Start Program hereunder.

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2023. This Agreement is not transferable or assignable by the Parties. There are no third party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

North Boone Community  
Unit School District No. 200  
Att'n: Superintendent  
6248 N. Boone School Road  
Poplar Grove, IL 61065  
Facsimile: (815) 765-2053

with a copy to counsel;

Scott Nemanich  
Klein, Thorpe and Jenkins, Ltd.  
15010 S. Ravinia Ave., Suite 10  
Orland Park, IL 60462  
Facsimile: (708) 349-1506  
Email: [senemanich@ktjlaw.com](mailto:senemanich@ktjlaw.com)

If to COLLEGE:

Illinois Community COLLEGE  
DISTRICT No. 511  
Att'n: Chief Academic Officer  
3301 North Mulford Rd.  
Rockford, IL 61114  
Facsimile: (815) 921-6974

with a copy to counsel:

Joseph J. Perkoski  
Robbins-Schwartz  
55 W. Monroe St. – Suite 800  
Chicago, IL 60603-5144  
Facsimile: (312) 332-7768  
Email: [jperkoski@robbins-schwartz.com](mailto:jperkoski@robbins-schwartz.com)

E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.

F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.

G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

- I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same instrument. Counterparts may be exchanged in PDF format by email.

**WHEREFORE,** the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education North  
Boone School District  
No. 200  
Boone County, Illinois**

**Board of Trustees  
Illinois Community COLLEGE  
District No. 511  
Winnebago County, Illinois**



\_\_\_\_\_  
**President**

\_\_\_\_\_  
**President**



\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Secretary**

4-19-22

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



**APPENDIX A**  
**DISTRICT Running Start Program Process Procedures**

**Pre-Selection Criteria for DISTRICT High School Students**

1. Meet with the DISTRICT Counselor regarding the selection process.
2. Must be in their high school sophomore or junior year to apply for Running Start.
3. Have a minimum 3.0 cumulative high school GPA.
4. Be on track for high school graduation by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
5. Completed one year of Algebra, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

## APPENDIX B

### DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to North Boone DISTRICT 200. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible waiver of the placement test.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Running Start application process for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. COLLEGE provides ACCUPLACER scores report to DISTRICT.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Running Start Program based on ACCUPLACER scores.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format. The file will include the RVC Student ID for each student and specify all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to DISTRICT to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, DISTRICT will send final and approved DISTRICT Running Start student list to RVC.
13. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Running Start Program OR placement on DISTRICT waiting list.
14. COLLEGE sends welcome packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. DISTRICT students return completed welcome packet forms to COLLEGE.
16. DISTRICT manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT sends transcripts to COLLEGE of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
18. Based on transcripts, DISTRICT will determine if a student no longer meets Running Start eligibility requirements and DISTRICT will inform impacted student.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet DISTRICT High School graduation requirements.
20. COLLEGE schedules students each semester and provides student schedules to DISTRICT Counselor for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors work with students each semester to verify students are on track with their individual COLLEGE Student Academic Master Plan (STAMP) and high school graduation requirements.

22. When a student scheduling change or STAMP change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
23. RVC provides students access to COLLEGE advisors to assist with changes to STAMP and scheduling, as needed.
24. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor for each semester completed by participating students within two weeks of final grades posting.

## APPENDIX C

### Running Start Student Academic Conduct Policies

All *Running Start* students at Rock Valley College (RVC) are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct, both in and out of the classroom. All RVC policies can be viewed in the Student Handbook found on our website: [www.rockvalleycollege.edu/studenthandbook](http://www.rockvalleycollege.edu/studenthandbook). Adherence to all policies is essential and required to remain in the *Running Start Program*.

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

- Meet with your high school Program Counselor for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor.
- Meet with an RVC Advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

#### **ATTENDANCE POLICY**

Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

#### **MAINTAINING ACADEMIC INTEGRITY**

Please refer to page 47 of the Student Handbook: <http://www.rockvalleycollege.edu/studenthandbook>

#### **ACADEMIC EARLY WARNING**

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. "Academic Alert" is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

#### **ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)**

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school. Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students will be **required** to meet regularly with their high school program counselor to ensure academic recovery.

#### **DISMISSAL FROM PROGRAM**

All *Running Start* students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.

- Failure to participate in the IARP meetings during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their first year of *Running Start* may also be dismissed from the program as a result of any of the following:

- Earning a combination of three “D”, “F” or “W” grades in a single semester.
- Earning two “F” grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

**Appendix D**  
**Running Start Program Course Offerings 2022-2023**  
**Running Start Courses Approved to be taken at an RVC Campus**

**2022-2023 Running Start Intergovernmental Agreement (IGA)  
Pecatonica Community Unit School District #321**

**Background:** Running Start is a formal program that allows qualified students from Pecatonica Community Unit School District #321 to attend Rock Valley College for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously, or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Pecatonica Community Unit School District #321.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. The Running Start program provides students with additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The financial arrangement between Rock Valley College and Pecatonica Community Unit School District #321 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for any repeated courses and the cost of textbooks and course supplies. The District's financial assistance helps reduce the overall cost of college for students and their families.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approve the Running Start Intergovernmental Agreement with Pecatonica Community Unit School District #321, effective June 28, 2022, for classes beginning August 15, 2022.

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Howard J. Spearman, Ph.D.  
President

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
PECATONICA COMMUNITY UNIT SCHOOL DISTRICT NO.  
321, WINNEBAGO COUNTY, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of Pecatonica Community Unit School District No. 321, Winnebago County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

**WHEREAS**, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community COLLEGE Act (110 ILCS 805/1-1 *et seq.*); and

**WHEREAS**, Running Start is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and/or senior years of high school; and

**WHEREAS**, the Parties have determined that shared commitment to Running Start goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

**WHEREAS**, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for Running Start Program (hereinafter "Agreement").

**NOW, THEREFORE, IT IS AGREED** between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

**Section 1 Incorporation of Preamble Recitals**

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

**Section 2 Implementation of Running Start**

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program,



administered jointly by Rock Valley COLLEGE and Pecatonica School DISTRICT, subject to the following terms and conditions.

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
  - 1) DISTRICT's requirements for earning a high school diploma; and
  - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of in-district tuition and fees for courses taken per student per school year.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Counselor within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the DISTRICT Counselor with transcripts for all students enrolled in Running Start.

### **Section 3 DISTRICT Obligations**

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start.

- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 321 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this in-district tuition and fees calculation.
- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition

planning.

#### **Section 4 COLLEGE Obligations**

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 321 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

- K. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

### **Section 5 Participating DISTRICT Students' Obligations**

The DISTRICT will cause participating DISTRICT students to comply with the following requirements (pursuant to Appendix B):

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.
- E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).
- J. Students not meeting the Academic Conduct Policies will be placed on Academic Probation for one semester and be required to develop an Individual Academic Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Counselor and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.
- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

### **Section 6 Shared Obligations and Understandings of the Parties**

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely

memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.

- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.
- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- E. The Parties agree that their respective representatives shall use their best efforts to

timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues which may from time to time arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

### **Section 7 Participation in Running Start Program by Students with Disabilities**

The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Running Start Program courses, provided that they are able to meet the criteria for entry into such courses:

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
  - The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
  - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
  - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
  - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support 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 Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.
- D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.
- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress,

performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

Nothing contained herein shall be construed as to release 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. 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 the Running Start Program hereunder.

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2023. This Agreement is not transferable or assignable by the Parties. There are no third party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

Pecatonica Community Unit School  
District No. 321  
Att'n: Superintendent  
1300 Main St., PO Box 419  
Pecatonica, IL 61063  
Facsimile: (815) 239-2125

with a copy to counsel;

Hodges, Loizzi, Eisenhammer,  
Rodick & Kohn, LLP  
3030 Salt Creek Lane  
Suite 202  
Arlington Heights, IL 60005  
Facsimile: (847) 670-7334  
Email: [mloizzi@hlerk.com](mailto:mloizzi@hlerk.com)

If to COLLEGE:

Illinois Community COLLEGE  
DISTRICT No. 511  
Att'n: Chief Academic Officer  
3301 North Mulford Rd.  
Rockford, IL 61114  
Facsimile: (815) 921-6974

with a copy to counsel:

Joseph J. Perkoski  
Robbins-Schwartz  
55 W. Monroe St. – Suite 800  
Chicago, IL 60603-5144  
Facsimile: (312) 332-7768  
Email: [jperkoski@robbins-schwartz.com](mailto:jperkoski@robbins-schwartz.com)

E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.

F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.

G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.



- I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument. Counterparts may be exchanged in PDF format by email.

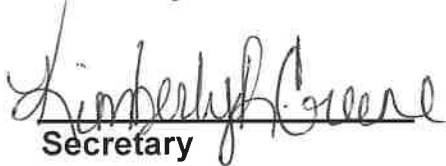
**WHEREFORE,** the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education  
Pecatonica School  
District No. 321  
Winnebago County,  
Illinois**

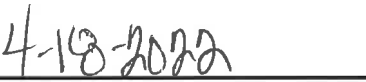
**Board of Trustees  
Illinois Community COLLEGE  
District No. 511  
Winnebago County, Illinois**

  
\_\_\_\_\_  
**President**

\_\_\_\_\_  
**President**

  
\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Secretary**

  
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**APPENDIX A**  
**DISTRICT Running Start Program Process Procedures**

**Pre-Selection Criteria for DISTRICT High School Students**

1. Meet with the DISTRICT Counselor regarding the selection process.
2. Must be in their high school sophomore or junior year to apply for Running Start.
3. Have a minimum 3.0 cumulative high school GPA.
4. Be on track for high school graduation by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
5. Completed one year of Algebra, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

## APPENDIX B

### DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to Pecatonica DISTRICT 321. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible waiver of the placement test.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Running Start application process for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. COLLEGE provides ACCUPLACER scores report to DISTRICT.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Running Start Program based on ACCUPLACER scores.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format. The file will include the RVC Student ID for each student and specify all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to DISTRICT to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, DISTRICT will send final and approved DISTRICT Running Start student list to RVC.
13. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Running Start Program OR placement on DISTRICT waiting list.
14. COLLEGE sends welcome packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. DISTRICT students return completed welcome packet forms to COLLEGE.
16. DISTRICT manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT sends transcripts to COLLEGE of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
18. Based on transcripts, DISTRICT will determine if a student no longer meets Running Start eligibility requirements and DISTRICT will inform impacted student.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet DISTRICT High School graduation requirements.
20. COLLEGE schedules students each semester and provides student schedules to DISTRICT Counselor for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors work with students each semester to verify students are on track with their individual COLLEGE Student Academic Master Plan (STAMP) and high school graduation requirements.

22. When a student scheduling change or STAMP change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
23. RVC provides students access to COLLEGE advisors to assist with changes to STAMP and scheduling, as needed.
24. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor for each semester completed by participating students within two weeks of final grades posting.

## APPENDIX C

### Running Start Student Academic Conduct Policies

All *Running Start* students at Rock Valley College (RVC) are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct, both in and out of the classroom. All RVC policies can be viewed in the Student Handbook found on our website: [www.rockvalleycollege.edu/studenthandbook](http://www.rockvalleycollege.edu/studenthandbook). Adherence to all policies is essential and required to remain in the *Running Start Program*.

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

- Meet with your high school Program Counselor for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor.
- Meet with an RVC Advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

#### **ATTENDANCE POLICY**

Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

#### **MAINTAINING ACADEMIC INTEGRITY**

Please refer to page 47 of the Student Handbook: <http://www.rockvalleycollege.edu/studenthandbook>

#### **ACADEMIC EARLY WARNING**

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. "Academic Alert" is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

#### **ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)**

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school.

Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students will be **required** to meet regularly with their high school program counselor to ensure academic recovery.

#### **DISMISSAL FROM PROGRAM**

All *Running Start* students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.

- Failure to participate in the IARP meetings during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their first year of *Running Start* may also be dismissed from the program as a result of *any* of the following:

- Earning a combination of three "D", "F" or "W" grades in a single semester.
- Earning two "F" grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

**Appendix D**  
**Running Start Program Course Offerings 2022-2023**  
**Running Start Courses Approved to be taken at an RVC Campus**

Allied Health					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
FWS-110	Fitness Walking	1	89051	RVC-Fitness Walking	0.5
FWS-116	Step Aerobics	1		RVC-Step Aerobics	0.5
FWS-119	Cardio Kickboxing	1	89075	RVC-Cardio Kickboxing	0.5
FWS-121	Cardio Fitness & Conditioning	1		RVC-Cardio Fitness & Conditioning	0.5
FWS-126	Beginning Weight Lifting	1		RVC-Beginning Weight Lifting	0.5
FWS-127	Advanced Weight Lifting	2		RVC-Advanced Weight Lifting	0.5
FWS-128	Sports Performance Fitness	1		RVC-Sports Performance Fitness	0.5
FWS-131	Basketball & Touch Football	1		RVC-Basketball & Touch Football	0.5
FWS-133	Power Volleyball	1	89085	RVC-Power Volleyball	0.5
FWS-151	Tae Kwon Do	1		RVC-Tae Kwon Do	0.5
FWS-220	Intro Career Opportunity in PE	3		RVC-Intro Career Opportunity in PE	0.5
FWS-231	Contemporary Health Issues	3		RVC-Contemporary Health Issues	0.5
FWS-233	Community Health	3		RVC-Community Health	0.5
FWS-235	Alcohol and Drug Education	3		RVC-Alcohol and Drug Education	0.5
FWS-236	Human Sexuality	3		RVC-Human Sexuality	0.5
FWS-237	Nutrition for Optimum Living	3	89086	RVC-Nutrition for Optimum Living	0.5
FWS-243	First Aid/Gen Safety/CPR/AED	3		RVC-First Aid/Gen Safety/CPR/AED	0.5
FWS-250	Introduction Sport Management	3		RVC-Introduction Sport Management	0.5
FWS-253	Introduction to Coaching	3		RVC-Introduction to Coaching	0.5
FWS-254	ASEP Sport First Aid and CPR	3		RVC-ASEP Sport First Aid and CPR	0.5
FWS-255	Sociology of Sport	3		RVC-Sociology of Sport	0.5
FWS-256	History of Phy Ed & Sport	3		RVC-History of Phy Ed & Sport	0.5

FWS-258	Sport & Exercise Psychology	3		RVC-Sport & Exercise Psychology	0.5
FWS-260	Intro to Exercise Science	3		RVC-Intro to Exercise Science	0.5
FWS-261	Nutrition for Fitness&Sport	3		RVC-Nutrition for Fitness&Sport	0.5
FWS-263	Nutrit, Exercise & Weight Cntr	3		RVC-Nutrit, Exercise & Weight Cntr	0.5
FWS-265	Personal Fitness and Wellness	3		RVC-Personal Fitness and Wellness	0.5
FWS-266	Personal Trng I-Concepts&Appl	3		RVC-Personal Trng I-Concepts&Appl	0.5
FWS-267	Persnl Trng II-Concepts&Appl.	3		RVC-Persnl Trng II-Concepts&Appl.	0.5
HLT-110	Medical Terminology	2		RVC-Medical Terminology	0.5
<b>Business</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
ATG-110	Financial Accounting	4		RVC-Financial Accounting	1
ATG-111	Managerial Accounting	4		RVC-Managerial Accounting	1
BUS-101	Introduction to Business	3	89027	RVC-Introduction to Business	0.5
BUS-103	Business Mathematics	3		RVC-Business Mathematics	0.5
BUS-105	Consumer Econ and Prsnl Fin	3	89076	RVC-Consumer Econ and Prsnl Fin	0.5
BUS-130	Entrepreneurship Principles	3		RVC-Entrepreneurship Principles	0.5
BUS-131	Entrepreneurship Planning	3		RVC-Entrepreneurship Planning	0.5
BUS-170	Intro Organizational Behavior	3	89029	RVC-Intro Organizational Behavior	0.5
BUS-200	Legal Environment in Bus	3		RVC-Legal Environment in Bus	0.5
BUS-223	Business Statistics	3		RVC-Business Statistics	0.5
BUS-230	Entrepreneurship Capstone	3		RVC-Entrepreneurship Capstone	0.5
BUS-279	Principles of Finance	3		RVC-Principles of Finance	0.5
BUS-282	International Business	3		RVC-International Business	0.5
MGT-170	Business Communications	3		RVC-Business Communications	0.5
MGT-270	Principles of Management	3	89064	RVC-Principles of Management	0.5
MGT-271	Human Resource Manage	3		RVC-Human Resource Manage	0.5



MGT-274	Leadership	3		RVC-Leadership	0.5
MKT-260	Principles of Marketing	3	89031	RVC-Principles of Marketing	0.5
MKT-265	Salesmanship	3		RVC-Salesmanship	0.5
MKT-266	Principles of Advertising	3		RVC-Principles of Advertising	0.5
MKT-288	Customer Relations	3		RVC-Customer Relations	0.5
OFF-118	Computer Keyboarding	1		RVC-Computer Keyboarding	0.5
<b>Communications</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
COM-113	Intro to Public Relations	3			0.5
COM-119	News Writing	3			0.5
COM-120	News Editing	3			0.5
COM-130	Intro to Mass Communication	3			0.5
COM-140	Writing for Multimedia	3			0.5
COM-156	Audio Production I	3			0.5
COM-157	Video Production I	3			0.5
COM-208	Screenwriting	3			0.5
COM-218	Broadcast Performance	3			0.5
COM-221	Photojournalism	3			0.5
COM-251	Film History and Appreciation	3	89049	RVC-Film History and Appreciation	0.5
COM-252	International History of Film	3			0.5
COM-256	Advanced Audio Production	3			0.5
COM-257	Advanced Video Production	3			0.5
COM-260	Advanced Post-Production	3			0.5
COM-296	Documentary Production	3			0.5
COM-297	Motion Picture Production	3			0.5
ENG-101	Composition I	3	89006	RVC-Composition I	0.5
ENG-103	Composition II	3	89011	RVC-Composition II	0.5
ENG-108	Intro Creative Writing	3			0.5
ENG-109	Creative Writing II	3			0.5
ENG-110	Intro to Technical Writing	3			0.5
ENG-200	Language, Power & Public Life	3			0.5
LIT-101	Introduction to Literature	3			0.5

LIT-139	Mythology	3	89055	RVC-Mythology	0.5
LIT-140	The Bible As Literature	3	89018	RVC-The Bible As Literature	0.5
LIT-141	Film and Literature	3	89046	RVC-Film and Literature	0.5
LIT-142	Exploring Literature: Poetry	3	89052	RVC-Exploring Literature: Poetry	0.5
LIT-144	Exploring Literature: Fiction	3	89057	RVC-Exploring Literature: Fiction	0.5
LIT-152	Multicultural American Lit	3			0.5
LIT-154	Intro Non-Western Literature	3			0.5
LIT-201	American Lit Before 1865	3			0.5
LIT-202	American Literature Since 1865	3			0.5
SPH-131	Fundamentals of Communication	3	89016	RVC-Fundamentals of Communication	0.5
SPH-201	Interpersonal Communication	3			0.5
SPH-202	Intercultural Communication	3			0.5
SPH-211	Group Leadership	3			0.5

#### Computers and Information Systems

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
CIS-102	Intro Computer & Info Systems	3	89050	RVC-Intro Computer & Info Systems	0.5
CIS-120	Intro to Microsoft Word	1			0.5
CIS-121	Introduction to Excel	1			0.5
CIS-124	Introduction to Powerpoint	1			0.5
CIS-130	Introduction to Access	2			0.5
CIS-170	Programming Logic & Design	3			0.5
CIS-180	Intro to Visual Basic Prgrmg.	4			1
CIS-240	Intro to Java Programming	4			1
CIS-245	Program Android-Mobile Devices	4			1
CIS-254	Database Programming	4			1
CIS-276	Intro to C/C++ Programming	4	89079	RVC-Intro to C/C++ Programming	1
CIS-277	Advanced C/C++ Programming	4			1
CIS-279	Visual C# Programming	4			1
CIS-280	Program iOS Apple Mobile Dev	4			1
CIS-290	Special Topics in CIS	1			0.5
CIS-291	Internship Field Project	1			0.5

GAT-101	Intro to Graphic Arts Tech	4			1
GAT-110	Introduction to Photoshop	2	89090	RVC-Introduction to Photoshop	0.5
GAT-115	Introduction to Illustrator	2			0.5
GAT-150	Typography	2			0.5
GAT-178	Fundamentals of Desktop Publis	3			0.5
GAT-190	Image Generation and Output	2			0.5
GAT-215	Advanced Illustrator	2			0.5
GAT-220	Adv Photoshop Grap Arts Indus.	3			0.5
PCT-110	Networking Essentials	3			0.5
PCT-111	Windows Active Directory	3			0.5
PCT-112	Windows Server Fundamentals	3			0.5
PCT-113	Microsoft Win Infrastructure	3			0.5
PCT-120	Cisco Networking I	4			1
PCT-122	Cisco Networking II	4			1
PCT-124	Cisco Networking III	4			1
PCT-126	Cisco Networking IV	4			1
PCT-130	Intro Network Security Fndmntl	3			0.5
PCT-132	Advanced Network Security	3			0.5
PCT-140	IP Telephony I	4			1
PCT-142	IP Telephony II	4			1
PCT-211	VMWare vSphere:Install/Config	3			0.5
PCT-262	A+ Essentials	3			0.5
PCT-270	Introduction to Unix/Linux	3			0.5
PCT-275	Cisco Firewall Design	4			1
PCT-290	Special Topic in PC Tech	1			0.5
WEB-101	Programming Related-Internet	4			1
WEB-102	Adv Program Related - Internet	4			1
WEB-111	Introduction to Multimedia	3			0.5
WEB-225	Digital Photography	3			0.5
WEB-233	Introduction to Javascript	4			1
WEB-234	PHP Programming	4			1

**Engineering and Technology**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
EGR-101	Introduction to Engineering	2	89004	RVC-Introduction to Engineering	0.5
EGR-135	Engineering Graphics/CAD	4	89010	RVC-Engineering Graphics/CAD	1
EGR-206	Statics	3	89017	RVC-Statics	0.5
EGR-207	Dynamics	3	89036	RVC-Dynamics	0.5
EGR-221	Elem Mech of Defmabl Bodies	3			0.5
EGR-231	Engineering Circuit Analysis	4	89035	RVC-Engineering Circuit Analysis	1
EGR-250	Digital Electronics	4			1
<b>Humanities / Fine Arts</b>					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ART-101	Drawing and Composition I	3	89089	RVC-Drawing and Composition I	0.5
ART-102	Drawing and Composition II	3			0.5
ART-103	Design I	3	89059	RVC-Design I	0.5
ART-111	Painting I	3			0.5
ART-121	Ceramics I	3			0.5
ART-122	Ceramics II	3			0.5
ART-131	Introduction to Visual Art	3	89058	RVC-Introduction to Visual Art	0.5
ART-141	Intro Non-Western Visual Art	3	89025	RVC-Intro Non-Western Visual Art	0.5
ART-201	Life Drawing	3			0.5
ART-203	Design II	3	89062	RVC-Design II	0.5
ART-212	Painting II	3			0.5
ART-216	Relief Printmaking	3			0.5
ART-251	History of Art I	3			0.5
ART-252	History of Art II	3			0.5
CRM-101	Intro to Criminal Justice	3	89074	RVC-Intro to Criminal Justice	0.5
CRM-102	Intro to Probation & Parole	3			0.5
CRM-103	Intro to Corrections	3			0.5
CRM-104	Intro to Private Security	3			0.5
CRM-105	Police Report Writing	3			0.5
CRM-120	Criminal Investigation	3			0.5

CRM-125	Criminal Proced & Civil Rights	3			0.5
CRM-127	Ethics in Law Enforcement	3			0.5
CRM-210	Criminal Law	3			0.5
CRM-225	Juvenile Procedures	3			0.5
CRM-260	Police Organization & Admin	3			0.5
CRM-271	Patrol Procedures	3			0.5
CRM-281	Rules of Evidence	3			0.5
CRM-282	Interviews & Interrogations	3			0.5
ECE-100	Intro to Early Childhood Ed.	3			0.5
ECE-101	The Developing Child	3	89053	RVC-The Developing Child	0.5
ECE-103	Health, Safety & Nutrition of Young Child	3			0.5
ECE-105	Observation and Assessment of Young Children	3			0.5
ECE-113	Infant and Toddler Curriculum	3			0.5
ECE-201	Language Development	3			0.5
ECE-202	Child, Family & Community	3			0.5
ECE-203	Curriculum Plan-Young Child	3			0.5
ECE-205	Org & Superv-Early Child Facil	3			0.5
EDU-202	Children's Literature	3			0.5
EDU-224	Introduction to Education	3			0.5
EDU-234	Intro Technology for Teachers	3			0.5
EDU-244	Students With Disabilities	3			0.5
FRN-101	Beginning French	4			1
FRN-102	Continuatn of Begng French	4			1
GRM-101	Beginning German	4			1
GRM-102	Continuatn of Begng German	4			1
HUM-111	Intro to Humanities I	3			0.5
HUM-112	Intro to Humanities II	3	89067	RVC-Intro to Humanities II	0.5
HUM-114	Intro Hum III:Contem West Wrl	3	89063	RVC-Intro Hum III:Contem West Wrl	0.5
HUM-125	Intro Non-Western Humanities	3			0.5
HUM-211	War & West Hum Thru Mid Ages	3			0.5
HUM-212	War & W.Hum-Renaiss to Present	3	89065	RVC-War & W.Hum-Renaiss to Present	0.5
HUM-250	Leadership Development Stud	3			0.5

MUS-101	Fundamentals of Music	3			0.5
MUS-102	Intro to Music Literature	3			0.5
MUS-104	Intro to American Music	3	89078	RVC-Intro to American Music	0.5
MUS-106	Intro to Non-Western Music	3	89007	RVC-Intro to Non-Western Music	0.5
MUS-131	Class Piano I	2	89041	RVC-Class Piano I	0.5
MUS-132	Class Piano II	2			0.5
MUS-191	Chorus I	1			0.5
MUS-194	Instrumental Ensemble I	1	89040	RVC-Instrumental Ensemble I	0.5
MUS-195	Band I	1			0.5
MUS-198	Orchestra I	1			0.5
MUS-294	Instrumental Ensemble II	1			0.5
MUS-295	Band II	1			0.5
MUS-298	Orchestra II	1			0.5
PHL-150	Intro to Philosophy	3	89015	RVC-Intro to Philosophy	0.5
PHL-151	Intro Non-Western Philosophy	3			0.5
PHL-152	Environmental Ethics	3			0.5
PHL-153	Medical Ethics	3	89043	RVC-Medical Ethics	0.5
PHL-154	Introduction to Religion	3			0.5
PHL-155	World Religions	3	89048	RVC-World Religions	0.5
PHL-156	Religion in American Society	3			0.5
PHL-157	Foundational Religious Texts	3			0.5
PHL-255	Logic	3			0.5
PHL-256	Contemporary Moral Issues	3			0.5
PHL-260	Philosophy of Religion	3			0.5
SPN-101	Beginning Spanish	4	89073	RVC-Beginning Spanish	1
SPN-102	Continuation Beginning Spanish	4	89038	RVC-Continuation Beginning Spanish	1
SPN-203	Intermediate Spanish	3	89084	RVC-Intermediate Spanish	0.5
SPN-204	Continue Intermediate Spanish	3			0.5
THE-133	Introduction to the Theater	3			0.5
THE-134	Stagecraft & Theater Lighting	3			0.5
THE-135	Acting I	3			0.5
THE-235	Acting II	3			0.5

Life Sciences					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
BIO-100	Introductory Human Biology	3	89039	RVC-Introductory Human Biology	0.5
BIO-103	Introductory Life Science	3	89022	RVC-Introductory Life Science	0.5
BIO-104	Intro Life Science Lab	1	89023	RVC-Intro Life Science Lab	0.5
BIO-106	Environmental Science	3	89002	RVC-Environmental Science	0.5
BIO-107	Environmental Biology Lab	1	89003	RVC-Environmental Biology Lab	0.5
BIO-113	Plants and Society	4	89042	RVC-Plants and Society	1
BIO-140	Introduction to Evolution	3			0.5
BIO-150	Microbes and Society	3	89070	RVC-Microbes and Society	0.5
BIO-152	Microbes & Society Laboratory	1			0.5
BIO-162	Human Heredity	3			0.5
BIO-171	Biology of Human Disease	3	89087	RVC-Biology of Human Disease	0.5
BIO-185	Foundations Anat & Physiol	5			1
BIO-201	Fundamentals of Biology I	4	89054	RVC-Fundamentals of Biology I	1
BIO-202	Fundamentals of Biology II	4	89028	RVC-Fundamentals of Biology II	1
BIO-274	Microbiology	4	89047	RVC-Microbiology	1
BIO-281	Anatomy and Physiology I	4	89044	RVC-Anatomy and Physiology I	1
BIO-282	Anatomy and Physiology II	4	89068	RVC-Anatomy and Physiology II	1
Mathematics					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
MTH-115	General Education Math	3	89061	RVC-General Education Math	0.5
MTH-120	College Algebra	3	89001	RVC-College Algebra	0.5
MTH-125	Plane Trigonometry	3	89008	RVC-Plane Trigonometry	0.5
MTH-132	College Algebra & Trigonometry	5			1
MTH-135	Calculus W/Analytic Geom I	5	89013	RVC-Calculus W/Analytic Geom I	1
MTH-164	Computer in Mathematics C/C++	4			1
MTH-211	Calc for Business & Soc Scienc	4			1

MTH-216	Math for Elem Teachers I	3			0.5
MTH-217	Math for Elem Teachers II	3			0.5
MTH-220	Elements of Statistics	3	89014	RVC-Elements of Statistics	0.5
MTH-235	Calculus W/Analytic Geom II	4	89019	RVC-Calculus W/Analytic Geom II	1
MTH-236	Calculus W/Analyt Geom III	4	89026	RVC-Calculus W/Analyt Geom III	1
MTH-240	Differential Equations	3			0.5
MTH-250	Modern Linear Algebra	4			1

**Physical Sciences**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATS-105	Intro to Atmospheric Science	4			1
CHM-110	General Organic & BioChem I	4	89083	RVC-General Organic & BioChem I	1
CHM-120	General Chemistry I	4	89009	RVC-General Chemistry I	1
CHM-130	General Chemistry II	4	89006	RVC-General Chemistry II	1
CHM-210	General, Organic & BioChem II	4			1
CHM-220	Organic Chemistry I	5			1
CHM-230	Organic Chemistry II	5			1
CHM-240	General Biological Chemistry	3			0.5
GEL-101	Introduction to Geology	4			1
GEL-107	Geology of the Solar System	3			0.5
GEL-206	Environmental Geology	3			0.5
PGE-100	Physical Geography	3			0.5
PGE-102	Physical Geography With Lab	4			1
PGE-240	Global Climate Change	3			0.5
PHY-201	Mechanics and Heat	5	89081	RVC-Mechanics and Heat	1
PHY-202	Waves/Elec/Light & Modrn Phys	5	89082	RVC-Waves/Elec/Light & Modrn Phys	1
PHY-215	Mechanics, Wave Motion, Thermo	5			1
PHY-225	Electr, Magnetism, Light, Phys	5	89034	RVC-Electr, Magnetism, Light, Phys	1

**Social Sciences**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
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ANP-102	Intro Biolo Anthro & Archaeol	3			0.5
ANP-103	Intro to Cultural Anthro	3			0.5
ECO-101	Introduction to Economics	3			
ECO-110	Principles of Economics:Macro	3			
ECO-111	Principles of Economics:Micro	3			
GEO-130	World Geography	3			0.5
HST-140	History of Western Civ I	3			0.5
HST-141	History of Western Civ II	3			0.5
HST-142	History of U S to 1865	3	89005	RVC-History of U S to 1865	0.5
HST-143	History of U S Since 1865	3	89012	RVC-History of U S Since 1865	0.5
HST-144	Current Hist 1945 to Present	3			0.5
HST-151	African History Survey to 1600	3	89072	RVC-African History Survey to 1600	0.5
HST-152	African Hist Survey Since 1600	3			0.5
HST-162	History of Latin America I	3			0.5
HST-163	History of Latin America II	3			0.5
HST-172	History of Middle East to 1453	3			0.5
HST-173	History Middle East Since 1453	3			0.5
HST-182	Hist of Eastern Civ to 1500	3			0.5
HST-183	Hist of East Civ Since 1500	3			0.5
HST-192	History of World Until 1750	3			0.5
HST-193	Hist of the World Since 1750	3			0.5
HST-210	History of Women of the U.S.	3			0.5
PSC-150	Intro to Political Science	3			0.5
PSC-160	American National Government	3	89021	RVC-American National Government	0.5
PSC-161	State and Local Government	3			0.5
PSC-210	Intro to Legal System	3			0.5
PSC-211	The American Presidency	3			0.5
PSC-269	International Relations	3			0.5
SOC-190	Introduction to Sociology	3	89056	RVC-Introduction to Sociology	0.5
SOC-290	Social Problems	3			0.5
SOC-291	Criminology	3			0.5
SOC-292	Sociology of Deviance	3			0.5

SOC-294	Urban Sociology	3			0.5
SOC-295	Racial and Ethnic Relations	3			0.5
SOC-298	Sociology of Sex and Gender	3			0.5
SOC-299	Sociology of the Family	3			0.5
<b>STU Student Development</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
STU-100	Planning for Success	1	89000	RVC-Planning for Success	0.5
STU-101	Career Planning	2	89077	RVC-Career Planning	0.5
STU-103	Workplace Ethics	1			0.5

**2022-2023 Running Start Intergovernmental Agreement (IGA)  
Rockford Public School District #205**

**Background:** Running Start is a formal program that allows qualified students from Rockford Public School District #205 to attend Rock Valley College for their junior and senior high school years. Students will enroll in a two-year degree completion program. Students take dual credit courses that meet a high school diploma and a Rock Valley College Associate Degree requirements. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Rockford Public School District #205.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. The Running Start program provides students with additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The financial arrangement between Rock Valley College and Rockford Public School District #205 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation, not to exceed \$192,000 during the term of this agreement. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for any repeated courses and the cost of textbooks and course supplies. The District's financial assistance helps reduce the overall cost of college for students and their families.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approve the Running Start Intergovernmental Agreement with Rockford Public School District #205, effective June 28, 2022, for classes beginning August 15, 2022.

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Howard J. Spearman, Ph.D.  
President

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
ROCKFORD PUBLIC SCHOOL DISTRICT NO. 205,  
BOONE-WINNEBAGO COUNTIES, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of Rockford Public School District No. 205, Boone-Winnebago Counties, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

**WHEREAS**, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community COLLEGE Act (110 ILCS 805/1-1 *et seq.*); and

**WHEREAS**, Running Start is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and senior years of high school; and

**WHEREAS**, the Parties have determined that shared commitment to Running Start goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

**WHEREAS**, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for Running Start Program (hereinafter "Agreement").

**NOW, THEREFORE, IT IS AGREED** between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

**Section 1 Incorporation of Preamble Recitals**

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

**Section 2 Implementation of Running Start**

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program,

administered jointly by Rock Valley COLLEGE and Rockford Public School DISTRICT, subject to the following terms and conditions.

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
  - 1) DISTRICT's requirements for earning a high school diploma; and
  - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of in-district tuition and fees for courses taken per student per school year, not to exceed \$192,000 during the term of this Agreement, and also not to exceed a total for 40 enrolled students at one time over a one year period for said instruction. The cap established by this Section may be adjusted as provided in Section 3.M, below.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the Executive Director of COLLEGE and Career Readiness (ED of CCR) within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the ED of CCR with transcripts for all students enrolled in Running Start.

### **Section 3 DISTRICT Obligations**

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start, identifying a minimum of five (5) and maximum of twenty (20) eligible students to participate in Running Start per school year.
- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. ED of CCR to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 205 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start student and pay the COLLEGE the cost associated with this tuition and fees calculation. In general, it is estimated that the student enrollment of tuition and fees will not exceed \$192,000 per year. Subject to COLLEGE availability, the DISTRICT will make final determination on the number of students enrolled in the Running Start program and their course

selections, and shall make adjustments as needed to cover tuition and fees associated with the program while not exceeding the cap established in this Section. Alternatively, if either Party expects the cap established by this Section to be exceeded, the DISTRICT may agree in writing to increase the cap without adjustments to the number of students enrolled and/or the course selections.

- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

#### **Section 4 COLLEGE Obligations**

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent

in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.

J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 205 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

K. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

### **Section 5 Participating DISTRICT Students' Obligations**

The DISTRICT will cause participating DISTRICT students to comply with the following requirements (pursuant to Appendix B):

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.
- E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).
- J. Students not meeting the Academic Conduct Policies will be placed on Academic



Probation for one semester and be required to develop an Individual Academic Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Counselor and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.

- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

### **Section 6 Shared Obligations and Understandings of the Parties**

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.
- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under

this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- E. The Parties agree that their respective representatives shall use their best efforts to timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues which may from time to time arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

#### **Section 7 Participation in Running Start Program by Students with Disabilities**

The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Running Start Program courses, provided that they are able to meet the criteria for entry into such courses:

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
- The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
  - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
  - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
  - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support 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 Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.

D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.

E. DISTRICT and COLLEGE shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

Nothing contained herein shall be construed as to release 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. 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 the Running Start Program hereunder.

#### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2023. This Agreement is not transferable or assignable by the Parties. There are no third party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage prepaid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

Rockford Public School District No. 205  
Att'n: Superintendent  
501 7th St.  
Rockford, IL 61104  
Facsimile: (815) 972-3404

with a copy to counsel;

Lori Hoadley  
Rockford Public Schools  
501 7<sup>th</sup> St.  
Rockford, IL 61104  
Facsimile: (815) 966-3905  
Email: [Lori.Hoadley@rps205.com](mailto:Lori.Hoadley@rps205.com)

If to COLLEGE:

Illinois Community COLLEGE  
DISTRICT No. 511  
Att'n: Chief Academic Officer  
3301 North Mulford Rd.  
Rockford, IL 61114  
Facsimile: (815) 921-6974

with a copy to counsel:

Joseph J. Perkoski  
Robbins-Schwartz  
55 W. Monroe St. – Suite 800  
Chicago, IL 60603-5144  
Facsimile: (312) 332-7768  
Email: [jperkoski@robbins-schwartz.com](mailto:jperkoski@robbins-schwartz.com)

E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.

F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.

G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

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I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same instrument. Counterparts may be exchanged in PDF format by email.

**WHEREFORE,** the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education  
Rockford Public School  
District No. 205  
Boone-Winnebago  
Counties, Illinois**

**Board of Trustees  
Illinois Community COLLEGE  
District No. 511  
Winnebago County, Illinois**

  
**President**

\_\_\_\_\_  
**President**

  
**Secretary**

\_\_\_\_\_  
**Secretary**

5/10/2022  
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**APPENDIX A**  
**DISTRICT Running Start Program Process Procedures**

**Pre-Selection Criteria for DISTRICT High School Students**

1. Meet with the DISTRICT Counselor regarding the selection process.
2. Must be in their high school sophomore or junior year to apply for Running Start.
3. Have a minimum 3.0 cumulative high school GPA.
4. Be on track for high school graduation by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
5. Completed one year of Algebra, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

## **APPENDIX B**

### **DISTRICT Procedures to Fulfill Qualifications and Admissions**

Note: "ED of CCR" refers to Rockford Public Schools Executive Director of COLLEGE & Career Readiness. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible waiver of the placement test.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Running Start application process for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. COLLEGE provides ACCUPLACER scores report to ED of CCR.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Running Start Program based on ACCUPLACER scores.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format. The file will include the RVC Student ID for each student and specify all students who are qualified based on DISTRICT selection criteria.
10. ED of CCR submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to ED of CCR to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, ED of CCR will send final and approved DISTRICT Running Start student list to RVC.
13. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Running Start Program OR placement on DISTRICT waiting list.
14. COLLEGE sends welcome packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. DISTRICT students return completed welcome packet forms to COLLEGE.
16. DISTRICT ED of CCR and/or staff manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT ED of CCR will send transcripts to COLLEGE of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
18. Based on transcripts, DISTRICT will determine if a student no longer meets Running Start eligibility requirements and DISTRICT will inform impacted student.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet DISTRICT High School graduation requirements.
20. COLLEGE schedules students each semester and provides student schedules to ED of CCR for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors work with students each semester to verify students are on track with their individual COLLEGE Student Academic Master Plan (STAMP) and high school

graduation requirements.

22. When a student scheduling change or STAMP change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
23. RVC provides students access to COLLEGE advisors to assist with changes to STAMP and scheduling, as needed.
24. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to ED of CCR for each semester completed by participating students within two weeks of final grades posting.



## **APPENDIX C**

### **Running Start Student Academic Conduct Policies**

All *Running Start* students at Rock Valley College (RVC) are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct, both in and out of the classroom. All RVC policies can be viewed in the Student Handbook found on our website: [www.rockvalleycollege.edu/studenthandbook](http://www.rockvalleycollege.edu/studenthandbook). Adherence to all policies is essential and required to remain in the *Running Start Program*.

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

- Meet with your high school Program Counselor for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor.
- Meet with an RVC Advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

#### **ATTENDANCE POLICY**

Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

#### **MAINTAINING ACADEMIC INTEGRITY**

Please refer to page 47 of the Student Handbook: <http://www.rockvalleycollege.edu/studenthandbook>

#### **ACADEMIC EARLY WARNING**

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. "Academic Alert" is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

#### **ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)**

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school.

Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students will be **required** to meet regularly with their high school program counselor to ensure academic recovery.

#### **DISMISSAL FROM PROGRAM**

All *Running Start* students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.

- Failure to participate in the IARP meetings during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their **first year** of *Running Start* may also be dismissed from the program as a result of *any* of the following:

- Earning a combination of three “D”, “F” or “W” grades in a single semester.
- Earning two “F” grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

**Appendix D**  
**Running Start Program Course Offerings 2022-2023**  
**Running Start Courses Approved to be taken at an RVC Campus**

Allied Health					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
FWS-110	Fitness Walking	1			
FWS-116	Step Aerobics	1			
FWS-119	Cardio Kickboxing	1			
FWS-121	Cardio Fitness & Conditioning	1	16021U	Cardio Fitness & Conditioning	1
FWS-126	Beginning Weight Lifting	1	16399U	Beginning Weightlifting	1
FWS-127	Advanced Weight Lifting	2			
FWS-128	Sports Performance Fitness	1			
FWS-131	Basketball & Touch Football	1			
FWS-133	Power Volleyball	1	16018U	Power Volleyball	1
FWS-151	Tae Kwon Do	1	16019U	Tae Kwon Do	1
FWS-220	Intro Career Opportunity in PE	3			
FWS-231	Contemporary Health Issues	3			
FWS-233	Community Health	3			
FWS-235	Alcohol and Drug Education	3			
FWS-236	Human Sexuality	3			
FWS-237	Nutrition for Optimum Living	3	16020U	Nutrition for Optimum Living	1
FWS-243	First Aid/Gen Safety/CPR/AED	3	16015U	First Aid and General Safety	1
FWS-250	Introduction Sport Management	3	0668U	Intro to Sports Management	1
FWS-253	Introduction to Coaching	3			
FWS-254	ASEP Sport First Aid and CPR	3			
FWS-255	Sociology of Sport	3			
FWS-256	History of Phy Ed & Sport	3			
FWS-258	Sport & Exercise Psychology	3			
FWS-260	Intro to Exercise Science	3			
FWS-261	Nutrition for Fitness&Sport	3			
FWS-263	Nutrit, Exercise & Weight Cntr	3			
FWS-265	Personal Fitness and Wellness	3			

FWS-266	Personal Trng I-Concepts&Appl	3			
FWS-267	Persnl Trng II-Concepts&Appl.	3			
HLT-110	Medical Terminology	2	21513U	Medical Terminology	2
HLT-110	Medical Terminology	2	50111U	Medical Terminology	1
<b>Business</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
ATG-110	Financial Accounting	4	13467U	Calc for Bus & Social Studies	1
ATG-111	Managerial Accounting	4			
BUS-101	Introduction to Business	3	21150U	Introduction to Business	1
BUS-103	Business Mathematics	3			
BUS-105	Consumer Econ and Prsnl Fin	3			
BUS-130	Entrepreneurship Principles	3			
BUS-131	Entrepreneurship Planning	3			
BUS-170	Intro Organizational Behavior	3	12414U	Intro Organizational Behavior	1
BUS-200	Legal Environment in Bus	3			
BUS-223	Business Statistics	3			
BUS-230	Entrepreneurship Capstone	3			
BUS-279	Principles of Finance	3			
BUS-282	International Business	3			
MGT-170	Business Communications	3			
MGT-270	Principles of Management	3			
MGT-271	Human Resource Manage	3			
MGT-274	Leadership	3			
MKT-260	Principles of Marketing	3	21145U	Principles of Marketing	1
MKT-265	Salesmanship	3			
MKT-266	Principles of Advertising	3			
MKT-288	Customer Relations	3			
OFF-118	Computer Keyboarding	1	21120U	Keyboarding	1
<b>Communications</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
COM-113	Intro to Public Relations	3			

COM-119	News Writing	3			
COM-120	News Editing	3			
COM-130	Intro to Mass Communication	3	10672U	Intro to Mass Communication	1
COM-140	Writing for Multimedia	3			
COM-156	Audio Production I	3	15183U	Audio Production I	1
COM-157	Video Production I	3	15184U	Visual Production I	1
COM-208	Screenwriting	3			
COM-218	Broadcast Performance	3			
COM-221	Photojournalism	3			
COM-251	Film History and Appreciation	3	15113U	Fim History and Appreciation	1
COM-252	International History of Film	3	15430U	International History of Film	1
COM-256	Advanced Audio Production	3	15185U	Advanced Audio Production	1
COM-257	Advanced Video Production	3	15186U	Advanced Video Production	1
COM-260	Advanced Post-Production	3			
COM-296	Documentary Production	3			
COM-297	Motion Picture Production	3			
ENG-101	Composition I	3	10300U	English 11	2,2
ENG-101	Composition I	3	10400U	English 12	2,2
ENG-103	Composition II	3	10420U	Composition II	2
ENG-108	Intro Creative Writing	3			
ENG-109	Creative Writing II	3			
ENG-110	Intro to Technical Writing	3			
ENG-200	Language, Power & Public Life	3			
LIT-101	Introduction to Literature	3	10124U	Intro to Literature	1
LIT-139	Mythology	3	10120U	Mythology	2
LIT-140	The Bible As Literature	3	10310U	The Bible as Literature	1
LIT-141	Film and Literature	3			
LIT-142	Exploring Literature: Poetry	3	10676U	Exploring Literature - Poetry	1
LIT-144	Exploring Literature: Fiction	3	10119U	Exploring Literature - Fiction	1
LIT-152	Multicultural American Lit	3			
LIT-154	Intro Non-Western Literature	3	10123U	Intro to NonWestern Literature	1

LIT-201	American Lit Before 1865	3	10118U	Amer Lit Col Days to Civil War	2
LIT-202	American Literature Since 1865	3			
SPH-131	Fundamentals of Communication	3	10676U	Fundamentals of Communication	1
SPH-201	Interpersonal Communication	3			
SPH-202	Intercultural Communication	3			
SPH-211	Group Leadership	3			
<b>Computers and Information Systems</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
CIS-102	Intro Computer & Info Systems	3	13447U	Intro Computers & Info Systems	1
CIS-120	Intro to Microsoft Word	1			
CIS-121	Introduction to Excel	1			
CIS-124	Introduction to Powerpoint	1			
CIS-130	Introduction to Access	2			
CIS-170	Programming Logic & Design	3	13445U	Programming Logic & Design	1
CIS-180	Intro to Visual Basic Prgrmg.	4	13444U	Intro to Visual Basic Prgrmg	1
CIS-240	Intro to Java Programming	4	13448U	Computer Science A	2
CIS-245	Program Android-Mobile Devices	4			
CIS-254	Database Programming	4			
CIS-276	Intro to C/C++ Programming	4	13449U	Intro to C/C++ Programming	2
CIS-277	Advanced C/C++ Programming	4			
CIS-279	Visual C# Programming	4			
CIS-280	Program iOS Apple Mobile Dev	4			
CIS-290	Special Topics in CIS	1			
CIS-291	Internship Field Project	1			
GAT-101	Intro to Graphic Arts Tech	4	51102U	Graphic Arts Technology	2
GAT-110	Introduction to Photoshop	2	15181U	Introduction to Photoshop	1
GAT-115	Introduction to Illustrator	2	15182U	Introduction to Illustrator	1
GAT-150	Typography	2			
GAT-178	Fundamentals of Desktop Publis	3			
GAT-190	Image Generation and Output	2			
GAT-215	Advanced Illustrator	2			

GAT-220	Adv Photoshop Grap Arts Indus.	3			
PCT-110	Networking Essentials	3			
PCT-111	Windows Active Directory	3			
PCT-112	Windows Server Fundamentals	3			
PCT-113	Microsoft Win Infrastructure	3			
PCT-120	Cisco Networking I	4	21223U	Cisco Networking I	
PCT-122	Cisco Networking II	4	21224U	Cisco Networking II	
PCT-124	Cisco Networking III	4	21225U	Cisco Networking III	
PCT-126	Cisco Networking IV	4	21226U	Cisco Networking IV	
PCT-130	Intro Network Security Fndmntl	3			
PCT-132	Advanced Network Security	3			
PCT-140	IP Telephony I	4			
PCT-142	IP Telephony II	4			
PCT-211	VMWare vSphere:Install/Config	3			
PCT-262	A+ Essentials	3			
PCT-270	Introduction to Unix/Linux	3			
PCT-275	Cisco Firewall Design	4			
PCT-290	Special Topic in PC Tech	1			
WEB-101	Programming Related-Internet	4	15159U	Fundamentals of Web Design	2
WEB-102	Adv Program Related - Internet	4			
WEB-111	Introduction to Multimedia	3			
WEB-225	Digital Photography	3			
WEB-233	Introduction to Javascript	4			
WEB-234	PHP Programming	4			

**Engineering and Technology**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
EGR-101	Introduction to Engineering	2	12551U	Introduction to Engineering	1
EGR-135	Engineering Graphics/CAD	4	21553U	Engineering Graphics/CAD	1
EGR-206	Statics	3	12554U	Statics (Engineering)	1
EGR-207	Dynamics	3	12555U	Dynamics (Engineering)	1
EGR-221	Elem Mech of Defmabl Bodies	3			
EGR-231	Engineering Circuit Analysis	4	12556U	Engineering Circuit Analysis	1

EGR-250	Digital Electronics	4			
<b>Humanities / Fine Arts</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
ART-101	Drawing and Composition I	3	15118U	Drawing and Composition 1	1
ART-102	Drawing and Composition II	3			
ART-103	Design I	3			
ART-111	Painting I	3			
ART-121	Ceramics I	3	15170U	Ceramics	1
ART-122	Ceramics II	3			
ART-131	Introduction to Visual Art	3	15117U	Intro to Visual Arts	2
ART-141	Intro Non-Western Visual Art	3	15111U	Intro to NonWestern Visual Art	1
ART-201	Life Drawing	3			
ART-203	Design II	3			
ART-212	Painting II	3			
ART-216	Relief Printmaking	3			
ART-251	History of Art I	3	15112U	History of Art I	1
ART-252	History of Art II	3	15116U	History of Art II	1
CRM-101	Intro to Criminal Justice	3		Intro to Criminal Justice	2
CRM-102	Intro to Probation & Parole	3			
CRM-103	Intro to Corrections	3			
CRM-104	Intro to Private Security	3			
CRM-105	Police Report Writing	3			
CRM-120	Criminal Investigation	3	17209U	Criminal Investigation	1
CRM-120	Criminal Investigation	3		Criminal Investigation	2
CRM-125	Criminal Proced & Civil Rights	3			
CRM-127	Ethics in Law Enforcement	3			
CRM-210	Criminal Law	3			
CRM-225	Juvenile Procedures	3			
CRM-260	Police Organization & Admin	3			
CRM-271	Patrol Procedures	3			
CRM-281	Rules of Evidence	3			
CRM-282	Interviews & Interrogations	3			



ECE-100	Intro to Early Childhood Ed.	3	21323U	The Child Care Worker	2
ECE-101	The Developing Child	3	21315U	The Developing Child	
ECE-103	Health, Safety & Nutrition of Young Child	3	21322U	Health. Safety Nutri Child Ed	1
ECE-105	Observation and Assessment of Young Children	3			
ECE-113	Infant and Toddler Curriculum	3			
ECE-201	Language Development	3			
ECE-202	Child, Family & Community	3			
ECE-203	Curriculum Plan-Young Child	3			
ECE-205	Org & Superv-Early Child Facil	3			
EDU-202	Children's Literature	3	21316U	Children's Literature	1
EDU-224	Introduction to Education	3	12480U	Intro to Education	1
EDU-234	Intro Technology for Teachers	3			
EDU-244	Students With Disabilities	3			
FRN-101	Beginning French	4			
FRN-102	Continuatn of Begng French	4			
GRM-101	Beginning German	4			
GRM-102	Continuatn of Begng German	4	11203U	German 2	2
HUM-111	Intro to Humanities I	3	12409U	Intro to Humanities I	2
HUM-112	Intro to Humanities II	3	12413U	Intro to Humanities II	2
HUM-114	Intro Hum III:Contem West Wrl	3			
HUM-125	Intro Non-Western Humanities	3	12420U	Intro Non-Western Humanities	1
HUM-211	War & West Hum Thru Mid Ages	3	12421U	War & Western Hum thru Mid Age	2
HUM-212	War & W.Hum-Renaiss to Present	3	12422U	War & W. Hum-Renaiss to Present	1
HUM-250	Leadership Development Stud	3			
MUS-101	Fundamentals of Music	3			
MUS-102	Intro to Music Literature	3	15245U	Intro to Music Literature	1
MUS-104	Intro to American Music	3	15244U	Intro to American Music	2
MUS-106	Intro to Non-Western Music	3	15110U	Intro to NonWestern Music	1
MUS-131	Class Piano I	2	15248U	Class Piano I	1
MUS-132	Class Piano II	2			
MUS-191	Chorus I	1			
MUS-194	Instrumental Ensemble I	1			
MUS-195	Band I	1	15247U	Band I	1

MUS-198	Orchestra I	1			
MUS-294	Instrumental Ensemble II	1			
MUS-295	Band II	1			
MUS-298	Orchestra II	1			
PHL-150	Intro to Philosophy	3	12430U	Intro to Philosophy	1
PHL-151	Intro Non-Western Philosophy	3			
PHL-152	Environmental Ethics	3	10685U	Environmental Ethics	1
PHL-152	Environmental Ethics	3	12454U	Environmental Ethics	1
PHL-153	Medical Ethics	3			
PHL-154	Introduction to Religion	3			
PHL-155	World Religions	3	12138U	World Religions	1
PHL-156	Religion in American Society	3	12433U	Religion in American Society	1
PHL-157	Foundational Religious Texts	3			
PHL-255	Logic	3	12432U	Logic	1
PHL-256	Contemporary Moral Issues	3	12431U	Contemporary Moral Issues	1
PHL-260	Philosophy of Religion	3			
SPN-101	Beginning Spanish	4	11102U	Beginning Spanish	1
SPN-102	Continuation Beginning Spanish	4			
SPN-203	Intermediate Spanish	3			
SPN-204	Continue Intermediate Spanish	3			
THE-133	Introduction to the Theater	3	15423U	Introduction to Theater	1
THE-134	Stagecraft & Theater Lighting	3			
THE-135	Acting I	3	15100U	Acting I	1
THE-235	Acting II	3	15440U	Acting II	1

**Life Sciences**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
BIO-100	Introductory Human Biology	3	14210U	Intro to Human Biology	1
BIO-103	Introductory Life Science	3	14220U	Introductory Life Sciences	2
BIO-104	Intro Life Science Lab	1	14221U	Introductory Life Sciences Lab	1
BIO-106	Environmental Science	3	14203U	Environmental Biology	1
BIO-107	Environmental Biology Lab	1	14204U	Environmental Biology Lab	0.5
BIO-113	Plants and Society	4	14225U	Plants and Society	1

BIO-140	Introduction to Evolution	3			
BIO-150	Microbes and Society	3	14213U	Microbes and Society	1
BIO-152	Microbes & Society Laboratory	1	14223U	Microbes & Society Lab	1
BIO-162	Human Heredity	3	14293U	Human Heredity	1
BIO-171	Biology of Human Disease	3	14215U	Biology of Human Disease	1
BIO-185	Foundations Anat & Physiol	5	14214U	Foundations Anat and Physical	2
BIO-201	Fundamentals of Biology I	4	14211U	Fundamentals of Biology I	1
BIO-202	Fundamentals of Biology II	4	14212U	Fundamentals of Biology II	1
BIO-274	Microbiology	4	14227U	Microbiology	1
BIO-281	Anatomy and Physiology I	4			
BIO-282	Anatomy and Physiology II	4	14620U	Human Anat & Physiology II	1

#### Mathematics

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
MTH-115	General Education Math	3	13459U	General Math Education	2
MTH-120	College Algebra	3			
MTH-125	Plane Trigonometry	3	13412U	Trigonometry	2
MTH-132	College Algebra & Trigonometry	5			
MTH-135	Calculus W/Analytic Geom I	5	13460U	Calculus 1	1
MTH-135	Calculus W/Analytic Geom I	5	13462U	Calculus I	2
MTH-164	Computer in Mathematics C/C++	4			
MTH-211	Calc for Business & Soc Scienc	4			
MTH-216	Math for Elem Teachers I	3	13466U	Math for Elementary Teachers	1
MTH-217	Math for Elem Teachers II	3	13468U	Math for Elem Teachers II	2
MTH-220	Elements of Statistics	3			
MTH-235	Calculus W/Analytic Geom II	4	13463U	Calculus II	2
MTH-236	Calculus W/Analyt Geom III	4	13464U	Calculus III	2
MTH-240	Differential Equations	3	13465U	Differential Equations	1
MTH-250	Modern Linear Algebra	4			

#### Physical Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
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ATS-105	Intro to Atmospheric Science	4	14525U	Intro to Atmospheric Science	1
CHM-110	General Organic & BioChem I	4	14333U	General Organic & Biochem I	1
CHM-120	General Chemistry I	4	14320U	General Chemistry I	2
CHM-130	General Chemistry II	4	14335U	General Chemistry II	2
CHM-210	General, Organic & BioChem II	4	14336U	General Organic & Biochem II	1
CHM-220	Organic Chemistry I	5	14334U	Organic Chemistry I	2
CHM-230	Organic Chemistry II	5			
CHM-240	General Biological Chemistry	3			
GEL-101	Introduction to Geology	4	14530U	Introduction to Geology	1
GEL-107	Geology of the Solar System	3	14531U	Geology of the Solar System	1
GEL-206	Environmental Geology	3			
PGE-100	Physical Geography	3			
PGE-102	Physical Geography With Lab	4	14110U	Physical Geography with Lab	1
PGE-240	Global Climate Change	3			
PHY-201	Mechanics and Heat	5	14422U	Mechanics and Heat	2
PHY-202	Waves/Elec/Light & Modrn Phys	5	14423U	Waves Elect. & Modern Physics	2
PHY-215	Mechanics, Wave Motion, Thermo	5	14420U	Mechanics. Wave Motion. Thermo	
PHY-225	Electr, Magnetism, Light, Phys	5	14421U	Elect Mag Light & Modern Physics	2

**Social Sciences**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
ANP-102	Intro Biolo Anthro & Archaeol	3	12460U	Intro Biological Anth & Arch	1
ANP-103	Intro to Cultural Anthro	3	12461U	Intro to Cultural Anthropology	1
ECO-101	Introduction to Economics	3	12220U	Introduction to Economics	2
ECO-110	Principles of Economics:Macro	3	12235U	Principles of Macroeconomics	1
ECO-111	Principles of Economics:Micro	3	12236U	Principles of Mircoeconomics	1
GEO-130	World Geography	3			
HST-140	History of Western Civ I	3	12154U	History of Western Civ I	
HST-141	History of Western Civ II	3	12153U	History of Western Civ II	
HST-142	History of U S to 1865	3	12150U	US Pre 1865	2

HST-143	History of U S Since 1865	3	12139U	US Post 1865	2
HST-144	Current Hist 1945 to Present	3			
HST-151	African History Survey to 1600	3			
HST-152	African Hist Survey Since 1600	3	112306U	African History Survey Since 1600	1
HST-162	History of Latin America I	3			
HST-163	History of Latin America II	3			
HST-172	History of Middle East to 1453	3			
HST-173	History Middle East Since 1453	3			
HST-182	Hist of Eastern Civ to 1500	3			
HST-183	Hist of East Civ Since 1500	3	12155U	History Eastern Civ Since 1500	1
HST-192	History of World Until 1750	3			
HST-193	Hist of the World Since 1750	3	12165U	History of the World Since 1750	1
HST-210	History of Women of the U.S.	3	12152U	History of Women of the US	1
PSC-150	Intro to Political Science	3	12209U	Intro to Political Science	1
PSC-160	American National Government	3	12219U	Government	2
PSC-161	State and Local Government	3			
PSC-210	Intro to Legal System	3			
PSC-211	The American Presidency	3			
PSC-269	International Relations	3			
SOC-190	Introduction to Sociology	3	12410U	Sociology	2
SOC-290	Social Problems	3			
SOC-291	Criminology	3			
SOC-292	Sociology of Deviance	3			
SOC-294	Urban Sociology	3			
SOC-295	Racial and Ethnic Relations	3	12411U	Racial and Ethnic Relations	1
SOC-298	Sociology of Sex and Gender	3			
SOC-299	Sociology of the Family	3	12414U	Marriage and the Family	1
<b>STU Student Development</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
STU-100	Planning for Success	1	17210U	Planning for Success	0.5
STU-101	Career Planning	2			

STU-103	Workplace Ethics	1			
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**2022-2023 Running Start Intergovernmental Agreement (IGA)  
South Beloit Community Unit School District #320**

**Background:** Running Start is a formal program that allows qualified students from South Beloit Community Unit School District #320 to attend Rock Valley College for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously, or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with South Beloit Community Unit School District #320.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. The Running Start program provides students with additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The financial arrangement between Rock Valley College and South Beloit Community Unit School District #320 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for any repeated courses and the cost of textbooks and course supplies. The District's financial assistance helps reduce the overall cost of college for students and their families.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approve the Running Start Intergovernmental Agreement with South Beloit Community Unit School District #320, effective June 28, 2022, for classes beginning August 15, 2022.

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Howard J. Spearman, Ph.D.  
President

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
SOUTH BELOIT COMMUNITY UNIT SCHOOL DISTRICT  
NO. 320, WINNEBAGO COUNTY, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of South Beloit Community Unit School District No. 320, Winnebago County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

**WHEREAS**, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community COLLEGE Act (110 ILCS 805/1-1 *et seq.*); and

**WHEREAS**, Running Start is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and/or senior years of high school; and

**WHEREAS**, the Parties have determined that shared commitment to Running Start goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

**WHEREAS**, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for Running Start Program (hereinafter "Agreement").

**NOW, THEREFORE, IT IS AGREED** between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

**Section 1 Incorporation of Preamble Recitals**

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

**Section 2 Implementation of Running Start**

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program,



administered jointly by Rock Valley COLLEGE and South Beloit School DISTRICT, subject to the following terms and conditions.

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
  - 1) DISTRICT's requirements for earning a high school diploma; and
  - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of in-district tuition and fees for courses taken per student per school year.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Counselor within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the DISTRICT Counselor with transcripts for all students enrolled in Running Start.

### **Section 3 DISTRICT Obligations**

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start.

- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 320 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this in-district tuition and fees calculation.
- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition

planning.

#### **Section 4 COLLEGE Obligations**

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 320 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

- K. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

### **Section 5 Participating DISTRICT Students' Obligations**

The DISTRICT will cause participating DISTRICT students to comply with the following requirements (pursuant to Appendix B):

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.
- E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).
- J. Students not meeting the Academic Conduct Policies will be placed on Academic Probation for one semester and be required to develop an Individual Academic Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Counselor and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.
- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

### **Section 6 Shared Obligations and Understandings of the Parties**

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely

memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.

- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
  
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.
  
- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
  
- E. The Parties agree that their respective representatives shall use their best efforts to

timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues which may from time to time arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

### **Section 7 Participation in Running Start Program by Students with Disabilities**

The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Running Start Program courses, provided that they are able to meet the criteria for entry into such courses:

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
  - The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
  - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
  - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
  - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support 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 Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.
- D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.
- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress,

performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

Nothing contained herein shall be construed as to release 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. 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 the Running Start Program hereunder.

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2023. This Agreement is not transferable or assignable by the Parties. There are no third party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

South Beloit Community  
Unit School District No.  
320  
Att'n: Superintendent 840  
Blackhawk Blvd. South  
Beloit, IL 61080 Facsimile:  
(815) 389-3477

with a copy to counsel;

Lisa Callaway  
Engler Law Group  
2215 York Road #515  
Oak Brook, IL 60523  
Facsimile: (630) 756-5340  
Email: [lcallaway@englerlawgroup.com](mailto:lcallaway@englerlawgroup.com)

If to COLLEGE:

Illinois Community COLLEGE  
DISTRICT No. 511  
Att'n: Chief Academic Officer  
3301 North Mulford Rd.  
Rockford, IL 61114  
Facsimile: (815) 921-6974

with a copy to counsel:

Joseph J. Perkoski  
Robbins-Schwartz  
55 W. Monroe St. – Suite 800  
Chicago, IL 60603-5144  
Facsimile: (312) 332-7768  
Email: [jperkoski@robbins-schwartz.com](mailto:jperkoski@robbins-schwartz.com)

E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.

F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.

G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.




- I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same instrument. Counterparts may be exchanged in PDF format by email.

**WHEREFORE,** the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education  
South Beloit School  
District No. 320  
Winnebago County,  
Illinois**

**Board of Trustees  
Illinois Community COLLEGE  
District No. 511  
Winnebago County, Illinois**

  
\_\_\_\_\_  
**President**

\_\_\_\_\_  
**President**

  
\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Secretary**

04.12.2022  
**Date**

\_\_\_\_\_  
**Date**

**APPENDIX A**  
**DISTRICT Running Start Program Process Procedures**

**Pre-Selection Criteria for DISTRICT High School Students**

1. Meet with the DISTRICT Counselor regarding the selection process.
2. Must be in their high school sophomore or junior year to apply for Running Start.
3. Have a minimum 3.0 cumulative high school GPA.
4. Be on track for high school graduation by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
5. Completed one year of Algebra, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

## APPENDIX B

### DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to South Beloit DISTRICT 320. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible waiver of the placement test.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Running Start application process for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. COLLEGE provides ACCUPLACER scores report to DISTRICT.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Running Start Program based on ACCUPLACER scores.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format. The file will include the RVC Student ID for each student and specify all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to DISTRICT to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, DISTRICT will send final and approved DISTRICT Running Start student list to RVC.
13. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Running Start Program OR placement on DISTRICT waiting list.
14. COLLEGE sends welcome packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. DISTRICT students return completed welcome packet forms to COLLEGE.
16. DISTRICT manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT sends transcripts to COLLEGE of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
18. Based on transcripts, DISTRICT will determine if a student no longer meets Running Start eligibility requirements and DISTRICT will inform impacted student.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet DISTRICT High School graduation requirements.
20. COLLEGE schedules students each semester and provides student schedules to DISTRICT Counselor for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors work with students each semester to verify students are on track with their individual COLLEGE Student Academic Master Plan (STAMP) and high school graduation requirements.

22. When a student scheduling change or STAMP change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
23. RVC provides students access to COLLEGE advisors to assist with changes to STAMP and scheduling, as needed.
24. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor for each semester completed by participating students within two weeks of final grades posting.

## APPENDIX C

### Running Start Student Academic Conduct Policies

All *Running Start* students at Rock Valley College (RVC) are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct, both in and out of the classroom. All RVC policies can be viewed in the Student Handbook found on our website: [www.rockvalleycollege.edu/studenthandbook](http://www.rockvalleycollege.edu/studenthandbook). Adherence to all policies is essential and required to remain in the *Running Start Program*.

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

- Meet with your high school Program Counselor for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor.
- Meet with an RVC Advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

#### **ATTENDANCE POLICY**

Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

#### **MAINTAINING ACADEMIC INTEGRITY**

Please refer to page 47 of the Student Handbook: <http://www.rockvalleycollege.edu/studenthandbook>

#### **ACADEMIC EARLY WARNING**

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. "Academic Alert" is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

#### **ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)**

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school. Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students will be **required** to meet regularly with their high school program counselor to ensure academic recovery.

#### **DISMISSAL FROM PROGRAM**

All *Running Start* students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.

- Failure to participate in the IARP meetings during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their **first year** of *Running Start* may also be dismissed from the program as a result of *any* of the following:

- Earning a combination of three "D", "F" or "W" grades in a single semester.
- Earning two "F" grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

**Appendix D**  
**Running Start Program Course Offerings 2022-2023**  
**Running Start Courses Approved to be taken at an RVC Campus**

**2022-2023 Running Start Intergovernmental Agreement (IGA)  
Winnebago Community Unit School District #323**

**Background:** Running Start is a formal program that allows qualified students from Winnebago Community Unit School District #323 to attend Rock Valley College for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously, or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Winnebago Community Unit School District #323.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high school as their schedule allows. The Running Start program provides students with additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The financial arrangement between Rock Valley College and Winnebago Community Unit School District #323 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for any repeated courses and the cost of textbooks and course supplies. The District's financial assistance helps reduce the overall cost of college for students and their families.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approve the Running Start Intergovernmental Agreement with Winnebago Community Unit School District #323, effective June 28, 2022, for classes beginning August 15, 2022.

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Howard J. Spearman, Ph.D.  
President

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



**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
WINNEBAGO COMMUNITY UNIT SCHOOL DISTRICT NO.  
323, WINNEBAGO COUNTY, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of Winnebago Community Unit School District No. 323, Winnebago County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

**WHEREAS**, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community COLLEGE Act (110 ILCS 805/1-1 *et seq.*); and

**WHEREAS**, Running Start is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and/or senior years of high school; and

**WHEREAS**, the Parties have determined that shared commitment to Running Start goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

**WHEREAS**, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for Running Start Program (hereinafter "Agreement").

**NOW, THEREFORE, IT IS AGREED** between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

**Section 1 Incorporation of Preamble Recitals**

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

**Section 2 Implementation of Running Start**

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program,

administered jointly by Rock Valley COLLEGE and Winnebago School DISTRICT, subject to the following terms and conditions.

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
  - 1) DISTRICT's requirements for earning a high school diploma; and
  - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of in-district tuition and fees for courses taken per student per school year.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Counselor within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the DISTRICT Counselor with transcripts for all students enrolled in Running Start.

### **Section 3 DISTRICT Obligations**

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start.

- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 323 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this in-district tuition and fees calculation.
- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition

planning.

#### **Section 4 COLLEGE Obligations**

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 323 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

- K. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

### **Section 5 Participating DISTRICT Students' Obligations**

The DISTRICT will cause participating DISTRICT students to comply with the following requirements (pursuant to Appendix B):

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.
- E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).
- J. Students not meeting the Academic Conduct Policies will be placed on Academic Probation for one semester and be required to develop an Individual Academic Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Counselor and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.
- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

### **Section 6 Shared Obligations and Understandings of the Parties**

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely

memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.

- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.
- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- E. The Parties agree that their respective representatives shall use their best efforts to

timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues which may from time to time arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

### **Section 7 Participation in Running Start Program by Students with Disabilities**

The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Running Start Program courses, provided that they are able to meet the criteria for entry into such courses:

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
  - The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
  - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
  - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
  - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support 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 Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.
- D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.
- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress,

performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

Nothing contained herein shall be construed as to release 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. 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 the Running Start Program hereunder.

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2023. This Agreement is not transferable or assignable by the Parties. There are no third party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.



If to DISTRICT:

Winnebago Community Unit School  
District No. 323  
Att'n: Superintendent  
303 East McNair Road  
Winnebago, IL 61088  
Facsimile: (815) 335-7574

with a copy to counsel;

Scott Nemanich  
Hinshaw & Culbertson LLC  
222 North LaSalle St. Suite 300  
Orland Park, IL 60462  
Facsimile: (815) 726-0353

If to COLLEGE:

Illinois Community COLLEGE  
DISTRICT No. 511  
Att'n: Chief Academic Officer  
3301 North Mulford Rd.  
Rockford, IL 61114  
Facsimile: (815) 921-6974

with a copy to counsel:

Joseph J. Perkoski  
Robbins-Schwartz  
55 W. Monroe St. – Suite 800  
Chicago, IL 60603-5144  
Facsimile: (312) 332-7768  
Email: [jperkoski@robbins-schwartz.com](mailto:jperkoski@robbins-schwartz.com)

E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.

F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.

G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same

instrument. Counterparts may be exchanged in PDF format by email.

WHEREFORE, the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education  
Winnebago School  
District No. 323  
Winnebago County,  
Illinois**

**Board of Trustees  
Illinois Community COLLEGE  
District No. 511  
Winnebago County, Illinois**



**President - NICHOLE SMITH**

\_\_\_\_\_  
**President**



**Secretary VICE PRESIDENT - JAMES GRAY**  
HEATHER DUNAWAY - SECRETARY DID NOT  
ATTEND 4/18/2022 MEETING IN-PERSON

\_\_\_\_\_  
**Secretary**

4/18/2022

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**APPENDIX A**  
**DISTRICT Running Start Program Process Procedures**

**Pre-Selection Criteria for DISTRICT High School Students**

1. Meet with the DISTRICT Counselor regarding the selection process.
2. Must be in their high school sophomore or junior year to apply for Running Start.
3. Have a minimum 3.0 cumulative high school GPA.
4. Be on track for high school graduation by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
5. Completed one year of Algebra, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

## APPENDIX B

### DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to Winnebago DISTRICT 323. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible waiver of the placement test.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Running Start application process for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. COLLEGE provides ACCUPLACER scores report to DISTRICT.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Running Start Program based on ACCUPLACER scores.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format. The file will include the RVC Student ID for each student and specify all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to DISTRICT to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, DISTRICT will send final and approved DISTRICT Running Start student list to RVC.
13. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Running Start Program OR placement on DISTRICT waiting list.
14. COLLEGE sends welcome packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. DISTRICT students return completed welcome packet forms to COLLEGE.
16. DISTRICT manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT sends transcripts to COLLEGE of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
18. Based on transcripts, DISTRICT will determine if a student no longer meets Running Start eligibility requirements and DISTRICT will inform impacted student.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet DISTRICT High School graduation requirements.
20. COLLEGE schedules students each semester and provides student schedules to DISTRICT Counselor for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors work with students each semester to verify students are on track with their individual COLLEGE Student Academic Master Plan (STAMP) and high school graduation requirements.

22. When a student scheduling change or STAMP change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
23. RVC provides students access to COLLEGE advisors to assist with changes to STAMP and scheduling, as needed.
24. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor for each semester completed by participating students within two weeks of final grades posting.

## APPENDIX C

### Running Start Student Academic Conduct Policies

All *Running Start* students at Rock Valley College (RVC) are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct, both in and out of the classroom. All RVC policies can be viewed in the Student Handbook found on our website: [www.rockvalleycollege.edu/studenthandbook](http://www.rockvalleycollege.edu/studenthandbook). Adherence to all policies is essential and required to remain in the *Running Start Program*.

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

- Meet with your high school Program Counselor for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor.
- Meet with an RVC Advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

#### **ATTENDANCE POLICY**

Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

#### **MAINTAINING ACADEMIC INTEGRITY**

Please refer to page 47 of the Student Handbook: <http://www.rockvalleycollege.edu/studenthandbook>

#### **ACADEMIC EARLY WARNING**

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. "Academic Alert" is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

#### **ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)**

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school.

Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students will be **required** to meet regularly with their high school program counselor to ensure academic recovery.

#### **DISMISSAL FROM PROGRAM**

All *Running Start* students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.
- Failure to participate in the IARP meetings during the probation semester.

- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their first year of *Running Start* may also be dismissed from the program as a result of *any* of the following:

- Earning a combination of three “D”, “F” or “W” grades in a single semester.
- Earning two “F” grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

**Appendix D**  
**Running Start Program Course Offerings 2022-2023**  
**Running Start Courses Approved to be taken at an RVC Campus**

Allied Health					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
FWS-110	Fitness Walking	1	RSFWS-110	Fitness Walking	.5 Elective
FWS-116	Step Aerobics	1	RSFWS-116	Step Aerobics	.5 Elective
FWS-119	Cardio Kickboxing	1	RSFWS-119	Cardio Kickboxing	.5 Elective
FWS-121	Cardio Fitness & Conditioning	1	RSFWS-121	Cardio Fitness & Conditioning	.5 Elective
FWS-126	Beginning Weight Lifting	1	RSFWS-126	Beginning Weight Lifting	.5 Elective
FWS-127	Advanced Weight Lifting	2	RSFWS-127	Advanced Weight Lifting	.5 Elective
FWS-128	Sports Performance Fitness	1	RSFWS-128	Sports Performance Fitness	.5 Elective
FWS-131	Basketball & Touch Football	1	RSFWS-131	Basketball & Touch Football	.5 Elective
FWS-133	Power Volleyball	1	RSFWS-133	Power Volleyball	.5 Elective
FWS-151	Tae Kwon Do	1	RSFWS-151	Tae Kwon Do	.5 Elective
FWS-220	Intro Career Opportunity in PE	3	RSFWS-220	Intro Career Opportunity in PE	.5 Elective
FWS-231	Contemporary Health Issues	3	RSFWS-231	Contemporary Health Issues	.5 Elective
FWS-233	Community Health	3	RSFWS-233	Community Health	.5 Elective
FWS-235	Alcohol and Drug Education	3	RSFWS-235	Alcohol and Drug Education	.5 Elective
FWS-236	Human Sexuality	3	RSFWS-236	Human Sexuality	.5 Elective
FWS-237	Nutrition for Optimum Living	3	RSFWS-237	Nutrition for Optimum Living	.5 Elective
FWS-243	First Aid/Gen Safety/CPR/AED	3	RSFWS-243	First Aid/Gen Safety/CPR/AED	.5 Elective
FWS-250	Introduction Sport Management	3	RSFWS-250	Introduction Sport Management	.5 Elective
FWS-253	Introduction to Coaching	3	RSFWS-253	Introduction to Coaching	.5 Elective
FWS-254	ASEP Sport First Aid and CPR	3	RSFWS-254	ASEP Sport First Aid and CPR	.5 Elective
FWS-255	Sociology of Sport	3	RSFWS-255	Sociology of Sport	.5 Elective
FWS-256	History of Phy Ed & Sport	3	RSFWS-256	History of Phy Ed & Sport	.5 Elective
FWS-258	Sport & Exercise Psychology	3	RSFWS-258	Sport & Exercise Psychology	.5 Elective
FWS-260	Intro to Exercise Science	3	RSFWS-260	Intro to Exercise Science	.5 Elective
FWS-261	Nutrition for Fitness&Sport	3	RSFWS-261	Nutrition for Fitness&Sport	.5 Elective
FWS-263	Nutrit, Exercise & Weight Cntr	3	RSFWS-263	Nutrit, Exercise & Weight Cntr	.5 Elective
FWS-265	Personal Fitness and Wellness	3	RSFWS-265	Personal Fitness and Wellness	.5 Elective
FWS-266	Personal Trng I-Concepts&Appl	3	RSFWS-266	Personal Trng I-Concepts&Appl	.5 Elective
FWS-267	Persnl Trng II-Concepts&Appl.	3	RSFWS-267	Persnl Trng II-Concepts&Appl.	.5 Elective
HLT-110	Medical Terminology	2	RSHLT-110	Medical Terminology	.5 Elective
Business					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATG-110	Financial Accounting	4	RSATG-110	Financial Accounting	.5 Elective
ATG-111	Managerial Accounting	4	RSATG-111	Managerial Accounting	.5 Elective
BUS-101	Introduction to Business	3	RSBUS-101	Introduction to Business	.5 Elective
BUS-103	Business Mathematics	3	RSBUS-103	Business Mathematics	.5 Elective
BUS-105	Consumer Econ and Prsnl Fin	3	RSBUS-105	Consumer Econ and Prsnl Fin	.5 Elective
BUS-130	Entrepreneurship Principles	3	RSBUS-130	Entrepreneurship Principles	.5 Elective
BUS-131	Entrepreneurship Planning	3	RSBUS-131	Entrepreneurship Planning	.5 Elective
BUS-170	Intro Organizational Behavior	3	RSBUS-170	Intro Organizational Behavior	.5 Elective
BUS-200	Legal Environment in Bus	3	RSBUS-200	Legal Environment in Bus	.5 Elective
BUS-223	Business Statistics	3	RSBUS-223	Business Statistics	.5 Elective
BUS-230	Entrepreneurship Capstone	3	RSBUS-230	Entrepreneurship Capstone	.5 Elective
BUS-279	Principles of Finance	3	RSBUS-279	Principles of Finance	.5 Elective
BUS-282	International Business	3	RSBUS-282	International Business	.5 Elective
MGT-170	Business Communications	3	RSMGT-170	Business Communications	.5 Elective
MGT-270	Principles of Management	3	RSMGT-270	Principles of Management	.5 Elective
MGT-271	Human Resource Manage	3	RSMGT-271	Human Resource Manage	.5 Elective



MGT-274	Leadership	3	RSMGT-274	Leadership	.5 Elective
MKT-260	Principles of Marketing	3	RSMKT-260	Principles of Marketing	.5 Elective
MKT-265	Salesmanship	3	RSMKT-265	Salesmanship	.5 Elective
MKT-266	Principles of Advertising	3	RSMKT-266	Principles of Advertising	.5 Elective
MKT-288	Customer Relations	3	RSMKT-288	Customer Relations	.5 Elective
OFF-118	Computer Keyboarding	1	RSOFF-118	Computer Keyboarding	.5 Elective
<b>Communications</b>					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
COM-113	Intro to Public Relations	3	RSCOM-113	Intro to Public Relations	.5 Elective
COM-119	News Writing	3	RSCOM-119	News Writing	.5 Elective
COM-120	News Editing	3	RSCOM-120	News Editing	.5 Elective
COM-130	Intro to Mass Communication	3	RSCOM-130	Intro to Mass Communication	.5 Elective
COM-140	Writing for Multimedia	3	RSCOM-140	Writing for Multimedia	.5 Elective
COM-156	Audio Production I	3	RSCOM-156	Audio Production I	.5 Elective
COM-157	Video Production I	3	RSCOM-157	Video Production I	.5 Elective
COM-208	Screenwriting	3	RSCOM-208	Screenwriting	.5 Elective
COM-218	Broadcast Performance	3	RSCOM-218	Broadcast Performance	.5 Elective
COM-221	Photojournalism	3	RSCOM-221	Photojournalism	.5 Elective
COM-251	Film History and Appreciation	3	RSCOM-251	Film History and Appreciation	.5 Elective
COM-252	International History of Film	3	RSCOM-252	International History of Film	.5 Elective
COM-256	Advanced Audio Production	3	RSCOM-256	Advanced Audio Production	.5 Elective
COM-257	Advanced Video Production	3	RSCOM-257	Advanced Video Production	.5 Elective
COM-260	Advanced Post-Production	3	RSCOM-260	Advanced Post-Production	.5 Elective
COM-296	Documentary Production	3	RSCOM-296	Documentary Production	.5 Elective
COM-297	Motion Picture Production	3	RSCOM-297	Motion Picture Production	.5 Elective
ENG-101	Composition I	3	RSENG-101	Composition I	.5 Required
ENG-103	Composition II	3	RSENG-103	Composition II	.5 Required
ENG-108	Intro Creative Writing	3	RSENG-108	Intro Creative Writing	.5 Elective
ENG-109	Creative Writing II	3	RSENG-109	Creative Writing II	.5 Elective
ENG-110	Intro to Technical Writing	3	RSENG-110	Intro to Technical Writing	.5 Elective
ENG-200	Language, Power & Public Life	3	RSENG-200	Language, Power & Public Life	.5 Elective
LIT-101	Introduction to Literature	3	RSLIT-101	Introduction to Literature	.5 Elective
LIT-139	Mythology	3	RSLIT-139	Mythology	.5 Elective
LIT-140	The Bible As Literature	3	RSLIT-140	The Bible As Literature	.5 Elective
LIT-141	Film and Literature	3	RSLIT-141	Film and Literature	.5 Elective
LIT-142	Exploring Literature: Poetry	3	RSLIT-142	Exploring Literature: Poetry	.5 Elective
LIT-144	Exploring Literature: Fiction	3	RSLIT-144	Exploring Literature: Fiction	.5 Elective
LIT-152	Multicultural American Lit	3	RSLIT-152	Multicultural American Lit	.5 Elective
LIT-154	Intro Non-Western Literature	3	RSLIT-154	Intro Non-Western Literature	.5 Elective
LIT-201	American Lit Before 1865	3	RSLIT-201	American Lit Before 1865	.5 Elective
LIT-202	American Literature Since 1865	3	RSLIT-202	American Literature Since 1865	.5 Elective
SPH-131	Fundamentals of Communication	3	RSSPH-131	Fundamentals of Communication	.5 Elective
SPH-201	Interpersonal Communication	3	RSSPH-201	Interpersonal Communication	.5 Elective
SPH-202	Intercultural Communication	3	RSSPH-202	Intercultural Communication	.5 Elective
SPH-211	Group Leadership	3	RSSPH-211	Group Leadership	.5 Elective
<b>Computers and Information Systems</b>					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
CIS-102	Intro Computer & Info Systems	3	RSCIS-102	Intro Computer & Info Systems	.5 Elective
CIS-120	Intro to Microsoft Word	1	RSCIS-120	Intro to Microsoft Word	.5 Elective
CIS-121	Introduction to Excel	1	RSCIS-121	Introduction to Excel	.5 Elective
CIS-124	Introduction to Powerpoint	1	RSCIS-124	Introduction to Powerpoint	.5 Elective
CIS-130	Introduction to Access	2	RSCIS-130	Introduction to Access	.5 Elective
CIS-170	Programming Logic & Design	3	RSCIS-170	Programming Logic & Design	.5 Elective
CIS-180	Intro to Visual Basic Prgrmng.	4	RSCIS-180	Intro to Visual Basic Prgrmng.	.5 Elective
CIS-240	Intro to Java Programming	4	RSCIS-240	Intro to Java Programming	.5 Elective

CIS-245	Program Android-Mobile Devices	4	RSCIS-245	Program Android-Mobile Devices	.5 Elective
CIS-254	Database Programming	4	RSCIS-254	Database Programming	.5 Elective
CIS-276	Intro to C/C++ Programming	4	RSCIS-276	Intro to C/C++ Programming	.5 Elective
CIS-277	Advanced C/C++ Programming	4	RSCIS-277	Advanced C/C++ Programming	.5 Elective

CIS-279	Visual C# Programming	4	RSCIS-279	Visual C# Programming	.5 Elective
CIS-280	Program iOS Apple Mobile Dev	4	RSCIS-280	Program iOS Apple Mobile Dev	.5 Elective
CIS-290	Special Topics in CIS	1	RSCIS-290	Special Topics in CIS	.5 Elective
CIS-291	Internship Field Project	1	RSCIS-291	Internship Field Project	.5 Elective
GAT-101	Intro to Graphic Arts Tech	4	RSGAT-101	Intro to Graphic Arts Tech	.5 Elective
GAT-110	Introduction to Photoshop	2	RSGAT-110	Introduction to Photoshop	.5 Elective
GAT-115	Introduction to Illustrator	2	RSGAT-115	Introduction to Illustrator	.5 Elective
GAT-150	Typography	2	RSGAT-150	Typography	.5 Elective
GAT-178	Fundamentals of Desktop Publis	3	RSGAT-178	Fundamentals of Desktop Publis	.5 Elective
GAT-190	Image Generation and Output	2	RSGAT-190	Image Generation and Output	.5 Elective
GAT-215	Advanced Illustrator	2	RSGAT-215	Advanced Illustrator	.5 Elective
GAT-220	Adv Photoshop Grap Arts Indus.	3	RSGAT-220	Adv Photoshop Grap Arts Indus.	.5 Elective
PCT-110	Networking Essentials	3	RSPCT-110	Networking Essentials	.5 Elective
PCT-111	Windows Active Directory	3	RSPCT-111	Windows Active Directory	.5 Elective
PCT-112	Windows Server Fundamentals	3	RSPCT-112	Windows Server Fundamentals	.5 Elective
PCT-113	Microsoft Win Infrastructure	3	RSPCT-113	Microsoft Win Infrastructure	.5 Elective
PCT-120	Cisco Networking I	4	RSPCT-120	Cisco Networking I	.5 Elective
PCT-122	Cisco Networking II	4	RSPCT-122	Cisco Networking II	.5 Elective
PCT-124	Cisco Networking III	4	RSPCT-124	Cisco Networking III	.5 Elective
PCT-126	Cisco Networking IV	4	RSPCT-126	Cisco Networking IV	.5 Elective
PCT-130	Intro Network Security Fndmntl	3	RSPCT-130	Intro Network Security Fndmntl	.5 Elective
PCT-132	Advanced Network Security	3	RSPCT-132	Advanced Network Security	.5 Elective
PCT-140	IP Telephony I	4	RSPCT-140	IP Telephony I	.5 Elective
PCT-142	IP Telephony II	4	RSPCT-142	IP Telephony II	.5 Elective
PCT-211	VMWare vSphere:Install/Config	3	RSPCT-211	VMWare vSphere:Install/Config	.5 Elective
PCT-262	A+ Essentials	3	RSPCT-262	A+ Essentials	.5 Elective
PCT-270	Introduction to Unix/Linux	3	RSPCT-270	Introduction to Unix/Linux	.5 Elective
PCT-275	Cisco Firewall Design	4	RSPCT-275	Cisco Firewall Design	.5 Elective
PCT-290	Special Topic in PC Tech	1	RSPCT-290	Special Topic in PC Tech	.5 Elective
WEB-101	Programming Related-Internet	4	RSWEB-101	Programming Related-Internet	.5 Elective
WEB-102	Adv Program Related - Internet	4	RSWEB-102	Adv Program Related - Internet	.5 Elective
WEB-111	Introduction to Multimedia	3	RSWEB-111	Introduction to Multimedia	.5 Elective
WEB-225	Digital Photography	3	RSWEB-225	Digital Photography	.5 Elective
WEB-233	Introduction to Javascript	4	RSWEB-233	Introduction to Javascript	.5 Elective
WEB-234	PHP Programming	4	RSWEB-234	PHP Programming	.5 Elective

**Engineering and Technology**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
EGR-101	Introduction to Engineering	2	RSEGR-101	Introduction to Engineering	.5 Elective
EGR-135	Engineering Graphics/CAD	4	RSEGR-135	Engineering Graphics/CAD	.5 Elective
EGR-206	Statics	3	RSEGR-206	Statics	.5 Elective
EGR-207	Dynamics	3	RSEGR-207	Dynamics	.5 Elective
EGR-221	Elem Mech of Defmabl Bodies	3	RSEGR-221	Elem Mech of Defmabl Bodies	.5 Elective
EGR-231	Engineering Circuit Analysis	4	RSEGR-231	Engineering Circuit Analysis	.5 Elective
EGR-250	Digital Electronics	4	RSEGR-250	Digital Electronics	.5 Elective

**Humanities / Fine Arts**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ART-101	Drawing and Composition I	3	RSART-101	Drawing and Composition I	.5 Elective
ART-102	Drawing and Composition II	3	RSART-102	Drawing and Composition II	.5 Elective
ART-103	Design I	3	RSART-103	Design I	.5 Elective
ART-111	Painting I	3	RSART-111	Painting I	.5 Elective
ART-121	Ceramics I	3	RSART-121	Ceramics I	.5 Elective

ART-122	Ceramics II	3	RSART-122	Ceramics II	.5 Elective
ART-131	Introduction to Visual Art	3	RSART-131	Introduction to Visual Art	.5 Elective
ART-141	Intro Non-Western Visual Art	3	RSART-141	Intro Non-Western Visual Art	.5 Elective
ART-201	Life Drawing	3	RSART-201	Life Drawing	.5 Elective
ART-203	Design II	3	RSART-203	Design II	.5 Elective
ART-212	Painting II	3	RSART-212	Painting II	.5 Elective
ART-216	Relief Printmaking	3	RSART-216	Relief Printmaking	.5 Elective
ART-251	History of Art I	3	RSART-251	History of Art I	.5 Elective
ART-252	History of Art II	3	RSART-252	History of Art II	.5 Elective
CRM-101	Intro to Criminal Justice	3	RSCRM-101	Intro to Criminal Justice	.5 Elective
CRM-102	Intro to Probation & Parole	3	RSCRM-102	Intro to Probation & Parole	.5 Elective
CRM-103	Intro to Corrections	3	RSCRM-103	Intro to Corrections	.5 Elective
CRM-104	Intro to Private Security	3	RSCRM-104	Intro to Private Security	.5 Elective
CRM-105	Police Report Writing	3	RSCRM-105	Police Report Writing	.5 Elective
CRM-120	Criminal Investigation	3	RSCRM-120	Criminal Investigation	.5 Elective
CRM-125	Criminal Proced & Civil Rights	3	RSCRM-125	Criminal Proced & Civil Rights	.5 Elective
CRM-127	Ethics in Law Enforcement	3	RSCRM-127	Ethics in Law Enforcement	.5 Elective
CRM-210	Criminal Law	3	RSCRM-210	Criminal Law	.5 Elective
CRM-225	Juvenile Procedures	3	RSCRM-225	Juvenile Procedures	.5 Elective
CRM-260	Police Organization & Admin	3	RSCRM-260	Police Organization & Admin	.5 Elective
CRM-271	Patrol Procedures	3	RSCRM-271	Patrol Procedures	.5 Elective
CRM-281	Rules of Evidence	3	RSCRM-281	Rules of Evidence	.5 Elective
CRM-282	Interviews & Interrogations	3	RSCRM-282	Interviews & Interrogations	.5 Elective
ECE-100	Intro to Early Childhood Ed.	3	RSECE-100	Intro to Early Childhood Ed.	.5 Elective
ECE-101	The Developing Child	3	RSECE-101	The Developing Child	.5 Elective
ECE-103	Health, Safety & Nutrition of Young Child	3	RSECE-103	Health, Safety & Nutrition of Young Child	.5 Elective
ECE-105	Observation and Assessment of Young Children	3	RSECE-105	Observation and Assessment of Young Children	.5 Elective
ECE-113	Infant and Toddler Curriculum	3	RSECE-113	Infant and Toddler Curriculum	.5 Elective
ECE-201	Language Development	3	RSECE-201	Language Development	.5 Elective
ECE-202	Child, Family & Community	3	RSECE-202	Child, Family & Community	.5 Elective
ECE-203	Curriculum Plan-Young Child	3	RSECE-203	Curriculum Plan-Young Child	.5 Elective
ECE-205	Org & Superv-Early Child Facil	3	RSECE-205	Org & Superv-Early Child Facil	.5 Elective
EDU-202	Children's Literature	3	RSECE-202	Children's Literature	.5 Elective
EDU-224	Introduction to Education	3	RSECE-224	Introduction to Education	.5 Elective
EDU-234	Intro Technology for Teachers	3	RSECE-234	Intro Technology for Teachers	.5 Elective
EDU-244	Students With Disabilities	3	RSECE-244	Students With Disabilities	.5 Elective
FRN-101	Beginning French	4	RSFRN-101	Beginning French	.5 Elective
FRN-102	Continuath of Begng French	4	RSFRN-102	Continuath of Begng French	.5 Elective
GRM-101	Beginning German	4	RSGRM-101	Beginning German	.5 Elective
GRM-102	Continuath of Begng German	4	RSGRM-102	Continuath of Begng German	.5 Elective
HUM-111	Intro to Humanities I	3	RSHUM-111	Intro to Humanities I	.5 Elective
HUM-112	Intro to Humanities II	3	RSHUM-112	Intro to Humanities II	.5 Elective
HUM-114	Intro Hum III:Contem West Wrl	3	RSHUM-114	Intro Hum III:Contem West Wrl	.5 Elective
HUM-125	Intro Non-Western Humanities	3	RSHUM-125	Intro Non-Western Humanities	.5 Elective
HUM-211	War & West Hum Thru Mid Ages	3	RSHUM-211	War & West Hum Thru Mid Ages	.5 Elective
HUM-212	War & W.Hum-Renaiss to Present	3	RSHUM-212	War & W.Hum-Renaiss to Present	.5 Elective
HUM-250	Leadership Development Stud	3	RSHUM-250	Leadership Development Stud	.5 Elective
MUS-101	Fundamentals of Music	3	RSMUS-101	Fundamentals of Music	.5 Elective
MUS-102	Intro to Music Literature	3	RSMUS-102	Intro to Music Literature	.5 Elective
MUS-104	Intro to American Music	3	RSMUS-104	Intro to American Music	.5 Elective
MUS-106	Intro to Non-Western Music	3	RSMUS-106	Intro to Non-Western Music	.5 Elective
MUS-131	Class Piano I	2	RSMUS-131	Class Piano I	.5 Elective
MUS-132	Class Piano II	2	RSMUS-132	Class Piano II	.5 Elective
MUS-191	Chorus I	1	RSMUS-191	Chorus I	.5 Elective
MUS-194	Instrumental Ensemble I	1	RSMUS-194	Instrumental Ensemble I	.5 Elective
MUS-195	Band I	1	RSMUS-195	Band I	.5 Elective
MUS-198	Orchestra I	1	RSMUS-198	Orchestra I	.5 Elective

MUS-294	Instrumental Ensemble II	1	RSMUS-294	Instrumental Ensemble II	.5 Elective
MUS-295	Band II	1	RSMUS-295	Band II	.5 Elective
MUS-298	Orchestra II	1	RSMUS-298	Orchestra II	.5 Elective
PHL-150	Intro to Philosophy	3	RSPHL-150	Intro to Philosophy	.5 Elective
PHL-151	Intro Non-Western Philosophy	3	RSPHL-151	Intro Non-Western Philosophy	.5 Elective
PHL-152	Environmental Ethics	3	RSPHL-152	Environmental Ethics	.5 Elective
PHL-153	Medical Ethics	3	RSPHL-153	Medical Ethics	.5 Elective
PHL-154	Introduction to Religion	3	RSPHL-154	Introduction to Religion	.5 Elective
PHL-155	World Religions	3	RSPHL-155	World Religions	.5 Elective
PHL-156	Religion in American Society	3	RSPHL-156	Religion in American Society	.5 Elective
PHL-157	Foundational Religious Texts	3	RSPHL-157	Foundational Religious Texts	.5 Elective
PHL-255	Logic	3	RSPHL-255	Logic	.5 Elective
PHL-256	Contemporary Moral Issues	3	RSPHL-256	Contemporary Moral Issues	.5 Elective
PHL-260	Philosophy of Religion	3	RSPHL-260	Philosophy of Religion	.5 Elective
SPN-101	Beginning Spanish	4	RSSPN-101	Beginning Spanish	.5 Elective
SPN-102	Continuation Beginning Spanish	4	RSSPN-102	Continuation Beginning Spanish	.5 Elective
SPN-203	Intermediate Spanish	3	RSSPN-203	Intermediate Spanish	.5 Elective
SPN-204	Continue Intermediate Spanish	3	RSSPN-204	Continue Intermediate Spanish	.5 Elective
THE-133	Introduction to the Theater	3	RSTHE-133	Introduction to the Theater	.5 Elective
THE-134	Stagecraft & Theater Lighting	3	RSTHE-134	Stagecraft & Theater Lighting	.5 Elective
THE-135	Acting I	3	RSTHE-135	Acting I	.5 Elective
THE-235	Acting II	3	RSTHE-235	Acting II	.5 Elective
<b>Life Sciences</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
BIO-100	Introductory Human Biology	3	RSBIO-100	Introductory Human Biology	0.5
BIO-103	Introductory Life Science	3	RSBIO-103	Introductory Life Science	0.5
BIO-104	Intro Life Science Lab	1	RSBIO-104	Intro Life Science Lab	0.5
BIO-106	Environmental Science	3	RSBIO-106	Environmental Science	0.5
BIO-107	Environmental Biology Lab	1	RSBIO-107	Environmental Biology Lab	0.5
BIO-113	Plants and Society	4	RSBIO-113	Plants and Society	0.5
BIO-140	Introduction to Evolution	3	RSBIO-140	Introduction to Evolution	0.5
BIO-150	Microbes and Society	3	RSBIO-150	Microbes and Society	0.5
BIO-152	Microbes & Society Laboratory	1	RSBIO-152	Microbes & Society Laboratory	0.5
BIO-162	Human Heredity	3	RSBIO-162	Human Heredity	0.5
BIO-171	Biology of Human Disease	3	RSBIO-171	Biology of Human Disease	0.5
BIO-185	Foundations Anat & Physiol	5	RSBIO-185	Foundations Anat & Physiol	0.5
BIO-201	Fundamentals of Biology I	4	RSBIO-201	Fundamentals of Biology I	0.5
BIO-202	Fundamentals of Biology II	4	RSBIO-202	Fundamentals of Biology II	0.5
BIO-274	Microbiology	4	RSBIO-274	Microbiology	0.5
BIO-281	Anatomy and Physiology I	4	RSBIO-281	Anatomy and Physiology I	0.5
BIO-282	Anatomy and Physiology II	4	RSBIO-282	Anatomy and Physiology II	0.5
<b>Mathematics</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
MTH-115	General Education Math	3	RSMTH-115	General Education Math	0.5
MTH-120	College Algebra	3	RSMTH-120	College Algebra	0.5
MTH-125	Plane Trigonometry	3	RSMTH-125	Plane Trigonometry	0.5
MTH-132	College Algebra & Trigonometry	5	RSMTH-132	College Algebra & Trigonometry	0.5
MTH-135	Calculus W/Analytic Geom I	5	RSMTH-135	Calculus W/Analytic Geom I	0.5
MTH-164	Computer in Mathematics C/C++	4	RSMTH-164	Computer in Mathematics C/C++	0.5
MTH-211	Calc for Business & Soc Scienc	4	RSMTH-211	Calc for Business & Soc Scienc	0.5
MTH-216	Math for Elem Teachers I	3	RSMTH-216	Math for Elem Teachers I	0.5
MTH-217	Math for Elem Teachers II	3	RSMTH-217	Math for Elem Teachers II	0.5
MTH-220	Elements of Statistics	3	RSMTH-220	Elements of Statistics	0.5
MTH-235	Calculus W/Analytic Geom II	4	RSMTH-235	Calculus W/Analytic Geom II	0.5
MTH-236	Calculus W/Analyt Geom III	4	RSMTH-236	Calculus W/Analyt Geom III	0.5

MTH-240	Differential Equations	3	RSMTH-240	Differential Equations	0.5
MTH-250	Modern Linear Algebra	4	RSMTH-250	Modern Linear Algebra	0.5
<b>Physical Sciences</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
ATS-105	Intro to Atmospheric Science	4	RSATS-105	Intro to Atmospheric Science	0.5
CHM-110	General Organic & BioChem I	4	RSCHM-110	General Organic & BioChem I	0.5
CHM-120	General Chemistry I	4	RSCHM-120	General Chemistry I	0.5
CHM-130	General Chemistry II	4	RSCHM-130	General Chemistry II	0.5
CHM-210	General, Organic & BioChem II	4	RSCHM-210	General, Organic & BioChem II	0.5
CHM-220	Organic Chemistry I	5	RSCHM-220	Organic Chemistry I	0.5
CHM-230	Organic Chemistry II	5	RSCHM-230	Organic Chemistry II	0.5
CHM-240	General Biological Chemistry	3	RSCHM-240	General Biological Chemistry	0.5
GEL-101	Introduction to Geology	4	RSGEL-101	Introduction to Geology	0.5
GEL-107	Geology of the Solar System	3	RSGEL-107	Geology of the Solar System	0.5
GEL-206	Environmental Geology	3	RSGEL-206	Environmental Geology	0.5
PGE-100	Physical Geography	3	RSPGE-100	Physical Geography	0.5
PGE-102	Physical Geography With Lab	4	RSPGE-102	Physical Geography With Lab	0.5
PGE-240	Global Climate Change	3	RSPGE-240	Global Climate Change	0.5
PHY-201	Mechanics and Heat	5	RSPHY-201	Mechanics and Heat	0.5
PHY-202	Waves/Elec/Light & Modrn Phys	5	RSPHY-202	Waves/Elec/Light & Modrn Phys	0.5
PHY-215	Mechanics, Wave Motion, Thermo	5	RSPHY-215	Mechanics, Wave Motion, Thermo	0.5
PHY-225	Electr, Magnetism, Light, Phys	5	RSPHY-225	Electr, Magnetism, Light, Phys	0.5
<b>Social Sciences</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
ANP-102	Intro Biolo Anthro & Archaeol	3	RSANP-102	Intro Biolo Anthro & Archaeol	5 Elective
ANP-103	Intro to Cultural Anthro	3	RSANP-103	Intro to Cultural Anthro	5 Elective
GEO-130	World Geography	3	RSGEO-130	World Geography	5 Elective
HST-140	History of Western Civ I	3	RSHST-140	History of Western Civ I	5 Elective
HST-141	History of Western Civ II	3	RSHST-141	History of Western Civ II	5 Elective
HST-142	History of U S to 1865	3	RSHST-142	History of U S to 1865	5 Required
HST-143	History of U S Since 1865	3	RSHST-143	History of U S Since 1865	5 Required
HST-144	Current Hist 1945 to Present	3	RSHST-144	Current Hist 1945 to Present	5 Elective
HST-151	African History Survey to 1600	3	RSHST-151	African History Survey to 1600	5 Elective
HST-152	African Hist Survey Since 1600	3	RSHST-152	African Hist Survey Since 1600	5 Elective
HST-162	History of Latin America I	3	RSHST-162	History of Latin America I	5 Elective
HST-163	History of Latin America II	3	RSHST-163	History of Latin America II	5 Elective
HST-172	History of Middle East to 1453	3	RSHST-172	History of Middle East to 1453	5 Elective
HST-173	History Middle East Since 1453	3	RSHST-173	History Middle East Since 1453	5 Elective
HST-182	Hist of Eastern Civ to 1500	3	RSHST-182	Hist of Eastern Civ to 1500	5 Elective
HST-183	Hist of East Civ Since 1500	3	RSHST-183	Hist of East Civ Since 1500	5 Elective
HST-192	History of World Until 1750	3	RSHST-192	History of World Until 1750	5 Elective
HST-193	Hist of the World Since 1750	3	RSHST-193	Hist of the World Since 1750	5 Elective
HST-210	History of Women of the U.S.	3	RSHST-210	History of Women of the U.S.	5 Elective
PSC-150	Intro to Political Science	3	RSPSC-150	Intro to Political Science	5 Elective
PSC-160	American National Government	3	RSPSC-160	American National Government	5 Required
PSC-161	State and Local Government	3	RSPSC-161	State and Local Government	5 Elective
PSC-210	Intro to Legal System	3	RSPSC-210	Intro to Legal System	5 Elective
PSC-211	The American Presidency	3	RSPSC-211	The American Presidency	5 Elective
PSC-269	International Relations	3	RSPSC-269	International Relations	5 Elective
SOC-190	Introduction to Sociology	3	RSSOC-190	Introduction to Sociology	5 Elective
SOC-290	Social Problems	3	RSSOC-290	Social Problems	5 Elective
SOC-291	Criminology	3	RSSOC-291	Criminology	5 Elective
SOC-292	Sociology of Deviance	3	RSSOC-292	Sociology of Deviance	5 Elective
SOC-294	Urban Sociology	3	RSSOC-294	Urban Sociology	5 Elective
SOC-295	Racial and Ethnic Relations	3	RSSOC-295	Racial and Ethnic Relations	5 Elective

SOC-298	Sociology of Sex and Gender	3	RSSOC-298	Sociology of Sex and Gender	5 Elective
SOC-299	Sociology of the Family	3	RSSOC-299	Sociology of the Family	5 Elective
<b>STU Student Development</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
STU-100	Planning for Success	1	RSSTU-100	Planning for Success	5 Elective
STU-101	Career Planning	2	RSSTU-101	Career Planning	5 Elective
STU-103	Workplace Ethics	1	RSSTU-103	Workplace Ethics	5 Elective
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
ECO-101	Introduction to Economics	3	RSECO-101	Introduction to Economics	5 Required
ECO-110	Principles of Economics: Macro	3	RSECO-110	Principles of Economics: Macro	
ECO-111	Principles of Economics: Micro	3	RSECO-111	Principles of Economics: Micro	
<b>Associate Degree Required in order to earn Winnebago High School Diploma</b>					



## General Education Core Curriculum Certificate

Presented to RVC Board of Trustees Committee of the Whole  
June 14, 2022

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**Amanda Smith, Ed.D.**

# General Education Core Curriculum (GECC) Certificate

- Completion of the GECC of the Associate of Arts degree
- Pathway to acknowledge milestone of completion for students in transfer programs (Associate of Arts)
- ICCB Credential defined in *Administrative Rules of Illinois Community College Board, Part 1501 Administration of the Illinois Public Community College Act*
  - Chapter 23, Code 1501.301
  - Chapter 23, Code 1501.309(d)(2)



# Benefits of GECC Certificate

- Provides a transfer degree pathway
- Students achieve a completion as a stackable credential
- Positively impacts college completion rates for students who transfer prior to completion of degree

# Course Sequence

Course Category	Credits
Communications	9 credits
Social & Behavioral Sciences	9 credits
Humanities	9 credits
Mathematics	3-6 credits
Physical & Life Sciences	7-8 credits
<b>TOTAL</b>	<b>37-41 credits</b>

# Questions?

**Purchase Report-A – FY22 Addendums**

Recommendation: Board approval for items marked with an asterisk

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

**American Express Chicago II** **\$150,000.00\*(1)**

1. This request is the result of COVID restrictions being lifted allowing for employees and student clubs to travel again, and the Athletic Teams traveling to tournament games. Travel includes (but is not limited to) airfare, hotel accommodations and car rentals. There has also been an increase in new employees being issued Purchase Cards (P-Cards).

Original approved amount	\$550,000.00
Increase requested	\$150,000.00
New total expenditure	\$700,000.00

FY22 Budgeted Expense  
Original Board Report BR #7817 / PR #763D

B. Contractual Services – (Plant Maintenance: Uniform Services)

**Cintas Corp. Cincinnati OH** **\$4,000.00\*(2)**

2. This increase is requested due to several reasons. The Plant, Operations and Maintenance (POM) department rental uniforms were discontinued and there was a price increase by the vendor for the new uniforms. In addition, the number of uniforms required by POM has increased due to being fully staffed. Also, Welding and CNC lab areas located at the Advanced Technology Center (ATC) required towel service.

Original approved amount	\$11,000.00
Increase requested	\$4,000.00
New total expenditure	\$15,000.00

FY22 Budgeted Expense  
Original Board Report BR #7817 / PR #763D

**Purchase Report-A – FY22 Addendums**

C. Contractual Services – (Refuse Disposal all campus locations)

**Rock River Disposal Services Rockford IL**

**\$12,000.00\*(3)**

3. This increase is due to a price increase from the vendor and the addition of the Advanced Technology Center under the College’s master agreement.

Original approved amount	\$26,000.00
Increase requested	\$12,000.00
New total expenditure	\$38,000.00

FY22 Budgeted Expense  
Original Board Report BR #7817 / PR #763D

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Howard J. Spearman, Ph.D.  
President

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

**Purchase Report-B – FY22 Purchases**

Recommendation: Board approval for items marked with an asterisk

A. SURS 6% Employer Liability – (SURS Penalty Fund General Institutional)

**State University Retirement System (SURS) Champaign IL           \$61,560.36\*(1)**

1. The College has received notification from the State University Retirement System (SURS) regarding one participant’s earnings exceeding six (6) percent for the previous year. Pursuant to 40 ILCS 5/15(g), if a participant’s earnings for any academic year used to determine their final average earnings (FAE), also known as final rate of earnings, exceeds the amount of their earnings for the previous year by more than the percentage allowed under 40 ILCS 5/15(g), SURS is required to bill the employer for the present value of the increase of their benefits.

FY22 SURS Penalty Fund

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

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

**Purchase Report-C – FY23 Purchases**

Recommendation: Board approval for items marked with an asterisk

A. Production Contract – (Auxiliary Enterprises Fund – Starlight, other Contractual Services)

**Musical Theatre International (MTI) New York NY** **\$25,000.00\*(1)**

1. License fee for the Production A of the 2023 Starlight Theatre season. The contract agreement will cover the licensing, royalties, materials and fees for all performances. This expense will be incurred only if Starlight is able to have performances.

FY23 Budgeted Expense

B. Production Contract – (Auxiliary Enterprises Fund – Starlight, other Contractual Services)

**Concord Theatricals New York NY** **\$60,000.00\*(2)**

2. License fee for the Productions B, C, and D of the 2023 Starlight Theatre season. The contract agreement will cover the licensing, royalties, materials and fees for all performances. This expense will be incurred only if Starlight is able to have performances.

FY23 Budgeted Expense

C. Printing Contract – (Print/Copy Commercial Services: Continuing Education)

**KK Stevens Publishing Co Astoria IL** **\$21,729.00\*(3)**  
**Action Printing Fond du Lac WI** **\$25,792.00**

3. This expense is for printing the Fall 2022 Community and Continuing Education class schedule booklet to be mailed to all Winnebago County and Boone County households.

FY23 Budgeted Expense

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

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

**Purchase Report-D – FY23 Site Rentals**

Recommendation: Board approval for items marked with an asterisk

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

**The Workforce Connection Rockford IL \$272,000.00\*(1)**

1. Annual rent and common area maintenance, insurance, and taxes (CAMIT) for the Dislocated Worker Program and Refugee Program at 303 North Main Street from July 1, 2022 through June 30, 2023.

FY23 Grant Expense

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

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

2. Annual rent for the property located at 99 E State St, Rockford Illinois for the Adult Education and Media Design Programs. Total billable square footage is 14,462.00 at a cost of \$10.80 per square foot for the period July 1, 2022 through June 30, 2023. This lease is due to expire August 2025.

FY23 Budgeted Expense

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

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

3. Land lease for the property located on Cessna Drive for the Aviation Maintenance Program for the period July 1, 2022 through June 30, 2023. The initial term for this lease expires February 2024.

FY23 Budgeted Expense

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

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



## Purchase Report-E – FY23 Licensing / Software Renewals

Recommendation: Board approval for items marked with an asterisk

A. Software – (Maintenance Services Software Support: Instructional)

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

1. Annual software subscription/maintenance for the SaaS Platinum Analytics Software and service agreement for the Strategic Scheduling CheckUp. This will be the third (3) year of a five-year contract.

FY23 Budgeted Expense

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

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

2. Annual agreement for software used by the student clubs and organizations. The software also provides a social media component. This expense is paid with student activity fees.

FY23 Budgeted Expense

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

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

3. Annual agreement for the Foundation Scholarship management software.

FY23 Budgeted Expense

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

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

4. Annual agreement for the Blackboard ALLY software program that focuses on making digital content more accessible to the students by giving faculty the ability to generate alternative formats including refreshable braille displays.

FY23 Grant Expense

### Purchase Report-E – FY23 Licensing / Software Renewals

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

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

5. Annual licensing of the Barracuda Energize Spam Firewall and Email Security Gateway for Cloud services, email archive system, and Azure expenses. Includes annual Barracuda spam filter updates and instance replacements.

FY23 Budgeted Expense

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

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

6. Annual licensing for Microsoft software. Applications include Office 365, Exchange, SQL server and Visio-Pro. This enterprise licensing allows for installation on all necessary staff computers, with Office installed on all college computers.

FY23 Budgeted Expense

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

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

7. Renewal of the facilities, plant operations and maintenance department's (FPOM) integrated management (work order) software.

FY23 Budgeted Expense

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

**Economic Modeling LLC (Emsi) Moscow ID** **\$18,000.00\*(8)**

8. Emsi analyst (\$9,500.00 paid by Institutional Research) gathers and integrates economic, labor market, demographic, education, profile, and job posting data to inform program review and development. Emsi Widget Builder (\$8,500.00 paid by Perkins funds) provides program-specific employment outcome data to be displayed on program web pages.

FY23 Budgeted Expense

## Purchase Report-E – FY23 Licensing / Software Renewals

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

**Ellucian Malvern PA**

**\$650,000.00\*(9)**

9. The annual maintenance for Ellucian Colleague, which is the core Enterprise Resource Planning (ERP) system for the College. Colleague integrates information from Human Resources, Payroll, Student and Financial information, Recruitment, Advising, Position Management, Project Accounting and enables the college to carry out day-to-day operations. This is the second year of a five-year contract.

FY23 Budgeted Expense

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

**Entrinsik Inc Raleigh NC**

**\$22,770.00\*(10)**

10. The annual maintenance for Informer 5. This software is a report writer that integrates with Ellucian Colleague and is in use throughout the College when running reports.

FY23 Budget Expense

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

**Hyland LLC Lenexa KS**

**\$79,000.00\*(11)**

11. Annual maintenance for the Perceptive Content (Image Now) document imaging system and professional services related to the Cloud migration.

FY23 Budgeted Expense

- L. Software – (Other Contractual Services: Academy for Teaching and Learning Excellence (ATLE) Academic)

**Instructure Inc Salt Lake City UT**

**\$144,618.00\*(12)**

12. Annual software subscription and maintenance for the Canvas Cloud subscription services. Canvas is the College's Learning Management System (LMS) and is used to provide online course and instructional support. This is the fifth year of a five-year contract.

FY23 Budgeted Expense

**Purchase Report-E – FY23 Licensing / Software Renewals**

M. Budget Software – (Higher Education Emergency Relief Fund (HEERF): General Institutional Expense)

**Prophix Software Inc. Ontario, Canada** **\$66,500.00\*(13)**

13. This is for the annual renewal of user licenses for the budget software. Licenses include three (3) Administrator licenses and 50+ standard user licenses. Prophix integrates with Ellucian’s Colleague to give users improved budgeting and financial reporting capabilities.

FY23 Budgeted Expense

N. Software – (Other Contractual Services: Institutional Research & Planning)

**Qualtrics LLC Provo UT** **\$16,000.00\*(14)**

14. Renewal of the Research Suite License that is used by the Academic Divisions for internal and external surveys, student learning outcomes assessments and program evaluations.

FY23 Budgeted Expense

O. Software – (Other Contractual Services: Institutional Research & Planning)

**Watermark Insights New York NY** **\$91,000.00\*(15)**

15. Annual site license renewal for the Accountability Management System (AMS) and Learning Achievement Tools (LAT).

FY23 Budgeted Expense

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Howard J. Spearman, Ph.D.  
President

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

<b>FY23 Blanket Purchase Orders</b>						
<i>As in the past, Purchase Orders and Blanket Purchase Orders are being issued to various vendors that we believe are not subject to the IL Public Community College Act, 110 ILCS 805/3-27.1 Bid requirements (i.e. Postage, Contractual Services, Supplies, etc.)</i>						

VENDOR	CITY	ST	DESCRIPTION	FY22	FY23	Comments
<b><u>Health Care Service Corporation</u></b>	Chicago	IL	Premiums for PPO insurance, Stop loss insurance	\$ 6,600,000.00	\$ 7,125,000.00	Exempt A (Projected pricing from multiple insurance carriers.)
<b><u>Constellation New Energy Gas/Electric</u></b>	Chicago	IL	Gas and Electric Service (increase due to addition of ATC)	\$ 1,750,000.00	\$ 1,850,000.00	Exempt - L (Consortium pricing)
<b><u>IL Community College (ICC) Risk Management Consortium</u></b>	Northbrook	IL	Premiums for property and casualty, worker's compensation, malpractice, and athletic insurance Paid from Operations, Tort and Auxilliary Funds	\$ 885,000.00	\$ 885,000.00	Exempt - L / also per the Illinois Joint Purchasing Act , 30 ILCS 525/1, et seq. (Projected insurance premiums)
<b><u>EBM/Morgan Building Maintenance</u></b>	Elk Grove Village	IL	Custodial services (increase due to addition of ATC)	\$ 800,000.00	\$ 850,000.00	Fourth year of a Five-year contract
<b><u>American Express</u></b>	Chicago	IL	P-Card program	\$ 550,000.00	\$ 700,000.00	Pass through for misc. small commodities purchased in accordance with the College's P-card policies / Individual purchases are less than \$25,000 and therefore do not need to be bid pursuant to 110 ILCS 805/3-27.1
<b><u>Robbins, Schwartz, Nicholas, Lifton, Taylor</u></b>	Chicago	IL	Legal services, as needed	\$ 400,000.00	\$ 600,000.00	Exempt - A
<b><u>MetLife</u></b>	Philadelphia	PA	Premiums for supplemental life insurance, group life insurance, dental and long term disability insurance	\$ 570,000.00	\$ 505,000.00	Exempt A (Projected pricing from multiple insurance carriers.)
<b><u>OPN Architects</u></b>	Madison	WI	For design and construction planning for the ATC building (including a new roof & the parking lot)	\$ -	\$ 305,600.00	First year of a five -year contract (RFQ# 22-04 Architect of Record)
<b><u>OSF Healthcare</u></b>	Peoria	IL	On-site wellness clinic management fees, consumables and monthly lab fees	\$ 210,000.00	\$ 210,000.00	Exempt - A (Fourth year of a Five-year contract)
<b><u>Bodycraft Wellness &amp; Massage</u></b>	Rockford	IL	Instruction of personal wellness Continuing Education classes	\$ 202,000.00	\$ 202,000.00	Exempt A- (Revenue received to offset the expenses of classes)
<b><u>Condensed Curriculum Intl</u></b>	Fairfield	NJ	Instruction of Health Care Continuing Education classes	\$ 55,000.00	\$ 180,000.00	Exempt - A / Increase due to partnership with WEI

VENDOR	CITY	ST	DESCRIPTION	FY22	FY23	Comments
<u>Marco Technologies, LLC</u>	Rockford	IL	Campus copier click charges (usage) & lease payments	\$ 134,000.00	\$ 150,000.00	Exempt G (Fifth year of a five-year contract)
<u>State Universitites Retirement System (SURS)</u>	Springfield	IL	Penalty expenses	\$ -	\$ 150,000.00	Exempt - L
<u>Townsquare Media Rockford LLC / Ignite</u>	Cincinnati	OH	Media advertising to support enrollment and college initiatives, Tech Bus and ATC	\$ 132,000.00	\$ 135,000.00	Exempt A & L
<u>Windstar Lines Inc</u>	Carroll	IA	Charter Bus Service for the Athletic teams' travel (Does not include Regional Game travel) This is a NOT TO EXCEED	\$ 100,000.00	\$ 135,000.00	Second renewal of a two one-year renewal option (Bid# 20-02)
<u>Javon Bea Hospital - Rockton</u>	Rockford	IL	Instruction and consumable class materials and supplies for the Continuing Education Fire Science, EMS & EMT classes	\$ 130,000.00	\$ 130,000.00	Exempt A & L
<u>Huron Consulting Services LLC (AKA: Studer Education)</u>	Chicago	IL	Contractual Services to provide leadership & organizational development training and services to the College Leadership team	\$ 129,390.00	\$ 129,390.00	Exempt - A
<u>Airoldi</u>	Oak Creek	WI	Two tractors and two trailers for the Truck Driving Training Program	\$ 100,000.00	\$ 124,000.00	Second year of two 1-year contract renewals
<u>EBSCO Subscription Services</u>	Birmingham	AL	Magazines and journals	\$ 110,000.00	\$ 110,000.00	Exempt - L
<u>NICOR Gas</u>	Pecatonica	IL	Gas transportation	\$ 81,000.00	\$ 105,000.00	Exempt - L
<u>BSN Sports</u>	Dallas	TX	Athletic uniforms and sports equipment for the Rock Valley College sports teams	\$ 100,000.00	\$ 100,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1 (Second year of a Five-year agreement)
<u>Khione Management Services LLC</u>	Cicero	IL	Snow removal for the College Satellite locations	\$ 90,000.00	\$ 100,000.00	Misc. small Commodity purchases; Not required to bid as individual (or collective) purchases do not exceed \$25,000 threshold in 110 ILCS 805/3-27.1. (First one-year renewal of two one-year renewal options)
<u>City of Rockford</u>	Rockford	IL	Water service for the main campus and satellite campuses	\$ 85,000.00	\$ 90,000.00	Exempt -K & L
<u>Helm Service</u>	Rockford	IL	Service contract for parts, supplies, repairs for the Heating, Ventilation Air Conditioning (HVAC) systems	\$ 90,000.00	\$ 90,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>Sikich LLC</u>	Naperville	IL	Audit Services for the College and the Foundation	\$ 87,650.00	\$ 87,650.00	Second year of a three-year contract extension

<b>VENDOR</b>	<b>CITY</b>	<b>ST</b>	<b>DESCRIPTION</b>	<b>FY22</b>	<b>FY23</b>	<b>Comments</b>
<b><u>Commonwealth Edision</u></b>	Chicago	IL	Electric and Energy Supply Bills	\$ 85,000.00	\$ 85,000.00	Exempt - L
<b><u>Mid-City Office Products</u></b>	Rockford	IL	Office Supplies	\$ 80,000.00	\$ 80,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<b><u>Rocket Industrial (FKA: Harder Corp)</u></b>	Rockford	IL	Supplies, parts & repairs for custodial	\$ 80,000.00	\$ 80,000.00	NON COVID related supplies: Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<b><u>IL Dept. of Employment Security (IDES)</u></b>	Rockford	IL	Unemployment insurance premiums. Paid from Tort Fund.	\$ 105,000.00	\$ 75,000.00	Exempt - 30 ILCS 525/2 - Joint Purchasing Act
<b><u>Lamar Companies</u></b>	Rockford	IL	Media advertising to support enrollment and college initiatives, Tech Bus and ATC	\$ 193,000.00	\$ 75,000.00	Exempt A & L
<b><u>National Safety Council</u></b>	Itasca	IL	Course materials for Traffic Safety classes	\$ 75,000.00	\$ 75,000.00	Exempt - L
<b><u>Effectv</u></b>	Rockford	IL	Media advertising to support enrollment and college initiatives, Tech Bus and ATC	\$ 106,000.00	\$ 65,000.00	Exempt A & L
<b><u>BCG - North America Corporation</u></b>	Chicago	IL	Contract instruction	\$ 60,000.00	\$ 60,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1 (Note: Increase to due addition of courses taught on main campus as well as ATC)
<b><u>Helm Service</u></b>	Rockford	IL	Electrical parts, repairs, and service	\$ 45,000.00	\$ 60,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<b><u>Marsh LLC</u></b>	Chicago	IL	Insurance premiums for Treasurer Bonds, Airport Liability, Aircraft Hull & Liability. Paid from Operations and Tort Funds	\$ 60,000.00	\$ 60,000.00	Exempt under the Illinois joint Purchasing Act, 30ILCS 525/1, et seq. (Final year of 3 year commitment to the Illinois Community College Risk Management Consortium)
<b><u>Pitney Bowes Reserve Account</u></b>	Pittsburgh	PA	Postage meter funds	\$ 60,000.00	\$ 60,000.00	Exempt - K (Machine is the postage meter, stamps must be purchased through vendor to be compatible)
<b><u>Postmaster</u></b>	Rockford	IL	Postage for USPS Bulk mail	\$ 60,000.00	\$ 60,000.00	Exempt - K
<b><u>Amazon Web Services (AWS)</u></b>	Seattle	WA	Web Apps 2.0	\$ 53,000.00	\$ 55,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<b><u>Midland Paper</u></b>	Rockford	IL	Paper used by campus for printing and copying	\$ 50,000.00	\$ 50,000.00	One year extension while going out for Bid: Pricing has increased due to supply chain issues

VENDOR	CITY	ST	DESCRIPTION	FY22	FY23	Comments
<u>Schneider Electric</u>	Homewood	IL	Security systems hardware and software support	\$ 50,000.00	\$ 50,000.00	Exempt - F
<u>Smith Oil</u>	Rockford	IL	Gas for fleet and maintenance vehicles	\$ 40,000.00	\$ 50,000.00	Exempt - F / Misc. small commodity purchases - College use / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>WIFR - TV23</u>	Rockford	IL	Media advertising to support enrollment and college initiatives	-	\$ 50,000.00	Exempt A & L
<u>WREX</u>	Rockford	IL	Media advertising to support enrollment and college initiatives	\$ 98,000.00	\$ 50,000.00	Exempt A & L
<u>Ballard Electric</u>	Rockford	IL	Cogen/Generator Asset Optimization Modle (GOAM) monitoring, programming, services and repairs	\$ 24,000.00	\$ 49,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>Elsevier/HESI</u>	St Louis	MO	RN comprehensive assessment & review of programs; & the SIM Charting Software that is used with the medication computer system by the students (These are all pass-through items that are covered by course fees)	\$ 44,000.00	\$ 48,000.00	Exempt - A
<u>University of Illinois</u>	Champaign	IL	Multiple library databases and search tools	\$ 47,000.00	\$ 47,000.00	Exempt - L
<u>Midwest Library Service</u>	Bridgeton	MO	Books for the Library collection	\$ 26,000.00	\$ 45,000.00	Exempt - L
<u>iFiber</u>	Sycamore	IL	GIG transport fee	\$ 38,400.00	\$ 43,600.00	Exempt - F
<u>Rock River Disposal</u>	Rockford	IL	Trash removal and recycling services	\$ 26,000.00	\$ 43,000.00	Exempt - L (Increase due to inclusion of Advanced Technology & pricing increase)
<u>Clearfly</u>	Pasadena	CA	Local telephone service	\$ 42,000.00	\$ 42,000.00	Exempt - L & F
<u>Four Rivers Sanitation Authority (FKA: Rockford Reclamation)</u>	Rockford	IL	Sanitation services for waste removal for the campus	\$ 42,000.00	\$ 42,000.00	Exempt - L
<u>AT&amp;T</u>	Dallas	TX	IP/Flex/Completelink, Monthly phone bills	\$ 40,000.00	\$ 40,000.00	Exempt - L
<u>Barnes &amp; Noble</u>	Rockford	IL	Electronic textbooks and course materials for the Nursing programs. Materials are sourced through the campus bookstore contract (course fees cover the entire cost of these materials.	\$ 35,000.00	\$ 40,000.00	Exempt - F Also: Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1



VENDOR	CITY	ST	DESCRIPTION	FY22	FY23	Comments
<u>Johnson Controls Fire Protection LP</u>	Palatine	IL	Fire alarm testing and repairs	\$ 37,000.00	\$ 40,000.00	Exempt - L
<u>Schumacher Elevator</u>	Denver	IA	Inspection and repair services for elevators in all college locations	\$ 33,000.00	\$ 40,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>Verizon Wireless</u>	St Louis	MO	Cell phone service, Hot Spots and hardware	\$ 40,000.00	\$ 40,000.00	Exempt - F / Misc. small commodity purchases - College use / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>WQRF TV Fox 39</u>	Rockford	IL	Media advertising to support enrollment and college initiatives	\$ 50,000.00	\$ 40,000.00	Exempt A & L
<u>H&amp;H/Air Rite</u>	Bettendorf	IA	HVAC filters for all RVC Campus buildings (increase due to addition of ATC)	\$ 35,000.00	\$ 38,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>C D W Government Inc</u>	Chicago	IL	Adobe Acrobat Licenses for college end-users	\$ 35,000.00	\$ 35,000.00	Exempt - F
<u>Johnson Controls Inc.</u>	Rockford	IL	Repair of control systems, as needed (increase due to addition of ATC)	\$ 35,000.00	\$ 35,000.00	Exempt - E
<u>Rocket Industrial (FKA: Harder Corp)</u>	Rockford	IL	COVID purchases of hand sanitizer and pump stations	\$ 50,000.00	\$ 35,000.00	COVID related supplies: Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>Balanced Environments Inc (BEI)</u>	Old Mill Creek	IL	Grounds Maintenance for Stenstrom, Bell, Aviation & ATC	\$ 28,000.00	\$ 30,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1 (Second year of a three-year agreement)
<u>Exxon Mobil</u>	Rockford	IL	Fuel for the tractor/trailer units used in the Truck Driver Training Program	\$ 30,000.00	\$ 30,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>Miller Bradford &amp; Risberg or M&amp;D Truck and Equipment Sales</u>	Rockford	IL	Rental of Case wheel loader and Skid Steer to assist w/snow removal and other grounds tasks	\$ 25,000.00	\$ 30,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>City of Rockford</u>	Rockford	IL	Bulk Road Salt for the College campus	\$ 21,350.00	\$ 27,000.00	Exempt -K & L
<u>City of Rockford</u>	Rockford	IL	911 Service	\$ 26,000.00	\$ 27,000.00	Exempt -K & L
<u>Network of Illinois Learning Resources in Community Colleges (NILRC)</u>	Blanchardville	WI	Multiple library databases and search tools	\$ 25,000.00	\$ 27,000.00	Exempt - F & L

<b>VENDOR</b>	<b>CITY</b>	<b>ST</b>	<b>DESCRIPTION</b>	<b>FY22</b>	<b>FY23</b>	<b>Comments</b>
<b><u>BP Roofing Solutions</u></b>	Loves Park	IL	Roofing inspections and repairs	\$ 15,000.00	\$ 25,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<b><u>Gatehouse Media Illinois Holdings Inc (FKA: Rockford Register Star)</u></b>	Rockford	IL	Media advertising to support enrollment and college initiatives	\$ 120,000.00	\$ 25,000.00	Exempt A & L
<b><u>Plumbers &amp; Pipe Fitters</u></b>	Rockford	IL	Contract Instruction for the Highway Construction Careers Training Programs (HCCTP) Courses as needed	\$ 25,000.00	\$ 25,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<b><u>Upswing</u></b>	Austin	TX	Web based Tutoring Service available 24hrs/7days a week to all RVC Students	\$ 24,000.00	\$ 24,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<b><u>Cornerstone OnDemand Inc</u></b>	Santa Monica	CA	Specialized service provider for online training modules available to employees to train remotely	\$ 18,515.00	\$ 20,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<b><u>Illinois Commity College Trustees Assoc (ICCTA)</u></b>	Springfield	IL	Membership dues for the College to belong to the Association	\$ 19,290.00	\$ 20,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<b><u>Lift Works</u></b>	St Charles	IL	Building Inspections & maintenance	\$ 20,000.00	\$ 20,000.00	Misc. small Commodity purchases; Not required to bid as individual (or collective) purchases do not exceed \$25,000 threshold in 110 ILCS 805/3-27.1.
<b><u>Reinders Inc</u></b>	Milwaukee	WI	Fertilizer/weed control and grounds supplies	\$ 16,000.00	\$ 20,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<b><u>Rush Power</u></b>	Kirkland	IL	Semi-annual preventative maintenance for the Caterpillar engines in the Co-generation plant	\$ 20,000.00	\$ 20,000.00	Exempt - E
<b><u>Steiner Electric</u></b>	Loves Park	IL	Electrical parts and supplies	\$ 20,000.00	\$ 20,000.00	Misc. small Commodity purchases; Not required to bid as individual (or collective) purchases do not exceed \$25,000 threshold in 110 ILCS 805/3-27.1. (Third year of a three year contract)
<b><u>Wolter Inc</u></b>	Brookfield	WI	Contract instruction for Forklift training	10,000.00	\$ 20,000.00	Exempt - L
<b><u>YBP</u></b>	Atlanta	GA	Books for the library collection	\$ 20,000.00	\$ 20,000.00	Exempt - F & L
<b><u>Johnstone Supply</u></b>	Rockford	IL	Maintenance parts and supplies (increase due to addition of ATC)	\$ 18,000.00	\$ 18,000.00	Misc. small Commodity purchases; Not required to bid as individual (or collective) purchases do not exceed \$25,000 threshold in 110 ILCS 805/3-27.1.
<b><u>Lakeland Chemical</u></b>	Menomonee Falls	WI	Chemical treatment for boilers, chillers and HVAC equipment	\$ 18,000.00	\$ 18,000.00	Exempt - E / Also, misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1

VENDOR	CITY	ST	DESCRIPTION	FY22	FY23	Comments
<u>Safe Chefs Food Safety Training LLC</u>	Des Plaines	IL	Food Safety Manager and Food Handler classes	\$ -	\$ 17,500.00	Exempt - L
<u>Kanopy</u>	San Francisco	CA	Streaming Services for students (through Library Services)	\$ 17,000.00	\$ 17,000.00	Exempt - F & L
<u>Illinois Heartland Library System (IHLS-OCLC)</u>	Edwardsville	IL	Transaction fees for library resource sharing	\$ 16,000.00	\$ 16,000.00	Exempt - L / Misc. small commodity purchases - Academic use / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>Skyline Window Cleaning</u>	Machesney Park	IL	Window cleaning, as needed	\$ 13,000.00	\$ 16,000.00	Misc. small Commodity purchases; Not required to bid as individual (or collective) purchases do not exceed \$25,000 threshold in 110 ILCS 805/3-27.1.
<u>Adventure Safari Network</u>	Byron	IL	Instruction of photography classes	\$ 15,000.00	\$ 15,000.00	Exempt A - 30 ILCS 525/2 - Joint Purchasing Act / misc. small commodity purchases - Academic use / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>Cintas</u>	Cincinnati	OH	Plant Operations Maintenance (rental and cleaning) uniforms	\$ -	\$ 15,000.00	Misc. small Commodity purchases; Not required to bid as individual (or collective) purchases do not exceed \$25,000 threshold in 110 ILCS 805/3-27.1.
<u>First Advantage</u>	Alpharetta	GA	Background check services for the Police Department	\$ 27,000.00	\$ 15,000.00	Exempt - A (Currently out for bid)
<u>IL Central Management Services (CMS)</u>	Springfield	IL	ICN Internet	\$ 15,000.00	\$ 15,000.00	Exempt L - 30 ILCS 525/2 - Joint Purchasing Act / Also, misc. small commodity purchases - Academic use / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>IQR (MyStateline)</u>	Rockford	IL	Media advertising to support enrollment and college initiatives, Tech Bus and ATC	\$ 100,000.00	\$ 15,000.00	Exempt A & L
<u>Patterson Dental</u>	Wood Dale	IL	Supplies used for instruction in Dental Clinic	\$ 15,000.00	\$ 15,000.00	Misc. small commodity purchases - Academic use / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>Uniform Den East</u>	Moline	IL	Uniform Service	\$ 15,000.00	\$ 15,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>WTVO- TV 17</u>	Rockford	IL	Media advertising to support enrollment and college initiatives	\$ 73,000.00	\$ 15,000.00	Exempt A & L
<u>Automatic Fire Systems</u>	Rockford	IL	Annual fire pump inspections/testing	\$ 13,000.00	\$ 13,000.00	Exempt - E / Also, misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>Henry Schein Inc</u>	West Allis	WI	Supplies used for instruction and small repair items for the the Dental Clinic equipment	\$ 15,000.00	\$ 12,000.00	Misc. small commodity purchases - Academic use / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1

VENDOR	CITY	ST	DESCRIPTION	FY22	FY23	Comments
<u>NAPA Auto Parts</u>	Rockford	IL	Parts	\$ 12,000.00	\$ 12,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>Neveco</u>	St Louis	MO	Advertising on the Gymnasium Digital scoring tables within the District High Schools	\$ -	\$ 12,000.00	Exempt A & L
<u>White Leaf Creative</u>	Rockford	IL	Contract Instruction for the various Community and Continuing Education (CCE) courses as needed	\$ 12,000.00	\$ 12,000.00	Misc. small commodity purchases / Individual purchases are under \$25,000, purchases do not need to be bid pursuant to ILCS 805/3-21.1
<u>Comcast</u>	Southeastern	PA	Cable modem GIG service	\$ 10,000.00	\$ 11,400.00	Exempt F - L / Also, misc. small Commodity purchases; Not required to bid as individual (or collective) purchases do not exceed \$25,000 threshold in 110 ILCS 805/3-27.1.
<u>KbPort</u>	Pittsburgh	PA	Warranty ( Silver Technology Management Plan) for Simulation A/Vsystem for streaming and debriefing, and medication cards for both the NRS and RSP programs which use Simulation in their curriculum.	\$ -	\$ 11,000.00	Misc. small Commodity purchases; Not required to bid as individual (or collective) purchases do not exceed \$25,000 threshold in 110 ILCS 805/3-27.1. (First time over \$10,000.00)
<u>Northern Illinois University</u>	DeKalb	IL	Bandwidth/ISP	\$ 11,000.00	\$ 11,000.00	Exempt - F / Also, misc. small Commodity purchases - College use (Quotes were obtained); Not required to bid as individual (or collective) purchases do not exceed \$25,000 threshold in 110 ILCS 805/3-27.1.
<u>ACC Business</u>	Atlanta	GA	RVC phone service Ethernet Access	\$ 10,000.00	\$ 10,000.00	Exempt - L (Phone Service)
<u>Allied Benefit Systems</u>	Chicago	IL	Administration fees for Flexplus plan	\$ 11,000.00	\$ 10,000.00	Misc. small Commodity purchases; Not required to bid as individual (or collective) purchases do not exceed \$25,000 threshold in 110 ILCS 805/3-27.1.
<u>LaBamba Radio</u>	Rockford	IL	Advertising on the locate Spanish internet radio	\$ -	\$ 10,000.00	Exempt A & L
<u>Perspectives EAP</u>	Chicago	IL	Employee Assistance Program administration	\$ 10,000.00	\$ 10,000.00	Misc. small Commodity purchases; Not required to bid as individual (or collective) purchases do not exceed \$25,000 threshold in 110 ILCS 805/3-27.1.
<u>Rock Valley Publishing, LLC</u>	Loves Park	IL	Advertising for the College	\$ 46,000.00	\$ 10,000.00	Exempt A & L
<u>Spectrum Reach (AKA: Charter)</u>	Janesville	WI	Media advertising to support enrollment and college initiatives	\$ 25,000.00	\$ 10,000.00	Exempt A & L

**ROCK VALLEY COLLEGE**  
Cash and Investment Report  
May 31, 2022

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	14,196,302
PMA Operating Cash	10,010,316
Petty Cash	3,274
ISDLAF*	22,169,130
 Total Operating Cash:	 <u>46,379,021</u>
<u>Operating Investments Accounts</u>	
PMA Operating	5,667,057
ISDLAF*	114,319
CD's and CDARS	3,453,088
Treasuries	6,410,817
ISDLAF Term Series	4,000,000
FHLB Discount Notes	997,728
 Total Operating Investments:	 <u>20,643,008</u>
 <b>Total Operating Cash &amp; Investments:</b>	 <b><u>67,022,029</u></b>

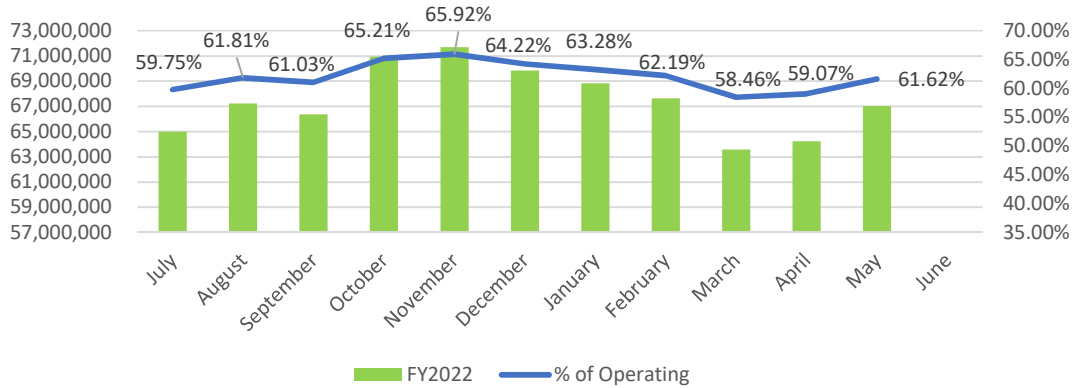
<b>Total Operating Cash and Investments on April 30, 2022</b>	<b><u>64,250,129</u></b>
<b>Total Operating Cash and Investments on May 31, 2022</b>	<b><u>67,022,029</u></b>
<b>Total Operating Cash and Investments on May 31, 2021,</b>	<b><u>58,904,746</u></b>
<b>% of Operating Budget</b>	<b>61.62%</b>
<b>Change in Operating Cash and Investments since April 30, 2022</b>	<b><u>2,771,900</u></b>

\*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	2,090,237
Life Safety	1,818,173
CDB Escrow	4,165,384
Building Funds	3,971,954
ATC Capital	2,671,933
 Total Capital Funds:	 <u>14,717,680</u>

<b>Total Capital Funds on April 30, 2022</b>	<b><u>13,129,795</u></b>
<b>Total Capital Funds on May 31, 2022</b>	<b><u>14,717,680</u></b>
<b>Change in Capital Funds since April 30, 2022</b>	<b><u>1,587,885</u></b>

### Operating Cash Balance and % Coverage of FY'22 Operating Budget



Month / Year	Cash & Investments	Capital	Total
May 2022	67,022,029	14,717,680	81,739,710
May 2021	58,904,746	17,697,700	76,602,446
April 2022	64,250,129	13,129,795	77,379,925
April 2021	57,702,722	16,321,268	74,023,990
March 2022	63,583,011	13,360,996	76,944,007
March 2021	57,889,015	16,320,911	74,209,926
February 2022	67,637,051	13,516,541	81,153,592
February 2021	58,371,407	18,029,220	76,400,627
January 2022	68,827,552	13,507,358	82,334,910
January 2021	58,933,599	17,961,949	76,895,548
December 2021	69,848,911	13,496,844	83,345,754
December 2020	59,642,700	17,962,058	77,604,758
November 2021	71,696,104	23,491,608	95,187,713
November 2020	59,174,467	23,724,660	82,899,127
October 2021	70,928,131	23,288,062	94,216,193
October 2020	60,310,843	23,527,607	83,838,450
September 2021	66,373,319	26,989,336	93,362,655
September 2020	63,680,363	23,314,770	86,995,132
August 2021	67,229,922	24,163,878	91,393,799
August 2020	57,188,522	26,624,788	83,813,309
July 2021	64,988,026	22,955,921	87,943,946
July 2020	56,297,105	25,271,236	81,568,341
June 2021	65,999,909	22,845,925	88,845,834
June 2020	54,510,977	23,758,781	78,269,758
May 2021	58,904,746	17,697,700	76,602,446
May 2020	50,905,472	19,385,048	70,290,520

**ESP/PSA/Administrative Salaries for 2022-2023 (FY2023)**

**Background:** The Board of Trustees annually approves salary increases for Educational Support Personnel (ESP), Professional Staff Association (PSA), and Administrative employees.

**Recommendation:** It is recommended that the following salary increases be approved for active full-time and continuous part-time (CPT) employees in grades A to G.

**Effective July 1, 2022**

- A 3.0% increase will be added to the base pay of each full-time ESP/PSA/Administrative employee and distributed equally among the semi-monthly paychecks until fully disbursed
- A pro-rated amount will be applied to the hourly rate of continuous part-time ESP, PSA, and Administrative employees
- Employees hired on or after July 1, 2022, are not eligible for this pay increase
- Estimated fiscal impact \$313,700.00

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Howard J. Spearman, Ph.D.  
President

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

**Adopting the Fiscal Year 2023 Budget**

**Background:** On May 24, 2022, the fiscal year 2023 Tentative Budget for Community College District No. 511 was adopted by the Rock Valley College Board of Trustees. The fiscal year 2023 Tentative Budget has been on file and conveniently available for public inspection at the Financial Services office on the campus of Rock Valley College, 3301 North Mulford Road, Rockford, Illinois, and its website at <https://www.RockValleyCollege.edu> beginning at 9:00 a.m. on May 25, 2022, until the present.

A Notice of Public Hearing was published by Rock Valley Publishing in The Gazette and The Belvidere Republican, and the public hearing for the fiscal year 2023 Final Budget was held on June 28, 2022, at 5:15 p.m. virtually via Zoom as allowed and deemed feasible given public health concerns as permitted by the Open Meetings Act.

**Recommendation:** It is recommended that the Board of Trustees adopt the final fiscal year 2023 Budget as the budget for the fiscal year beginning on July 1, 2022, for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties.

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Howard J. Spearman, Ph.D.  
President

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





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

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# Fiscal Year 2023 Final Budget

Beginning July 1, 2022 - Ending June 30, 2023

Submitted to the Board of Trustees: June 28, 2022

Public Hearing by the Board of Trustees: June 28, 2022

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Prepared by: Ellen Olson  
Vice President/Chief Financial Officer

Presented by: Ellen Olson  
Vice President/Chief Financial Officer

Dated: June 28, 2022

Rock Valley College  
Statement of Revenues and Expenses (Budgetary)

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## Operating Funds Funds 01 (Ed) & 02 (O&M) - Detail

	FY 2020 Actuals	FY 2021 Actual	FY 2022 Budget	FY 2022 Actuals as of 4.30.22	FY 2023 Budget
<b>Revenue</b>					
Local Government	17,664,821	18,893,404	18,378,175	12,111,268	20,353,447
State Government	9,092,975	8,957,834	8,768,079	7,786,780	8,800,592
Federal Government	-	-	-	-	-
Student Tuition & Fees	19,017,914	17,624,553	16,811,689	17,086,947	17,216,149
Sales & Service Fees	97,322	128,325	82,000	104,209	91,000
Facilities Revenue	999,246	882,193	845,000	679,474	968,000
Investment Revenue	933,359	95,180	337,051	(70,737)	33,000
Gifts, Grants & Bequests	230,428	237,359	240,000	169,104	308,257
Other Revenue	455,289	3,090,440	809,500	395,355	803,900
SURS on Behalf	16,989,997	18,575,209	14,892,365	-	18,575,209
<b>Total Revenue</b>	<b>65,481,351</b>	<b>68,484,495</b>	<b>61,163,859</b>	<b>38,262,401</b>	<b>67,149,554</b>
<b>Expenses</b>					
Salaries	24,063,001	24,039,711	28,404,961	20,549,342	29,636,682
Employee Benefits	4,118,163	4,527,238	4,505,570	3,549,510	5,197,982
Contractual Services	3,088,067	3,232,367	4,194,784	2,974,139	5,075,881
General Materials & Supplies	1,803,747	1,821,693	2,583,233	1,322,346	3,009,746
Travel & Conf/Meeting Exp	159,991	133,196	386,643	131,572	461,815
Fixed Charges	527,819	511,244	658,355	463,746	691,809
Utilities	1,688,018	1,764,356	1,980,380	1,597,189	2,108,412
Capital Outlay	183,093	16,297	10,000	-	55,000
Other Expenditures	421,696	143,649	2,163,761	94,110	830,831
SURS on Behalf	16,989,997	18,575,209	14,892,365	-	18,575,209
<b>Total Expenses</b>	<b>53,043,591</b>	<b>54,764,960</b>	<b>59,780,052</b>	<b>30,681,955</b>	<b>65,643,367</b>
<b>Contingency</b>	-	-	2,883,808	-	1,506,187
<b>Net Income (Loss)</b>	<b>12,437,760</b>	<b>13,719,536</b>	<b>(1,500,000)</b>	<b>7,580,446</b>	<b>0</b>
<b>Transfers</b>	<b>(5,000,000)</b>	-	1,500,000	(10,700,000)	-
Beginning Fund Balance	15,778,992	23,216,752	36,936,288	36,936,288	33,816,734
Change in Fund Balance	7,437,760	13,719,536	(0)	(3,119,554)	0
Ending Fund Balance	<u>23,216,752</u>	<u>36,936,288</u>	<u>36,936,288</u>	<u>33,816,734</u>	<u>33,816,734</u>
% Operating Expenses	43.77%	67.45%	61.79%	110.22%	51.52%

## Fund 01 Education - Detail

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Budget	FY 2022 Actuals as of 4.30.22	FY 2023 Budget
<b>Revenue</b>						
Local Government	14,368,374	15,047,277	16,093,106	15,648,816	8,624,126	16,456,640
State Government	7,629,636	8,435,475	8,303,462	8,117,810	7,203,702	8,117,810
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	16,703,267	18,092,620	16,135,139	14,980,587	16,765,963	15,236,149
Sales & Service Fees	97,397	97,322	128,325	82,000	104,209	91,000
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	1,144,018	929,394	95,063	337,051	(70,778)	33,000
Gifts, Grants & Bequests	224,437	230,428	237,359	240,000	169,104	308,257
Other Revenue	121,246	191,571	2,837,096	587,000	234,900	584,000
SURS on Behalf	13,208,898	15,752,154	17,045,429	13,526,365	-	17,045,429
<b>Total Revenue</b>	<b>53,497,274</b>	<b>58,776,241</b>	<b>60,874,980</b>	<b>53,519,629</b>	<b>33,031,226</b>	<b>57,872,285</b>
<b>Expenses</b>						
Salaries	21,210,945	22,326,700	22,063,594	26,163,652	18,846,465	27,201,796
Employee Benefits	3,687,785	3,747,521	4,118,476	4,101,765	3,227,668	4,679,805
Contractual Services	1,669,860	1,918,517	1,874,496	2,342,084	1,818,366	2,973,246
General Materials & Supplies	1,382,545	1,459,192	1,427,933	2,020,533	1,039,487	2,449,046
Travel & Conf/Meeting Exp	220,605	165,765	129,560	393,568	131,466	472,140
Fixed Charges	385,142	363,655	347,293	442,355	286,209	463,809
Utilities	3,903	1,423	3,351	4,345	7,008	5,345
Capital Outlay	12,001	181,857	16,297	10,000	-	10,000
Other Expenditures	417,332	421,696	129,014	2,163,761	94,110	830,831
SURS on Behalf	13,208,898	15,752,154	17,045,429	13,526,365	-	17,045,429
<b>Total Expenses</b>	<b>42,199,016</b>	<b>46,338,481</b>	<b>47,155,444</b>	<b>51,168,428</b>	<b>25,450,780</b>	<b>56,131,447</b>
<b>Contingency</b>	<b>29,500</b>		<b>-</b>	<b>2,883,808</b>	<b>-</b>	<b>1,506,187</b>
<b>Net Income (Loss)</b>	<b>11,268,757</b>	<b>12,437,760</b>	<b>13,719,536</b>	<b>(532,606)</b>	<b>7,580,446</b>	<b>234,651</b>
<b>Transfers</b>	<b>(11,049,976)</b>	<b>(5,000,000)</b>	<b>-</b>	<b>532,606</b>	<b>(10,700,000)</b>	<b>(234,651)</b>
Beginning Fund Balance	15,560,211	15,778,992	23,216,753	36,936,288	36,936,288	33,816,734
Change in Fund Balance	218,781	7,437,760	13,719,536	(0)	(3,119,554)	-
Ending Fund Balance	<b>15,778,992</b>	<b>23,216,753</b>	<b>36,936,288</b>	<b>36,936,288</b>	<b>33,816,734</b>	<b>33,816,734</b>

## Fund 02 Operations & Maintenance - Detail

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
	Actuals	Actuals	Actuals	Budget	Actuals as of 4.30.22	Budget
<b>Revenue</b>						
Local Government	2,501,756	2,617,545	2,800,298	2,729,359	3,487,142	3,896,807
State Government	603,695	657,500	654,371	650,269	583,079	682,782
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	1,863,179	925,295	1,489,414	1,831,102	320,984	1,980,000
Sales & Service Fees	90	-	-	-	-	-
Facilities Revenue	1,005,311	999,246	882,193	845,000	679,474	968,000
Investment Revenue	603	3,965	117	-	41	-
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	181,946	263,718	253,343	222,500	160,454	219,900
SURS on Behalf	1,165,653	1,237,843	1,529,780	1,366,000	-	1,529,780
<b>Total Revenue</b>	<b>7,322,233</b>	<b>6,705,110</b>	<b>7,609,516</b>	<b>7,644,230</b>	<b>5,231,175</b>	<b>9,277,269</b>
<b>Expenses</b>						
Salaries	1,814,035	1,736,301	1,976,117	2,241,309	1,702,877	2,434,886
Employee Benefits	436,211	370,642	408,762	403,805	321,842	518,177
Contractual Services	1,526,301	1,169,550	1,357,871	1,852,700	1,155,772	2,102,635
General Materials & Supplies	367,215	344,555	393,760	562,700	282,859	560,700
Travel & Conf/Meeting Exp	(967)	(5,774)	3,636	(6,925)	106	(10,325)
Fixed Charges	173,023	164,164	163,951	216,000	177,536	228,000
Utilities	1,796,665	1,686,595	1,761,006	1,976,035	1,590,181	2,103,067
Capital Outlay	44,097	1,235	-	-	-	45,000
Other Expenditures	-	-	14,635	-	-	-
SURS on Behalf	1,165,653	1,237,843	1,529,780	1,366,000	-	1,529,780
<b>Total Expenses</b>	<b>7,322,233</b>	<b>6,705,110</b>	<b>7,609,516</b>	<b>8,611,624</b>	<b>5,231,175</b>	<b>9,511,920</b>
<b>Contingency</b>			-	-	-	-
<b>Net Income (Loss)</b>	(0)	-	-	(967,394)	0	(234,651)
<b>Transfers</b>	-	-	-	967,394	-	234,651
Beginning Fund Balance	-	-	-	-	-	0
Change in Fund Balance	(0)	-	-	(0)	0	-
Ending Fund Balance	(0)	-	-	(0)	0	0

## Fund 03 Restricted Operations & Maintenance - Detail

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Budget	FY 2022 Actuals as of 4.30.22	FY 2023 Budget
<b>Revenue</b>						
Local Government	-	-	-	-	-	-
State Government	-	-	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	-	339,177	339,177	320,000	321,836	330,000
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	194,670	8,982	8,980	-	(292)	-
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
SURS on Behalf			39,380			
<b>Total Revenue</b>	<b>194,670</b>	<b>348,159</b>	<b>387,537</b>	<b>320,000</b>	<b>321,543</b>	<b>330,000</b>
<b>Expenses</b>						
Salaries	-	51,430	51,430	-	-	-
Employee Benefits	-	39,621	241	-	-	-
Contractual Services	15,891	-	42,888	-	14,507	-
General Materials & Supplies	44,718	36,733	491,338	-	1,284,703	-
Travel & Conf/Meeting Exp	-	-	-	-	-	-
Fixed Charges	-	19,015	19,015	-	-	-
Utilities	-	33,555	33,555	-	6,075	-
Capital Outlay	2,432,467	1,391,908	7,219,696	11,290,421	3,933,854	15,340,829
Other Expenditures	1,705	1,619	1,619	2,000	850	1,500
SURS on Behalf			39,380			
<b>Total Expenses</b>	<b>2,494,781</b>	<b>1,573,880</b>	<b>7,899,161</b>	<b>11,292,421</b>	<b>5,239,989</b>	<b>15,342,329</b>
<b>Net Income (Loss)</b>	<b>(2,300,111)</b>	<b>(1,225,721)</b>	<b>(7,511,625)</b>	<b>(10,972,421)</b>	<b>(4,918,446)</b>	<b>(15,012,329)</b>
<b>Transfers</b>	<b>6,550,000</b>	<b>2,500,000</b>	<b>-</b>	<b>(1,500,000)</b>	<b>5,500,000</b>	<b>-</b>
Beginning Fund Balance	23,587,598	27,837,487	29,111,766	21,600,142	21,600,142	22,181,696
Change in Fund Balance	4,249,889	1,274,279	(7,511,625)	(12,472,421)	581,554	(15,012,329)
Ending Fund Balance	<b>27,837,487</b>	<b>29,111,766</b>	<b>21,600,142</b>	<b>9,127,720</b>	<b>22,181,696</b>	<b>7,169,367</b>

## Fund 04 Bond & Interest - Detail

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Budget	FY 2022 Actuals as of 4.30.22	FY 2023 Budget
<b>Revenue</b>						
Local Government	12,165,021	12,190,910	12,190,910	12,190,777	6,159,736	12,192,795
State Government	-	-	-	-	-	-
Federal Government	82,678	49,126	49,126	10,775	18,710	-
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	13,857	2,086	2,086	2,500	1,180	2,500
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>12,261,556</b>	<b>12,242,121</b>	<b>12,242,121</b>	<b>12,204,052</b>	<b>6,179,626</b>	<b>12,195,295</b>
<b>Expenses</b>						
Salaries	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
Contractual Services	3,318	3,215	3,215	1,500	-	3,750
General Materials & Supplies	-	-	-	-	-	-
Travel & Conf/Meeting Exp	-	-	-	-	-	-
Fixed Charges	12,230,950	12,195,745	12,195,745	12,163,718	12,486,221	12,142,795
Utilities	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenditures	-	-	-	-	-	-
<b>Total Expenses</b>	<b>12,234,268</b>	<b>12,198,959</b>	<b>12,198,959</b>	<b>12,165,218</b>	<b>12,486,221</b>	<b>12,146,545</b>
<b>Net Income (Loss)</b>	<b>27,288</b>	<b>43,161</b>	<b>43,161</b>	<b>38,834</b>	<b>(6,306,595)</b>	<b>48,750</b>
<b>Transfers</b>		-	-			
Beginning Fund Balance	6,095,797	6,123,085	6,166,246	6,209,408	6,209,408	(97,187)
Change in Fund Balance	27,288	43,161	43,161	38,834	(6,306,595)	48,750
Ending Fund Balance	<u>6,123,085</u>	<u>6,166,246</u>	<u>6,209,408</u>	<u>6,248,242</u>	<u>(97,187)</u>	<u>(48,437)</u>

## Fund 05 Auxiliary Enterprises - Detail

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Budget	FY 2022 Actuals as of 4.30.22	FY 2023 Budget
<b>Revenue</b>						
Local Government	-	-	-	-	-	-
State Government	-	41,859	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	622,801	1,538,986	1,538,986	1,888,644	1,576,036	2,420,300
Sales & Service Fees	1,326,269	1,312,490	618,503	2,121,231	927,308	2,028,705
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	-	-	-	-	-	-
Gifts, Grants & Bequests	1,745	1,474	1,474	3,000	1,590	3,000
Other Revenue	576,641	632,998	783,641	506,908	895,921	411,700
SURS on Behalf	771,460	926,718	968,578	956,800	-	973,315
<b>Total Revenue</b>	<b>3,298,916</b>	<b>4,454,527</b>	<b>3,911,182</b>	<b>5,476,583</b>	<b>3,400,856</b>	<b>5,837,020</b>
<b>Expenses</b>						
Salaries	1,675,569	1,717,999	1,531,960	2,013,081	1,512,341	2,518,865
Employee Benefits	300,442	276,841	321,658	295,314	278,068	372,190
Contractual Services	416,534	257,094	257,094	537,620	292,596	516,729
General Materials & Supplies	330,852	247,900	257,062	517,918	238,659	515,142
Travel & Conf/Meeting Exp	167,219	113,382	95,542	177,150	157,898	196,830
Fixed Charges	24,216	27,616	27,616	23,395	11,130	24,765
Utilities	-	-	-	-	-	-
Capital Outlay	9,194	-	20,695	-	-	-
Other Expenditures	51,200	636,889	802,178	886,700	763,175	852,500
SURS on Behalf	771,460	926,718	968,578	956,800	-	968,578
<b>Total Expenses</b>	<b>3,746,686</b>	<b>4,204,439</b>	<b>4,282,383</b>	<b>5,407,978</b>	<b>3,253,867</b>	<b>5,965,599</b>
<b>Net Income (Loss)</b>	<b>(447,770)</b>	<b>250,087</b>	<b>(371,201)</b>	<b>68,605</b>	<b>146,988</b>	<b>(128,578)</b>
<b>Transfers</b>		-	-	-		
Beginning Fund Balance	820,937	373,167	623,255	252,054	252,054	399,042
Change in Fund Balance	(447,770)	250,087	(371,201)	68,605	146,988	(128,578)
Ending Fund Balance	<u>373,167</u>	<u>623,255</u>	<u>252,054</u>	<u>320,659</u>	<u>399,042</u>	<u>270,464</u>

\* Refer to Fund 18 for Employee Benefits



## Fund 06 Restricted - Detail

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Budget	FY 2022 Actuals as of 4.30.22	FY 2022 Budget
<b>Revenue</b>						
Local Government	276,647	226,432	168,579	160,966	155,069	177,163
State Government	1,692,695	2,504,263	3,637,884	3,184,981	3,910,063	2,569,710
Federal Government	12,208,630	14,478,418	16,478,865	28,860,225	9,791,669	17,726,084
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	5,625	2,030	100	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	-	-	-	-	-	-
Gifts, Grants & Bequests	429,426	302,276	468,845	187,444	2,258,590	133,474
Other Revenue	330,096	272,198	1,258,296	402,000	153,898	170,000
SURS on Behalf	1,241,174	1,279,500	1,406,855	1,279,500	-	1,406,855
<b>Total Revenue</b>	<b>16,184,293</b>	<b>19,065,117</b>	<b>23,419,425</b>	<b>34,075,116</b>	<b>16,269,289</b>	<b>22,183,286</b>
<b>Expenses</b>						
Salaries	2,780,343	2,365,986	2,343,444	1,947,486	1,784,948	2,474,725
Employee Benefits	661,428	568,852	588,589	527,730	417,882	604,075
Contractual Services	744,754	983,496	1,999,637	767,682	141,432	333,938
General Materials & Supplies	266,249	370,811	555,357	494,764	197,236	227,744
Travel & Conf/Meeting Exp	183,207	123,645	74,316	105,426	68,956	110,514
Fixed Charges	255,410	196,807	130,857	457,047	31,855	43,099
Utilities	732	5,176	20,045	5,374	17,773	1,183
Capital Outlay	73,643	44,765	634,287	21,290	157,646	9,585
Other Expenditures	9,977,353	13,451,914	15,623,788	28,468,817	18,254,416	16,971,568
SURS on Behalf	1,241,174	1,279,500	1,406,855	1,279,500	-	1,406,855
<b>Total Expenses</b>	<b>16,184,294</b>	<b>19,390,952</b>	<b>23,377,175</b>	<b>34,075,116</b>	<b>21,072,144</b>	<b>22,183,286</b>
<b>Net Income (Loss)</b>	<b>(0)</b>	<b>(325,835)</b>	<b>42,251</b>	<b>-</b>	<b>(4,802,854)</b>	<b>-</b>
<b>Transfers</b>		-			2,700,000	
Beginning Fund Balance	288,056	288,056	(37,779)	4,472	4,472	(2,098,383)
Change in Fund Balance	(0)	(325,835)	42,251	-	(2,102,854)	-
Ending Fund Balance	<u>288,056</u>	<u>(37,779)</u>	<u>4,472</u>	<u>4,472</u>	<u>(2,098,383)</u>	<u>(2,098,383)</u>

## Fund 10 Trust & Agency - Detail

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Budget	FY 2022 Actuals as of 4.30.22	FY 2023Budget
<b>Revenue</b>						
Local Government	-	-	-	-	-	-
State Government	-	-	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	153,094	155,095	282,331	322,443	299,476	203,500
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	-	-	-	-	-	-
Gifts, Grants & Bequests	21,001	2,431	2,431	-	3,043	1,000
Other Revenue	393,083	380,905	223,664	381,096	370,419	373,912
<b>Total Revenue</b>	<b>567,178</b>	<b>538,431</b>	<b>508,426</b>	<b>703,539</b>	<b>672,937</b>	<b>578,412</b>
<b>Expenses</b>						
Salaries	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
Contractual Services	55,818	44,847	28,841	67,640	51,267	68,430
General Materials & Supplies	94,857	96,639	71,475	115,868	73,299	119,210
Travel & Conf/Meeting Exp	175,000	163,410	24,651	243,469	126,155	220,122
Fixed Charges	-	-	-	-	-	-
Utilities	71	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenditures	218,662	239,755	196,045	190,863	205,874	233,263
<b>Total Expenses</b>	<b>544,408</b>	<b>544,651</b>	<b>321,012</b>	<b>617,840</b>	<b>456,595</b>	<b>641,025</b>
<b>Net Income (Loss)</b>	<b>22,770</b>	<b>(6,220)</b>	<b>187,414</b>	<b>85,699</b>	<b>216,343</b>	<b>(62,613)</b>
<b>Transfers</b>						
Beginning Fund Balance	865,523	888,293	882,072	1,069,486	1,069,486	1,285,829
Change in Fund Balance	22,770	(6,220)	187,414	85,699	216,343	(62,613)
<b>Ending Fund Balance</b>	<b>888,293</b>	<b>882,072</b>	<b>1,069,486</b>	<b>1,155,185</b>	<b>1,285,829</b>	<b>1,223,216</b>

## Fund 11 Audit - Detail

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Budget	FY 2022 Actuals as of 4.30.22	FY 2023 Budget
<b>Revenue</b>						
Local Government	50,647	52,170	51,840	50,000	25,447	50,000
State Government	-	-	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	13	89	2	-	1	-
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>50,661</b>	<b>52,258</b>	<b>51,842</b>	<b>50,000</b>	<b>25,448</b>	<b>50,000</b>
<b>Expenses</b>						
Salaries	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
Contractual Services	47,265	37,448	71,412	52,000	38,000	55,000
General Materials & Supplies	57	279	98	500	-	500
Travel & Conf/Meeting Exp	-	-	-	-	-	-
Fixed Charges	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenditures	-	-	-	-	-	-
<b>Total Expenses</b>	<b>47,322</b>	<b>37,727</b>	<b>71,510</b>	<b>52,500</b>	<b>38,000</b>	<b>55,500</b>
<b>Net Income (Loss)</b>	<b>3,339</b>	<b>14,532</b>	<b>(19,668)</b>	<b>(2,500)</b>	<b>(12,552)</b>	<b>(5,500)</b>
<b>Transfers</b>						
Beginning Fund Balance	50,589	53,928	68,460	48,792	48,792	36,240
Change in Fund Balance	3,339	14,532	(19,668)	(2,500)	(12,552)	(5,500)
Ending Fund Balance	<u>53,928</u>	<u>68,460</u>	<u>48,792</u>	<u>46,292</u>	<u>36,240</u>	<u>30,740</u>

## Fund 12 Liability, Protection & Settlement - Detail

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Budget	FY 2022 Actuals as of 4.30.22	FY 2023 Budget
<b>Revenue</b>						
Local Government	996,939	499,717	-	-	-	-
State Government	-	-	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	266	1,714	-	-	-	-
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	997,205	501,431	-	-	-	-
<b>Expenses</b>						
Salaries	-	500	68,037	66,950	29,673	130,000
Employee Benefits	746,202	736,546	719,018	774,990	643,666	780,598
Contractual Services	86,078	82,644	76,423	90,000	2,437	120,000
General Materials & Supplies	-	-	-	-	-	-
Travel & Conf/Meeting Exp	-	-	-	-	-	-
Fixed Charges	249,488	239,786	352,006	420,000	356,284	405,000
Utilities	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenditures	-	-	-	500,000	-	500,000
<b>Total Expenses</b>	1,081,768	1,059,475	1,215,484	1,851,940	1,032,060	1,935,598
<b>Net Income (Loss)</b>	(84,563)	(558,044)	(1,215,484)	(1,851,940)	(1,032,060)	(1,935,598)
<b>Transfers</b>						
Beginning Fund Balance	6,633,380	6,548,817	5,990,773	4,775,288	4,775,288	3,743,228
Change in Fund Balance	(84,563)	(558,044)	(1,215,484)	(1,851,940)	(1,032,060)	(1,935,598)
Ending Fund Balance	6,548,817	5,990,773	4,775,288	2,923,348	3,743,228	1,807,630

## Fund 18 Benefits - Detail

	FY 2018	FY 2019	FY 2021	FY 2022	FY 2022	FY 2023
	Actuals	Actuals	Actuals	Budget	Actuals as of 4.30.22	Budget
<b>Revenue</b>						
Local Government	-	-	-	-	-	-
State Government	-	-	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	-	-	-	-	-	-
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	5,772,495	5,653,979	5,936,164	6,791,091	4,575,607	7,510,144
<b>Total Revenue</b>	<b>5,772,495</b>	<b>5,653,979</b>	<b>5,936,164</b>	<b>6,791,091</b>	<b>4,575,607</b>	<b>7,510,144</b>
<b>Expenses</b>						
Salaries	-	-	-	-	-	-
Employee Benefits	5,925,196	5,300,220	5,989,045	6,846,591	5,466,047	7,572,784
Contractual Services	126,247	81,666	104,399	135,000	77,406	140,000
General Materials & Supplies	31,884	14,667	17,669	15,600	13,421	26,600
Travel & Conf/Meeting Exp	188	-	-	750	-	750
Fixed Charges	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenditures	3,384	-	-	5,000	-	5,000
<b>Total Expenses</b>	<b>6,086,899</b>	<b>5,396,553</b>	<b>6,111,113</b>	<b>7,002,941</b>	<b>5,556,874</b>	<b>7,745,134</b>
<b>Net Income (Loss)</b>	<b>(314,404)</b>	<b>257,426</b>	<b>(174,949)</b>	<b>(211,850)</b>	<b>(981,268)</b>	<b>(234,990)</b>
<b>Transfers</b>	<b>1,000,000</b>	<b>1,500,000</b>	<b>1,500,000</b>		<b>1,000,000</b>	
Beginning Fund Balance	915,051	1,600,647	3,358,073	4,683,124	4,683,124	4,701,856
Change in Fund Balance	685,596	1,757,426	1,325,051	(211,850)	18,732	(234,990)
Ending Fund Balance	<u>1,600,647</u>	<u>3,358,073</u>	<u>4,683,124</u>	<u>4,471,274</u>	<u>4,701,856</u>	<u>4,466,866</u>

## Fund 19 OPEB Liability Fund - Detail

	FY 2018 Actuals	FY 2019 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Actuals as of 4.30.22	FY 2022 Budget
<b>Revenue</b>						
Local Government	-	-	-	-	-	-
State Government	1,152,828	528,304	45,674	528,304	-	90,000
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	-	-	-	-	-	-
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>1,152,828</b>	<b>528,304</b>	<b>45,674</b>	<b>528,304</b>	<b>-</b>	<b>90,000</b>
<b>Expenses</b>						
Salaries	-	-	-	-	-	-
Employee Benefits	2,305,656	1,056,608	91,349	1,056,608	-	180,000
Contractual Services	-	-	-	-	-	-
General Materials & Supplies	-	-	-	-	-	-
Travel & Conf/Meeting Exp	-	-	-	-	-	-
Fixed Charges	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenditures	-	-	-	-	-	-
<b>Total Expenses</b>	<b>2,305,656</b>	<b>1,056,608</b>	<b>91,349</b>	<b>1,056,608</b>	<b>-</b>	<b>180,000</b>
<b>Net Income (Loss)</b>	<b>(1,152,828)</b>	<b>(528,304)</b>	<b>(45,674)</b>	<b>(528,304)</b>	<b>-</b>	<b>(90,000)</b>
<b>Transfers</b>	<b>3,000,000</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	
Beginning Fund Balance	(23,884,590)	(22,037,418)	(21,565,722)	(21,611,396)	(21,611,396)	(20,611,396)
Change in Fund Balance	1,847,172	471,696	(45,674)	(528,304)	1,000,000	(90,000)
Ending Fund Balance	<b>(22,037,418)</b>	<b>(21,565,722)</b>	<b>(21,611,396)</b>	<b>(22,139,700)</b>	<b>(20,611,396)</b>	<b>(20,701,396)</b>

## Fund 20 SURS Penalty Fund - Detail

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Budget	FY 2022 Actuals as of 4.30.22	FY 2023 Budget
<b>Revenue</b>						
Local Government	-	-	-	-	-	-
State Government	-	-	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	-	-	-	-	-	-
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	-	-	-	-	-	-
<b>Expenses</b>						
Salaries	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
Contractual Services	-	-	-	-	-	-
General Materials & Supplies	-	-	-	-	-	-
Travel & Conf/Meeting Exp	-	-	-	-	-	-
Fixed Charges	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenditures	26,117	-	10,876	25,000	32,041	150,000
<b>Total Expenses</b>	26,117	-	10,876	25,000	32,041	150,000
<b>Net Income (Loss)</b>	(26,117)	-	(10,876)	(25,000)	(32,041)	(150,000)
<b>Transfers</b>	500,000				500,000	
Beginning Fund Balance	-	473,883	473,883	463,006	463,006	930,965
Change in Fund Balance	473,883	-	(10,876)	(25,000)	467,959	(150,000)
Ending Fund Balance	473,883	473,883	463,006	438,006	930,965	780,965



**COMPARISON**  
Year by Year

<b>Total All Funds - except Fund 10</b>						
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
	Actuals	Actuals	Actuals	Budget	Actuals as of 4-30-22	Budget
Revenue	\$ 99,579,302	\$ 107,798,943	\$ 114,432,766	\$ 120,080,701	\$ 69,034,770	\$ 115,255,299
Expense	\$ 91,424,554	\$ 96,905,576	\$ 109,920,745	\$ 131,628,166	\$ 79,361,111	\$ 131,017,357
<b>Net</b>	<b>\$ 8,154,749</b>	<b>\$ 10,893,367</b>	<b>\$ 4,512,021</b>	<b>\$ (11,547,465)</b>	<b>\$ (10,326,342)</b>	<b>\$ (15,762,058)</b>
Fund Balance	\$ 58,604,179	\$ 68,497,546	\$ 74,509,567	\$ 60,078,294	\$ 58,983,226	\$ 46,921,167

<b>Operating (Funds 01 &amp; 02)</b>						
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
	Actuals	Actuals	Actuals	Budget	Actuals as of 4-30-22	Budget
Revenue	\$ 60,819,507	\$ 65,481,351	\$ 68,484,495	\$ 61,163,859	\$ 38,262,401	\$ 67,149,554
Expense	49,521,249	53,043,591	54,764,960	59,780,052	30,681,955	65,643,367
Transfers In/Out		(5,000,000)	-	1,500,000	(10,700,000)	-
Contingency		-		2,883,808		
<b>Net</b>	<b>\$ 11,298,257</b>	<b>\$ 7,437,760</b>	<b>\$ 13,719,536</b>	<b>\$ (0)</b>	<b>\$ (3,119,554)</b>	<b>\$ 1,506,187</b>
Fund Balance	\$ 15,778,992	\$ 23,216,753	\$ 36,936,288	\$ 36,936,288	\$ 33,816,734	\$ 35,322,921

<b>Capital (Funds 03 &amp; 04)</b>						
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
	Actuals	Actuals	Actuals	Budget	Actuals as of 4-30-22	Budget
Revenue	\$ 12,456,226	\$ 12,590,280	\$ 12,629,658	\$ 12,524,052	\$ 6,501,170	\$ 12,525,295
Expense	14,756,336	13,772,839	20,098,121	23,457,639	17,726,211	27,488,874
Transfers		2,500,000	-	(1,500,000)	5,500,000	-
<b>Net</b>	<b>\$ (2,300,111)</b>	<b>\$ 1,317,440</b>	<b>\$ (7,468,463)</b>	<b>\$ (12,433,587)</b>	<b>\$ (5,725,041)</b>	<b>\$ (14,963,579)</b>
Fund Balance	\$ 33,960,572	\$ 35,278,012	\$ 27,809,549	\$ 15,375,961	\$ 22,084,508	\$ 7,120,929

<b>Auxiliary &amp; Restricted &amp; Benefits (Funds 05 &amp; 06 &amp; 18)</b>						
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
	Actuals	Actuals	Actuals	Budget	Actuals as of 4-30-22	Budget
Revenue	\$ 25,255,704	\$ 29,173,623	\$ 33,266,772	\$ 46,342,790	\$ 24,245,751	\$ 35,530,450
Expense	26,017,879	28,991,944	33,770,671	46,486,035	29,882,886	35,894,018
Transfers		1,500,000	1,500,000	-		
<b>Net</b>	<b>\$ (762,174)</b>	<b>\$ 1,681,679</b>	<b>\$ 996,101</b>	<b>\$ (143,245)</b>	<b>\$ (5,637,134)</b>	<b>\$ (363,568)</b>
Fund Balance	\$ 2,261,870	\$ 3,943,549	\$ 4,939,650	\$ 4,796,405	\$ (697,484)	\$ 2,638,947

<b>Audit &amp; Liability, Protection &amp; Settlement (Funds 11 &amp; 12)</b>						
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
	Actuals	Actuals	Actuals	Budget	Actuals as of 4-30-22	Budget
Revenue	\$ 1,047,866	\$ 553,689	\$ 51,842	\$ 50,000	\$ 25,448	\$ 50,000
Expense	1,129,089	1,097,202	1,286,994	1,904,440	1,070,060	1,991,098
<b>Net</b>	<b>\$ (81,224)</b>	<b>\$ (543,513)</b>	<b>\$ (1,235,152)</b>	<b>\$ (1,854,440)</b>	<b>\$ (1,044,612)</b>	<b>\$ (1,941,098)</b>
Fund Balance	\$ 6,602,745	\$ 6,059,233	\$ 4,824,080	\$ 2,969,640	\$ 3,779,468	\$ 1,838,370

<b>Trust &amp; Agency (Fund 10)</b>						
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
	Actuals	Actuals	Actuals	Budget	Actuals as of 4-30-22	Budget
Revenue	\$ 567,178	\$ 538,431	\$ 508,426	\$ 703,539	\$ 672,937	\$ 578,412
Expense	544,408	544,651	321,012	617,840	456,595	641,025
<b>Net</b>	<b>\$ 22,770</b>	<b>\$ (6,220)</b>	<b>\$ 187,414</b>	<b>\$ 85,699</b>	<b>\$ 216,343</b>	<b>\$ (62,613)</b>
Fund Balance	\$ 888,293	\$ 882,072	\$ 1,069,486	\$ 1,155,185	\$ 1,285,829	\$ 1,223,216



Rock Valley College  
 Equalized Assessed Valuation with tax rates

Calendar Year Levy	2018 Actual	2019 Actual	2020 Actual	2021 Estimated *	2022 Estimated	2023 Proposed	2024 Proposed
<b>Total assessed valuations</b>	5,786,184,091	6,087,389,555	6,373,157,081	6,659,949,150	6,793,148,133	6,929,011,096	7,067,591,318
% EAV Growth	3.01%	5.21%	4.69%	4.50%	2.00%	2.00%	2.00%
Tax rates (per \$100 assessed valuation)							
Educational Fund	0.2300	0.2296	0.2300	0.2300	0.2300	0.2300	0.2300
Operations and Maintenance Fund	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400
Debt Service Fund							
2010A Bond	0.0310	0.0291	0.0163	-	-	-	-
2014B Refinancing Bond	0.0768	0.0713	-	-	-	-	-
2015C Bond	0.0105	0.0100	0.0095	0.0091	0.0021	0.0020	0.0020
2015D Refinancing Bond	0.0192	0.0183	0.0174	0.0166	-	-	-
2016 Refinancing Bond	0.0547	0.0520	0.0497	-	-	-	-
2017 Refinancing Bond	0.0141	0.0155	0.0944	0.0866	0.0321	-	-
2022A Refunding Bond					0.0953	0.1638	0.0950
2022B Refunding Bond					0.0024	0.0093	0.0747
Liability, Protection and Settlement Fund:							
Tort Liability	0.0174	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Workers Compensation	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Unemployment Insurance	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Athletics	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Property/Casualty	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
FICA	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Audit Fund	0.0009	0.0009	0.0008	0.0008	0.0008	0.0008	0.0008
Protection, Health and Safety Fund	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Adjustment for Overextended Tax	-	-	-	-	-	-	-
	0.4946	0.4667	0.4581	0.3831	0.4027	0.4459	0.4425
				*2021 Final Assessed Valuation have not all been received as of 4/30/2022			
Tax extension:							
Educational Fund	13,308,223	13,976,646	14,657,003	15,317,883	15,624,241	15,936,726	16,255,460
Operations and Maintenance Fund	2,314,474	2,434,956	2,549,044	2,663,980	2,717,259	2,771,604	2,827,037
Debt Service Fund							
2010A Bond	1,792,580	1,771,430	1,038,735	-	-	-	-
2014B Refinancing Bond	4,446,000	4,340,309	-	-	-	-	-
2015C Bond	605,370	608,739	605,398	605,370	141,950	141,950	141,950
2015D Refinancing Bond	1,108,500	1,113,992	1,108,834	1,108,500	-	-	-
2015E Refinancing Bond	215,100	219,146	216,669	4,662,375	2,694,825	-	-
2017A Refinancing Bond	3,166,000	3,165,443	3,167,187	-	-	-	-
2017C Refinancing Bond	816,233	943,545	6,015,744	5,766,550	2,183,228	-	-
2022A Refunding Bond					6,473,900	11,350,500	6,715,600
2022B Refunding Bond					165,536	647,750	5,282,750
Liability, Protection and Settlement Fund							
Tort Liability	1,005,106	-	-	-	-	-	-
Workers Compensation	-	-	-	-	-	-	-
Unemployment Insurance	-	-	-	-	-	-	-
Athletics	-	-	-	-	-	-	-
Property/Casualty	-	-	-	-	-	-	-
FICA	-	-	-	-	-	-	-
Audit Fund	50,257	54,787	50,981	50,000	51,000	52,020	53,060
Protection, Health and Safety Fund							
Adjustment for Overextended Tax	-	-	-	-	-	-	-
Abatement							
	28,827,843	28,628,993	29,409,594	30,174,658	30,051,939	30,900,550	31,275,857
% Dollar Growth	1.56%	-0.69%	2.73%	2.60%	-0.41%	2.82%	1.21%
Allowance for uncollectible taxes and collection costs	(144,139)	(143,145)	(147,048)	(150,873)	(150,260)	(154,503)	(156,379)
	28,683,704	28,485,848	29,262,546	30,023,785	29,901,679	30,746,047	31,119,478

Rock Valley College

Equalized Assessed Valuation with tax rates

Calendar Year Levy	2018 Actual	2019 Actual	2020 Actual	2021 Estimated *	2022 Estimated	2023 Proposed	2024 Proposed
<b>Total assessed valuations</b>	5,786,184,091	6,087,389,555	6,373,157,081	6,659,949,150	6,793,148,133	6,929,011,096	7,067,591,318

Rock Valley College

Equalized Assessed Valuation with Tax Rates (cont'd)

01 Education Fund	13,241,682	13,906,763	14,583,718	15,241,294	15,546,119	15,857,042	16,174,183
02 Operations & Maintenance Fund	2,302,901	2,422,781	2,536,299	2,650,660	2,703,673	2,757,746	2,812,901
03 Capital (PHS) Fund	-	-	-	-	-	-	-
04 Bond Fund	12,118,590	12,132,046	12,147,373	12,142,795	11,659,439	12,140,200	12,140,300
11 Audit Fund	50,006	54,513	50,724	49,750	50,745	51,760	52,795
12 Liability, Protection & Settlement Fund	1,000,080	-	-	-	-	-	-
	<u>28,713,260</u>	<u>28,516,102</u>	<u>29,318,114</u>	<u>30,084,499</u>	<u>29,959,976</u>	<u>30,806,748</u>	<u>31,180,179</u>

Fiscal Year (1/2 + 1/2)	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
01 Education Fund	12,355,430	12,702,488	13,048,352	13,574,223	14,245,241	14,912,506	15,393,707
02 Operations & Maintenance Fund	2,148,770	2,209,128	2,269,279	2,362,841	2,479,540	2,593,479	2,677,166
03 Capital (PHS) Fund	-	-	-	-	-	-	-
04 Bond Fund	9,921,468	12,140,105	12,135,589	12,125,318	12,139,709	12,145,084	11,901,117
11 Audit Fund	48,358	50,276	50,154	52,259	52,618	50,237	50,248
12 Liability, Protection & Settlement Fund	1,906,917	502,728	1,002,768	500,040	-	-	-
	<u>26,380,943</u>	<u>27,604,725</u>	<u>28,506,142</u>	<u>28,614,681</u>	<u>28,917,108</u>	<u>29,701,306</u>	<u>30,022,237</u>





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

**SUMMARY OF FISCAL YEAR 2023 BUDGET BY FUND**

	GENERAL		CAPITAL	DEBT SERVICE	PROPRIETARY
	Education Fund 01	Operations & Maintenance Fund 02	Operations & Maintenance (Restricted) Fund 03	Bond and Interest Fund 04	Auxiliary Enterprises Fund 05 & 18
<b>Est. Begin. Fund Balance 07/01/2022</b>	\$ 33,816,734	\$ 0	\$ 22,181,696	\$ (97,187)	\$ 5,100,898
<b>Budget Revenues</b>	57,872,285	9,277,269	330,000	12,195,295	13,347,164
<b>Less: Budgeted Expenditures</b>	(56,131,447)	(9,511,920)	(15,342,329)	(12,146,545)	(13,710,733)
<b>Less: Budgeted Contingency</b>	(1,506,187)	-	-	-	-
<b>Plus: Transfer In (Out)</b>	(234,651)	234,651	-	-	-
<b>Revenue over (under) Expenditures</b>	<u>\$ -</u>	<u>\$ 0.250</u>	<u>\$ (15,012,329)</u>	<u>\$ 48,750</u>	<u>\$ (363,568)</u>
<b>Est. Ending Budgeted Fund Balance</b>	<u>\$ 33,816,734</u>	<u>-</u>	<u>\$ 7,169,367</u>	<u>\$ (48,437)</u>	<u>\$ 4,737,330</u>

	SPECIAL REVENUE			
	Restricted Purposes Fund 06	Audit Fund 11	Liability, Protection, & Settlement Fund 12	Total ICCB Funds
<b>Est. Begin. Fund Balance 07/01/2022</b>	\$ (2,098,383)	\$ 36,240	\$ 3,743,228	62,683,227
<b>Budget Revenues</b>	22,183,286	50,000	-	115,255,299
<b>Less: Budgeted Expenditures</b>	(22,183,286)	(55,500)	(1,935,598)	(131,017,357)
<b>Less: Budgeted Contingency</b>	-	-	-	(1,506,187)
<b>Revenue over (under) Expenditures</b>	<u>\$ -</u>	<u>\$ (5,500)</u>	<u>\$ (1,935,598)</u>	<u>\$ (17,268,245)</u>
<b>Est. Ending Budgeted Fund Balance</b>	<u>\$ (2,098,383)</u>	<u>\$ 30,740</u>	<u>\$ 1,807,630</u>	<u>\$ 45,414,982</u>

The Official FY 2023 Budget which is accurately summarized in this document,

was approved by the Board of Trustees on : \_\_\_\_\_

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

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 FY23 Budget ALL FUNDS

Beginning Fund Balance July 1, 2022	\$ 33,816,734	\$ 0	\$ 22,181,896	\$ (97,187)	\$ 5,100,898	\$ (2,098,383)	\$ 1,285,829	\$ 36,240	\$ 3,743,228	\$ (20,611,396)	\$ 930,965	\$ 43,357,659	
	Fund 01	Fund 02	Fund 03	Fund 04	Fund 05 & 18	Fund 06	Fund 10	Fund 11	Fund 12	Fund 19	Fund 20		
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Restricted	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Trust & Agency Fund	Audit Fund	Liability, Protection & Settlement Fund	OPEB Liability	SURS Penalty	Total Of Budget	Percent
<b>Revenues</b>													
Local Government Sources	16,456,640	3,896,807	-	12,192,795	-	177,163	-	50,000	-	-	-	32,773,405	28%
State Government Sources	8,117,810	682,782	-	-	-	2,569,710	-	-	-	90,000	-	11,460,302	10%
Federal Government Sources	-	-	-	-	-	17,726,084	-	-	-	-	-	17,726,084	15%
Student Tuition & Fees	15,236,149	1,980,000	330,000	-	2,420,300	-	203,500	-	-	-	-	20,169,949	17%
Sales & Service Fees	91,000	-	-	-	2,028,705	-	-	-	-	-	-	2,119,705	2%
Facilities Revenue	-	968,000	-	-	-	-	-	-	-	-	-	968,000	1%
Investment Revenue	33,000	-	-	2,500	-	-	-	-	-	-	-	35,500	0%
Gifts, Grants & Bequests	303,257	-	-	-	3,000	133,474	1,000	-	-	-	-	445,731	0%
Other Revenue	584,000	219,900	-	-	7,921,844	170,000	373,912	-	-	-	-	9,269,656	8%
SURS on Behalf	17,045,429	1,529,780	-	-	973,315	1,406,855	-	-	-	-	-	20,955,379	18%
	57,872,285	9,277,269	330,000	12,195,295	13,347,164	22,183,286	578,412	50,000	-	90,000	-	115,923,711	100%
<b>Less Nonoperating Items</b>													
<b>Adjusted Revenue</b>	<b>57,872,285</b>	<b>9,277,269</b>	<b>330,000</b>	<b>12,195,295</b>	<b>13,347,164</b>	<b>22,183,286</b>	<b>578,412</b>	<b>50,000</b>	<b>-</b>	<b>90,000</b>	<b>-</b>	<b>115,923,711</b>	
<b>Expenditures</b>													
Salaries	27,201,796	2,434,886	-	-	2,518,865	2,474,725	-	-	130,000	-	-	34,760,272	26%
Employee Benefits	4,679,805	518,177	-	-	7,944,974	604,075	-	-	780,598	180,000	-	14,707,629	11%
Contractual Services	2,973,246	2,102,635	-	3,750	656,729	333,938	68,430	55,000	120,000	-	-	6,313,728	5%
General Materials & Supplies	2,449,046	560,700	-	-	541,742	227,744	119,210	500	-	-	-	3,888,942	3%
Travel & Conf/Meeting Expense	472,140	(10,325)	-	-	197,580	110,514	220,122	-	-	-	-	990,031	1%
Fixed Charges	463,809	228,000	-	12,142,795	24,765	43,099	-	-	405,000	-	-	13,307,468	10%
Utilities	5,345	2,103,067	-	-	-	1,183	-	-	-	-	-	2,109,595	2%
Capital Outlay	10,000	45,000	15,340,829	-	-	9,585	-	-	-	-	-	15,405,414	12%
Other Expenditures	830,831	-	1,500	-	857,500	16,971,568	233,263	-	500,000	-	150,000	19,544,662	15%
SURS on Behalf	17,045,429	1,529,780	-	-	968,578	1,406,855	-	-	-	-	-	20,950,641	16%
	56,131,447	9,511,920	15,342,329	12,146,545	13,710,733	22,183,286	641,025	55,500	1,935,598	180,000	150,000	131,988,382	84%
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Less Nonoperating Items</b>													
<b>Adjusted Expenditures</b>	<b>56,131,447</b>	<b>9,511,920</b>	<b>15,342,329</b>	<b>12,146,545</b>	<b>13,710,733</b>	<b>22,183,286</b>	<b>641,025</b>	<b>55,500</b>	<b>1,935,598</b>	<b>180,000</b>	<b>150,000</b>	<b>131,988,382</b>	
Transfer In (Out)	(234,651)	234,651	-	-	-	-	-	-	-	-	-	-	-
Net By Fund	1,506,187	-	(15,012,329)	48,750	(363,568)	-	(62,613)	(5,500)	(1,935,598)	(90,000)	(150,000)	(16,064,671)	
Estimated Fund Balance June 30, 2023	35,322,921	0	7,169,367	(48,437)	4,737,330	(2,098,383)	1,223,216	30,740	1,807,630	(20,701,396)	780,965	28,223,953	
<b>By Function</b>													
0 Other	-	-	-	-	-	-	-	-	-	-	-	-	0%
1 Instruction	28,908,296	-	-	-	76,913	799,098	-	-	-	-	-	29,784,307	23%
2 Academic Support	5,006,798	-	-	-	1,050	-	-	-	-	-	-	5,007,848	4%
3 Student Services	6,546,845	-	-	-	26,019	750,434	321,175	-	-	-	-	7,644,473	6%
4 Public Service/Continuing Ed	1,084,856	-	-	-	3,554,728	3,751,796	1,250	-	-	-	-	8,392,630	6%
6 Auxiliary Services	-	-	-	-	1,536,089	-	137,100	-	-	-	-	1,673,189	1%
7 Operations & Mtce of Plant	-	9,130,638	15,342,329	-	-	1,000	-	-	-	-	-	24,473,967	19%
8 Institutional Support	14,549,652	381,282	-	12,146,545	8,515,934	4,600,000	500	55,500	1,935,598	180,000	150,000	42,515,011	32%
9 Scholarships, Grants, Waivers	35,000	-	-	-	-	12,280,958	181,000	-	-	-	-	12,496,958	9%
	56,131,447	9,511,920	15,342,329	12,146,545	13,710,733	22,183,286	641,025	55,500	1,935,598	180,000	150,000	131,988,382	100%

Rock Valley College, Community College District 511  
Fiscal Year 2023 Budget (cont)

<b>Revenues by Source</b>	Operating	Capital	Other	Total
41 Local Government	\$ 20,580,610	\$ 12,192,795	\$ -	\$ 32,773,405
42 State Government	11,370,302	-	90,000	11,460,302
43 Federal Governmental	17,726,084	-	-	17,726,084
44 Student Tuition & Fees	19,636,449	330,000	203,500	20,169,949
45 Sales & Services Fees	2,119,705	-	-	2,119,705
46 Facilities Revenue	968,000	-	-	968,000
47 Investment Revenue	33,000	2,500	-	35,500
48 Gifts, Grants, & Bequests	444,731	-	1,000	445,731
49 Other Sources	8,895,744	-	373,912	9,269,656
SURS on Behalf	20,955,379	-	-	20,955,379
<b>Total Budget Revenues</b>	<b>\$ 102,730,004</b>	<b>\$ 12,525,295</b>	<b>\$ 668,412</b>	<b>\$ 115,918,973</b>

<b>Appropriations by Object</b>	Operating	Capital	Other	Total
51 Salaries	\$ 34,760,272	\$ -	\$ -	\$ 34,760,272
52 Employee Benefits	14,527,629	-	180,000	14,707,629
53 Contractual Services	6,241,548	3,750	66,430	6,311,728
54 General Materials & Supplies	3,779,732	-	119,210	3,898,942
55 Travel & Conference/Mtg Exp	769,909	-	220,122	990,031
56 Fixed Charges	1,164,673	12,142,795	-	13,307,468
57 Utilities	2,109,595	-	-	2,109,595
58 Capital Outlay	64,585	15,340,829	-	15,405,414
59 Other Expenditures	19,309,899	1,500	233,263	19,544,662
60 Provision for Contingency	20,950,641	-	-	20,950,641
SURS on Behalf	20,950,641	-	-	20,950,641
<b>Total Budget Expenses</b>	<b>\$ 103,678,483</b>	<b>\$ 27,488,674</b>	<b>\$ 821,025</b>	<b>\$ 131,988,382</b>

<b>Expenditures by Function</b>	Operating	Capital	Other	Total
0 Other	\$ -	\$ -	\$ -	\$ -
1 Instruction	29,784,307	-	-	29,784,307
2 Academic Support	5,007,848	-	-	5,007,848
3 Student Services	7,323,298	-	321,175	7,644,473
4 Public Service/Continuing Ed	8,391,380	-	1,250	8,392,630
6 Auxiliary Services	1,536,069	-	137,100	1,673,169
7 Operations & Maint	9,131,638	15,342,329	-	24,473,967
8 Institutional Support	30,187,966	12,146,545	180,500	42,515,011
9 Scholarships, Grants, Waivers	12,315,958	-	181,000	12,496,958
<b>Total Expenses by Function</b>	<b>\$ 103,678,483</b>	<b>\$ 27,488,674</b>	<b>\$ 821,025</b>	<b>\$ 131,988,382</b>

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

Education Fund Statement of Expenditures by Function Code

<b>EDUCATION FUND 01</b>		<i>FY 23 Budget</i>
<b>0</b>	<b>Other</b>	
51	Salaries	-
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials and Supplies	-
55	Travel and Conference/Meeting Expenses	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		\$ -
		-
<b>1</b>	<b>INSTRUCTION</b>	
51	Salaries	\$ 14,985,144
52	Employee Benefits	12,304,356
53	Contractual Services	569,869
54	General Materials and Supplies	721,486
55	Travel and Conference/Meeting Expenses	186,105
56	Fixed Charges	122,150
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	19,186
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		\$ 28,908,296
		-
<b>2</b>	<b>ACADEMIC SUPPORT</b>	
51	Salaries	\$ 2,362,499
52	Employee Benefits	1,783,884
53	Contractual Services	344,064
54	General Materials and Supplies	374,540
55	Travel and Conference/Meeting Expenses	30,831
56	Fixed Charges	99,380
57	Utilities	1,500
58	Capital Outlay	10,000
59	Other Expenditures	100
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		\$ 5,006,798
		-

Rock Valley College, Community College District 511  
 Education Fund Statement of Expenditures by Function Code (cont'd)

<b>EDUCATION FUND 01</b>		<i>FY 23 Budget</i>
<b>3 STUDENT SERVICES</b>		
51	Salaries	\$ 3,432,997
52	Employee Benefits	2,731,769
53	Contractual Services	69,728
54	General Materials and Supplies	196,279
55	Travel and Conference/Meeting Expenses	101,584
56	Fixed Charges	1,375
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	13,113
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ 6,546,845</u>
<b>4 PUBLIC SERVICE/CONTINUING EDUCATION</b>		
51	Salaries	\$ 374,800
52	Employee Benefits	289,264
53	Contractual Services	21,750
54	General Materials and Supplies	50,282
55	Travel and Conference/Meeting Expenses	31,475
56	Fixed Charges	63,035
57	Utilities	500
58	Capital Outlay	-
59	Other Expenditures	253,750
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ 1,084,856</u>
<b>6 AUXILIARY SERVICES</b>		
51	Salaries	\$ -
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials and Supplies	-
55	Travel and Conference/Meeting Expenses	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other (List)	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ -</u>



Rock Valley College, Community College District 511  
 Education Fund Statement of Expenditures by Function Code (cont'd)

<b>EDUCATION FUND 01</b>		<i>FY 23 Budget</i>
<b>7 OPERATIONS AND MAINTENANCE OF PLANT</b>		
51	Salaries	\$ -
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials and Supplies	-
55	Travel and Conference/Meeting Expenses	-
56	Fixed Charges	-
57	Capital Outlay	-
58	Utilities	-
59	Other (List)	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ -</u>
<b>8 INSTITUTIONAL SUPPORT</b>		
51	Salaries	\$ 6,046,356
52	Employee Benefits	4,615,961
53	Contractual Services	1,967,835
54	General Materials and Supplies	1,106,459
55	Travel and Conference/Meeting Expenses	122,145
56	Fixed Charges	177,869
57	Utilities	3,345
58	Capital Outlay	-
59	Other	509,682
60	Provision for Contingency	1,506,187
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ 16,055,839</u>
<b>9 SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>		
51	Salaries	\$ -
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials and Supplies	-
55	Travel and Conference/Meeting Expenses	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other (List): Other Expenditures	35,000
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ 35,000</u>
<b>GRAND TOTAL</b>		<u>\$ 57,637,634</u>

Rock Valley College, Community College District 511  
 Operations & Maintenance Fund Statement of Expenditures by Function Code (cont'd)

<b>OPERATIONS &amp; MAINTENANCE FUND 02</b>		<i>FY23 Budget</i>
<b>0</b>	<b>Other</b>	
51	Salaries	-
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials and Supplies	-
55	Travel and Conference/Meeting Expenses	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<hr/>
		<b>\$</b> -
		<hr/>
		-
<b>1</b>	<b>INSTRUCTION</b>	
51	Salaries	\$ -
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials and Supplies	-
55	Travel and Conference/Meeting Expenses	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<hr/>
		<b>\$</b> -
		<hr/>
		-
<b>2</b>	<b>ACADEMIC SUPPORT</b>	
51	Salaries	\$ -
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials and Supplies	-
55	Travel and Conference/Meeting Expenses	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<hr/>
		<b>\$</b> -
		<hr/>
		-

Rock Valley College, Community College District 511  
 Operations & Maintenance Fund Statement of Expenditures by Function Code (cont'd)

<b>OPERATIONS &amp; MAINTENANCE FUND 02</b>		<u>FY23 Budget</u>
<b>3</b>	<b>STUDENT SERVICES</b>	
51	Salaries	\$ -
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials and Supplies	-
55	Travel and Conference/Meeting Expenses	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ -</u>
		-
<b>4</b>	<b>PUBLIC SERVICE/CONTINUING EDUCATION</b>	
51	Salaries	\$ -
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials and Supplies	-
55	Travel and Conference/Meeting Expenses	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ -</u>
		-
<b>6</b>	<b>AUXILIARY SERVICES</b>	
51	Salaries	\$ -
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials and Supplies	-
55	Travel and Conference/Meeting Expenses	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other (List)	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ -</u>
		-

<b>OPERATIONS &amp; MAINTENANCE FUND 02</b>		<u>FY23 Budget</u>
<b>7</b>	<b>OPERATIONS AND MAINTENANCE OF PLANT</b>	
51	Salaries	\$ 2,434,886
52	Employee Benefits	2,047,957
53	Contractual Services	2,092,435
54	General Materials and Supplies	558,450
55	Travel and Conference/Meeting Expenses	(10,325)
56	Fixed Charges	44,000
57	Utilities	1,918,235
58	Capital Outlay	45,000
59	Other (List)	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ 9,130,638</u>
		-
<b>8</b>	<b>INSTITUTIONAL SUPPORT</b>	
51	Salaries	\$ -
52	Employee Benefits	-
53	Contractual Services	10,200
54	General Materials and Supplies	2,250
55	Travel and Conference/Meeting Expenses	-
56	Fixed Charges	184,000
57	Utilities	184,832
58	Capital Outlay	-
59	Other	-
60	Provision for Contingency	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ 381,282</u>
		-
<b>9</b>	<b>SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>	
51	Salaries	\$ -
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials and Supplies	-
55	Travel and Conference/Meeting Expenses	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other (List): Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ -</u>
		-
	<b>CONTINGENCY</b>	<u>\$ -</u>
		-
	<b>GRAND TOTAL</b>	<u>\$ 9,511,920</u>

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 Summary of Fiscal Year 2023 Operating Budgeted Revenues

	Education Fund	Operations & Maintenance Fund	Total Operating Funds
<b>OPERATING REVENUES BY SOURCE</b>			
<i>Local Government</i>			
Local Taxes	\$ 15,161,640	\$ 2,636,807	\$ 17,798,447
Corporate Personal Property Replacement Taxes	1,260,000	1,260,000	2,520,000
Chargeback Revenue	-	-	-
Other	35,000	-	35,000
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$ 16,456,640</b>	<b>\$ 3,896,807</b>	<b>\$ 20,353,447</b>
<i>State Government</i>			
ICCB Base Operating Grants	\$ 3,684,856	\$ 682,782	\$ 4,367,638
ICCB Equalization Grants	4,257,950	-	4,257,950
ICCB - Career and Technical Education	175,004	-	175,004
ICCB - Adult Education	-	-	-
ICCB - Performance	-	-	-
SURS ON BEHALF	17,045,429	1,529,780	18,575,209
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 25,163,239</b>	<b>\$ 2,212,562</b>	<b>\$ 27,375,801</b>
<i>Federal Government</i>			
Dept. of Education	\$ -	\$ -	\$ -
Dept. of Labor	-	-	-
Dept. of Health and Human Services	-	-	-
Other	-	-	-
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Student Tuition and Fees</i>			
Tuition	\$ 12,454,750	\$ 1,980,000	\$ 14,434,750
Fees	2,781,399	-	2,781,399
Other Student Assessments	-	-	-
<b>TOTAL TUITION AND FEES</b>	<b>\$ 15,236,149</b>	<b>\$ 1,980,000</b>	<b>\$ 17,216,149</b>
<i>Other Sources</i>			
Sales and Service Fees	\$ 91,000	\$ -	\$ 91,000
Facilities Revenue	-	968,000	968,000
Investment Revenue	33,000	-	33,000
Nongovernmental Grants	308,257	-	308,257
Other	584,000	219,900	803,900
<b>TOTAL OTHER SOURCES</b>	<b>\$ 1,016,257</b>	<b>\$ 1,187,900</b>	<b>\$ 2,204,157</b>
<b>TOTAL 2023 BUDGETED REVENUE</b>	<b>\$ 57,872,285</b>	<b>\$ 9,277,269</b>	<b>\$ 67,149,554</b>
<i>Less Non-operating Items</i>			
Tuition Chargeback Revenue	\$ -	\$ -	\$ -
Instructional Service	-	-	-
Contract Revenue	-	-	-
<b>ADJUSTED REVENUE</b>	<b>\$ 57,872,285</b>	<b>\$ 9,277,269</b>	<b>\$ 67,149,554</b>

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 Summary of Fiscal Year 2023 Operating Budgeted Expenditures

<b>BY PROGRAM</b>	<b>Education Fund</b>	<b>Operations &amp; Maintenance Fund</b>	<b>Total Operating Funds</b>
Instruction	\$ 28,908,296	\$ -	\$ 28,908,296
Academic Support	5,006,798	-	5,006,798
Student Services	6,546,845	-	6,546,845
Public Service/Continuing Ed	1,084,856	-	1,084,856
Organized Research	-	-	-
Auxiliary Services	-	-	-
Operations & Mtce of Plant	-	9,130,638	9,130,638
Institutional Support	14,549,652	381,282	14,930,934
Scholarships, Grants, Waivers	35,000	-	35,000
	<b>\$ 56,131,447</b>	<b>\$ 9,511,920</b>	<b>\$ 65,643,367</b>
 INTERFUND TRANSFERS	 \$ -	 \$ -	 \$ -
 TOTAL 2023 BUDGETED EXPENDITURES	 \$ 56,131,447	 \$ 9,511,920	 \$ 65,643,367
 <i>Less Non-operating Items</i>			
Tuition Chargeback	\$ -	\$ -	\$ -
Instructional Service	-	-	-
Contracts	-	-	-
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 56,131,447</b>	<b>\$ 9,511,920</b>	<b>\$ 65,643,367</b>
 <b>BY OBJECT</b>			
Salaries	\$ 27,201,796	\$ 2,434,886	\$ 29,636,682
Employee Benefits	4,679,805	518,177	5,197,982
Contractual Services	2,973,246	2,102,635	5,075,881
General Materials & Supplies	2,449,046	560,700	3,009,746
Travel & Conf/Meeting Expense	472,140	(10,325)	461,815
Fixed Charges	463,809	228,000	691,809
Utilities	5,345	2,103,067	2,108,412
Capital Outlay	10,000	45,000	55,000
Other Expenditures	830,831	-	830,831
SURS on Behalf	17,045,429	1,529,780	18,575,209
Provision for Contingency	1,506,187	-	1,506,187
	<b>\$ 57,637,634</b>	<b>\$ 9,511,920</b>	<b>\$ 67,149,554</b>
 INTERFUND TRANSFERS	 \$ 234,651	 \$ 234,651	 \$ -
 TOTAL 2023 BUDGETED EXPENDITURES	 \$ 57,872,285	 \$ 9,746,571	 \$ 67,149,554
 <i>Less Non-operating Items</i>			
Instructional Service	\$ -	\$ -	\$ -
Contract	-	-	-
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 57,872,285</b>	<b>\$ 9,746,571</b>	<b>\$ 67,149,554</b>

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 Summary of Fiscal Year 2023 Non-Operating Budgeted Expenditures

	Operations & Maintenance Restricted Fund	Bond & Interest Fund	Auxiliary Fund	Restricted Purposes Fund	Trust & Agency Fund	Audit Fund	Liability, Protection & Settlement Fund	OPEB Liability Fund	SURS Penalty Fund	Total Non-Operating Funds
<b>BY PROGRAM</b>										
Instruction	-	-	-	799,098	-	-	-	-	-	\$ 799,098
Academic Support	-	-	76,913	-	-	-	-	-	-	76,913
Student Services	-	-	1,050	750,434	321,175	-	-	-	-	1,072,659
Public Service/Continuing Ed	-	-	26,019	3,751,796	1,250	-	-	-	-	3,779,065
Auxiliary Services	-	-	3,554,728	-	137,100	-	-	-	-	3,691,828
Operations & Mtce of Plant	-	-	1,536,089	1,000	-	-	-	-	-	1,537,089
Institutional Support	15,342,329	-	-	4,600,000	500	-	-	-	-	19,942,829
Scholarships, Grants, Waivers	-	12,146,545	8,515,934	12,280,958	181,000	55,500	1,935,598	180,000	150,000	35,445,535
	\$ 15,342,329	\$ 12,146,545	\$ 13,710,733	\$ 22,183,286	\$ 641,025	\$ 55,500	\$ 1,935,598	\$ 180,000	\$ 150,000	\$ 66,345,015
INTERFUND TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL 2023 BUDGETED EXPENDITURES	\$ 15,342,329	\$ 12,146,545	\$ 13,710,733	\$ 22,183,286	\$ 641,025	\$ 55,500	\$ 1,935,598	\$ 180,000	\$ 150,000	\$ 66,345,015
<i>Less Non-operating Items</i>										
Tuition Chargeback	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Instructional Service	-	-	-	-	-	-	-	-	-	-
Contracts	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED EXPENDITURES</b>	\$ 15,342,329	\$ 12,146,545	\$ 13,710,733	\$ 22,183,286	\$ 641,025	\$ 55,500	\$ 1,935,598	\$ 180,000	\$ 150,000	\$ 66,345,015
<b>BY OBJECT</b>										
Salaries	-	-	2,518,865	2,474,725	-	-	130,000	-	-	\$ 5,123,590
Employee Benefits	-	-	7,944,974	604,075	-	-	780,598	180,000	-	9,509,647
Contractual Services	-	3,750	656,729	333,938	68,430	55,000	120,000	-	-	1,237,847
General Materials & Supplies	-	-	541,742	227,744	119,210	500	-	-	-	889,196
Travel & Conf/Meeting Expense	-	-	197,580	110,514	220,122	-	-	-	-	528,216
Fixed Charges	-	12,142,795	24,765	43,099	-	-	405,000	-	-	12,615,659
Utilities	-	-	-	1,183	-	-	-	-	-	1,183
Capital Outlay	15,340,829	-	-	9,585	-	-	-	-	-	15,350,414
Other Expenditures	1,500	-	857,500	16,971,568	233,263	-	500,000	-	150,000	18,713,831
SURS on Behalf	-	-	968,578	1,406,855	-	-	-	-	-	2,375,432
	\$ 15,342,329	\$ 12,146,545	\$ 13,710,733	\$ 22,183,286	\$ 641,025	\$ 55,500	\$ 1,935,598	\$ 180,000	\$ 150,000	\$ 66,345,015
INTERFUND TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL 2023 BUDGETED EXPENDITURES	\$ 15,342,329	\$ 12,146,545	\$ 13,710,733	\$ 22,183,286	\$ 641,025	\$ 55,500	\$ 1,935,598	\$ 180,000	\$ 150,000	\$ 66,345,015
<i>Less Non-operating Items</i>										
Instructional Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED EXPENDITURES</b>	\$ 15,342,329	\$ 12,146,545	\$ 13,710,733	\$ 22,183,286	\$ 641,025	\$ 55,500	\$ 1,935,598	\$ 180,000	\$ 150,000	\$ 66,345,015

**Certificate Attesting to the Fiscal Year 2023 Budget**

**Background:** On May 24, 2022, the fiscal year 2022 Tentative Budget for Community College District No. 511 was adopted by the Rock Valley College Board of Trustees at a regularly convened meeting.

On June 28, 2022, the fiscal year 2022 Final Budget was reviewed at a Public Budget Hearing and thereafter was adopted by the Rock Valley College Board of Trustees at the regularly scheduled meeting.

A true and correct copy of the Community College District No. 511 Budget in its legal form is attached. The fiscal year 2023 Budget was adopted at a public meeting with ample time provided for Budget hearing requirements.

**Recommendation:** It is recommended that the Secretary and Chairperson of the Rock Valley College Board of Trustees attest to the attached FY23 Budget being a true and correct copy in its legal form.

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Howard J. Spearman, Ph.D.  
President

Attachment

Dated this 28th day of June 2022.

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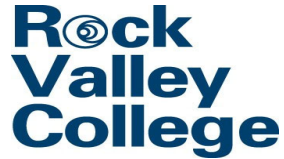
Secretary, Board of Trustees Community  
College District No. 511, Winnebago, Boone,  
DeKalb, McHenry, Stephenson and Ogle  
Counties, Illinois (Rock Valley College)

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Chairperson, Board of Trustees, Community  
College District No. 511, Winnebago, Boone,  
DeKalb, McHenry, Stephenson, and Ogle  
Counties, Illinois (Rock Valley College)

The FY22 Budget will be available at the June 28, 2022, regular board meeting.





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

**SUMMARY OF FISCAL YEAR 2023 BUDGET BY FUND**

	GENERAL		CAPITAL	DEBT SERVICE	PROPRIETARY
	Education Fund 01	Operations & Maintenance Fund 02	Operations & Maintenance (Restricted) Fund 03	Bond and Interest Fund 04	Auxiliary Enterprises Fund 05 & 18
<b>Est. Begin. Fund Balance 07/01/2022</b>	\$ 33,816,734	\$ 0	\$ 22,181,696	\$ (97,187)	\$ 5,100,898
<b>Budget Revenues</b>	57,872,285	9,277,269	330,000	12,195,295	13,347,164
<b>Less: Budgeted Expenditures</b>	(56,131,447)	(9,511,920)	(15,342,329)	(12,146,545)	(13,710,733)
<b>Less: Budgeted Contingency</b>	(1,506,187)	-	-	-	-
<b>Plus: Transfer In (Out)</b>	(234,651)	234,651	-	-	-
<b>Revenue over (under) Expenditures</b>	<u>\$ -</u>	<u>\$ 0.250</u>	<u>\$ (15,012,329)</u>	<u>\$ 48,750</u>	<u>\$ (363,568)</u>
<b>Est. Ending Budgeted Fund Balance</b>	<u>\$ 33,816,734</u>	<u>-</u>	<u>\$ 7,169,367</u>	<u>\$ (48,437)</u>	<u>\$ 4,737,330</u>

	SPECIAL REVENUE			
	Restricted Purposes Fund 06	Audit Fund 11	Liability, Protection, & Settlement Fund 12	Total ICCB Funds
<b>Est. Begin. Fund Balance 07/01/2022</b>	\$ (2,098,383)	\$ 36,240	\$ 3,743,228	62,683,227
<b>Budget Revenues</b>	22,183,286	50,000	-	115,255,299
<b>Less: Budgeted Expenditures</b>	(22,183,286)	(55,500)	(1,935,598)	(131,017,357)
<b>Less: Budgeted Contingency</b>	-	-	-	(1,506,187)
<b>Revenue over (under) Expenditures</b>	<u>\$ -</u>	<u>\$ (5,500)</u>	<u>\$ (1,935,598)</u>	<u>\$ (17,268,245)</u>
<b>Est. Ending Budgeted Fund Balance</b>	<u>\$ (2,098,383)</u>	<u>\$ 30,740</u>	<u>\$ 1,807,630</u>	<u>\$ 45,414,982</u>

The Official FY 2023 Budget which is accurately summarized in this document,

was approved by the Board of Trustees on : \_\_\_\_\_

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



**Fiscal Year 2023**

**Capital Projects Plans**

Presented to RVC Board of Trustees Committee of the Whole  
June 14, 2022

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Rick Jenks, Vice President of Operations

# Background

- In December of 2021, the Board of Trustees approved the Fiscal Year 2022 capital requests.
- Ideally the capital requests should be requested prior to the beginning of the fiscal year, during the budget development. This is usually done during the month of June.
- Capital projects can consist of equipment purchases, building improvements or other grounds, parking lot, improvements.
- All equipment listed in the capital request for FY22 have been ordered and are awaiting delivery.
- The other building or facility improvements are now in the planning stage utilizing the architect of record.
- We are behind on capital projects and will need to have multiple projects going in order to complete all the necessary capital projects.

# Fiscal Year 2023 Capital

- POM vehicles
- Equipment
- Buildings
- Parking Lots, Roadways, and Grounds

# Fleet and Equipment Requests

Item	Justification	Estimated Cost	Funding Source
Pickup Truck With Plow and Lift Gate Replace 2008 Ford Diesel	Diesel is not practical for on-campus driving at a lower speed. The engine is worn and weak. Known issue with this model; have one more truck with similar engine issues.	\$60,000	RVC Capital
Pickup Truck With Plow and Lift Gate Replace 2008 Ford Diesel	Diesel is not practical for on-campus driving at a lower speed. The engine is worn and weak. Known issue with this model; have one more truck with similar engine issues.	\$60,000	RVC Capital
	<b>The cost is an estimate and may differ upon final ordering due to supply/demand issues.</b>	<b>\$120,000</b>	<b>Not to Exceed \$140,000</b>

Item	Justification	Estimated Cost	Funding Source
Toro Sprayer/Spreader	Replace 2006 Perma Green Sprayer / Spreader that is 15 years old	\$12,000	RVC Capital
16 Foot Toro Mower	Replace 2002 20-year-old tractor over 5,000 hours – engine/head blown; no replacement motor available; unit does not function.	\$120,000	RVC Capital
Four Passenger Golf Cart	Replace 1993 Passenger Golf Cart – 30-year-old cart. Four passengers can be used to transport people for graduation and other events	\$10,000	RVC Capital
Two Passenger Golf Cart	Replace a 2001 Golf Cart that is 21 years old. Carts are used by POM to pick up debris and can be used to transport people that are in need of assistance.	\$8,000	RVC Capital
Treadmill Replacement	Replace three treadmills; need to get on a rotation of replacing Fitness Lab cardio equipment. Current equipment is over ten years old.	\$20,000	RVC Capital
	<b>The cost is an estimate and may differ upon final ordering due to supply/demand issues.</b>	<b>\$170,000</b>	<b>Not to Exceed \$180,000</b>

# Buildings

Item	Justification	Estimated Cost	Funding Source
Student Center (SC) Bridge Repair	Tuckpoint repair of SC Bridge that has large areas where the mortar has fallen out and may cause the boulders in the wall to come loose and fall	\$80,000	RVC Capital
Exterior Trim and Siding Repair/Replacement	Several of the buildings on the main campus have exterior wood that has rotted or paint that is peeling on the wood accent framing	\$150,000	RVC Capital
Power Shed Replacement and Electrical Upgrade *	The power shed is leaning, making it difficult to enter the structure. The switchgear located inside the building is original to the campus and needs replacement.	\$80,000	RVC Capital Total Cost - \$380,000 FY 22 -\$95,000 FY 23 -\$80,000
Student Center Second Floor Carpeting *	Student Center carpeting on the second floor is 16 years old and has become faded and worn. A high volume of students and staff visit this area every day.	\$50,000	RVC Capital Total Cost - \$150,000 FY 22 - \$37,500 FY 23 - \$50,000
Access Control Upgrade – Boiler House *	Replace the existing system with new access control at the Boiler House. The current system is nearing the end of life and needs upgrading.	\$ 25,000	RVC Capital Total Cost - \$30,675 FY 22 - \$5,675 FY 23 - \$25,000

Deferred maintenance requests\* are shown throughout the capital plan. Since the State of Illinois may not approve these requests, some of these projects may need to be funded entirely by local funds. Items listed with two Fiscal Year amounts are projects that funding is being saved up in case the State of Illinois does not fund the deferred maintenance, and the project will eventually need to be funded locally.

# Buildings Continued

Access Control Upgrade – Bell School *	Replace the existing system with new access control at Bell School. The current system is nearing the end of life and needs upgrading.	\$55,000	RVC Capital Total Cost - \$71,587 FY 22 - \$16,857 FY 23 – \$55,000
Physical Education Center (PEC) Gym Floor	Replace the mondo and wood basketball floor in the PEC. The wood floor has been sanded many times over the last 14 years, and the mondo floor has several cuts and patchwork that has been done	\$700,000	RVC Capital
Support Services Building (SSB) Pole Barn Expansion	Expand the SSB Pole Barn to allow for a permanent storage location for Tech Bus and squad cars when not in use	\$100,000	RVC Capital Total Cost-\$200,000 FY23- \$100,000
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>\$1,240,000</b>	<b>RVC Capital Expense Not to Exceed \$1,300,000</b>

One of the larger projects listed is the replacement of the PEC gym floor. The floor is 13 years old, and both the hard wood floor and Mondo floor are showing signs of wear.

# PEC floor issues





# Parking and Other Items

Item	Justification	Estimated Cost	Funding Source
Rock Valley College Circle Drive Replacement	Repair and resurface RVC Circle Drive Road surface and drainage grate locations on the drive. The roadway is deteriorating, and grates are collapsing. (On State Deferred Maintenance Plan)	\$100,000	RVC Capital Total Cost - \$1,100,000 FY 22 - \$275,000 FY 23 - \$100,000
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>\$ 100,000</b>	<b>Not to Exceed \$100,000</b>

Item	Justification	Estimated Cost	Funding Source
Architect of Record Fees	An architect will be needed to process capital requests.	\$200,000	RVC Capital FY 23- \$200,000
IT Equipment	As part of the ongoing need to update old IT equipment, including servers, monitors, and computer equipment	\$300,000	RVC Capital
HSC Patio Furniture	The HSC Patio never had patio furniture ordered under the original project. The patio is the outdoor spacing that students could utilize to study, meet, or have events.	\$30,000	RVC Capital
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>\$530,000</b>	<b>Not to Exceed \$550,000</b>
	<b>TOTAL NOT TO EXCEED</b>		<b>\$2,270,000 Capital</b>

# Resource Allocation and Management Program (RAMP)

RAMP projects are new construction or remodeling of existing buildings. CLII and the Performing Arts Venue are the two RVC projects listed. Illinois has authorized a 28.8% increase in costs.

Project Name	State Funding	Local Funding	Project Total	Project Description
Performing Arts Venue (old pricing)	\$ 8,450,000	\$ 2,150,000	\$ 8,600,000	Construction of Performing Arts Venue in area of current tent
CLII (old pricing)	\$ 15,642,565	\$ 5,214,188	\$ 20,856,753	Remodel of CLII
Performing Arts Venue (new pricing)	\$ 10,883,600	\$ 2,769,200	\$ 13,652,800	Construction of Performing Arts Venue in area of current tent
CLII (new pricing)	\$ 20,147,623	\$ 6,715,874	\$ 26,863,497	Remodel of CLII

If awarded, RVC would need to look at each project, as the applications are several years old. New RAMP applications will be part of the Facility Master Plan and discussed more in future presentations.

# QUESTIONS



**Approval of FY 2023 Capital Projects**

**BACKGROUND:**

Rock Valley College has not spent money on capital improvement for several years due to the State of Illinois budget concerns. Below is a list of items or projects that have been identified as a capital expense need. Funding for these items will be from money transferred from the Operations Funds (Fund 01 and Fund 02) to the Operations and Maintenance (capital) Fund (Fund 03). Transferring funds will allow continued repairs and upgrades to systems beyond their expected useful life.

**Fleet**

<b>Item</b>	<b>Justification</b>	<b>FY23 Estimated Cost</b>
Pickup Truck With Plow and Lift Gate Replace 2008 Ford Diesel	Diesel is not practical for on-campus driving at a lower speed. The engine is worn and weak. Known issue with this model; have one more truck with similar engine issues.	\$60,000
Pickup Truck With Plow and Lift Gate Replace 2008 Ford Diesel	Diesel is not practical for on-campus driving at a lower speed. The engine is worn and weak. Known issue with this model; have one more truck with similar engine issues.	\$60,000
	<b>The cost is an estimate and may differ upon final ordering due to supply/demand issues.</b>	<b>\$120,000 Not to Exceed \$140,000</b>

**Equipment**

<b>Item</b>	<b>Justification</b>	<b>FY23 Estimated Cost</b>
Toro Sprayer/Spreader	Replace 2006 Perma Green Sprayer/Spreader that is 15 years old.	\$12,000
16 Foot Toro Mower	Replace 2002 20-year-old tractor over 5,000 hours – engine/head blown; no replacement motor available; unit does not function.	\$120,000
Four Passenger Golf Cart	Replace 1993 Passenger Golf Cart – 30-year-old cart. Four passengers can be used to transport people for graduation and other events.	\$10,000
Two Passenger Golf Cart	Replace a 2001 Golf Cart that is 21 years old. Carts are used by POM to pick up debris and can be used to transport people that are in need of assistance.	\$8,000
Treadmill Replacement	Replace three treadmills; need to get on a rotation of replacing Fitness Lab cardio equipment. Current equipment is over ten years old.	\$20,000
	<b>The cost is an estimate and may differ upon final ordering due to supply/demand issues.</b>	<b>\$170,000 Not to Exceed \$180,000</b>

**Buildings**

<b>Item</b>	<b>Justification</b>	<b>FY23 Estimated Cost</b>
Student Center (SC) Bridge Repair	Tuckpoint repair of SC Bridge that has large areas where the mortar has fallen out and may cause the boulders in the wall to come loose and fall	\$80,000
Exterior Trim and Siding Repair/Replacement	Several of the buildings on the main campus have exterior wood that has rotted or paint that is peeling on the wood accent framing	\$150,000
Power Shed Replacement and Electrical Upgrade (a)	The power shed is leaning, making it difficult to enter the structure. The switchgear located inside the building is original to the campus and needs replacement. (On State Deferred Maintenance Plan) Total cost \$380,000. (a)	\$80,000
Student Center Second Floor Carpeting (a)	Student Center carpeting on the second floor is 16 years old and has become faded and worn. A high volume of students and staff visit this area every day. (On State Deferred Maintenance Plan) Total cost \$150,000. (a)	\$50,000
Access Control Upgrade – Boiler House (b)	Replace the existing system with new access control at the Boiler House. The current system is nearing the end of life and needs upgrading. Total cost \$30,675. (b)	\$25,000
Access Control Upgrade – Bell School (b)	Replace the existing system with new access control at Bell School. The current system is nearing the end of life and needs upgrading. Total cost \$71,587. (b)	\$55,000
Physical Education Center (PEC) Gym Floor	Replace the mondo and wood basketball floor in the PEC. The wood floor has been sanded many times over the last 14 years, and the mondo floor has several cuts and patchwork that has been done.	\$700,000
Support Services Building (SSB) Pole Barn Expansion (c)	Expand the SSB Pole Barn to allow for a permanent storage location for Tech Bus and squad cars when not in use. Total cost \$200,000. (c)	\$100,000
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>\$1,240,000 Not to Exceed \$1,300,000</b>

**Parking Lots, Roadways, Walkways, and Grounds**

<b>Item</b>	<b>Justification</b>	<b>FY23 Estimated Cost</b>
Rock Valley College Circle Drive Replacement (a)	Repair and resurface RVC Circle Drive Road and drainage grate locations on the drive. The roadway is deteriorating, and grates are collapsing. (On State Deferred Maintenance Plan) Total cost \$1,100,000. (a)	\$100,000
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>\$100,000 Not to Exceed \$100,000</b>

**Other Requests**

Item	Justification	FY23 Estimated Cost
Architect of Record Fees (b)	An architect will be needed to process capital requests. Total cost \$240,000. <sup>(b)</sup>	\$200,000
IT Equipment	As part of the ongoing need to update old IT equipment, including servers, monitors, and computer equipment.	\$300,000
HSC Patio Furniture	The HSC Patio never had patio furniture ordered under the original project. The patio is the outdoor spacing that students could utilize to study, meet, or have events.	\$30,000
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>\$530,000 Not to Exceed \$550,000</b>
	<b>TOTAL NOT TO EXCEED</b>	<b>\$2,270,000</b>

- (a) These items are included on the State Deferred Maintenance Plan; however if the State does not release funding, some of these projects may need to be funded entirely by local funds. Funds were designated in FY22 for the College portion. Additional funds are being requested in FY23 as a precaution to have funds available should these items need to be addressed sooner or that costs have increased.
- (b) These items were approved for designated funds in FY22 and additional funds are being requested in FY23 in order to pay for the entire project.
- (c) This item is the first request to designate funds for a larger project.

**RECOMMENDATION:** It is recommended that the Rock Valley College Board of Trustees approve the use of Fund 03 Capital on the above-described projects.

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

Board Approval: \_\_\_\_\_  
Board Secretary

**Fiscal Year 2022 Fund Transfer Request**

**BACKGROUND:**

The Board Policy 5:10.160 – Operating Fund Balance goal is to establish and maintain an operating fund (education fund, and operations and maintenance fund) balance of 35% to 50% of the following year’s budgeted expenses. The College’s fiscal year 2022 revenues as of April 30, 2022, exceeded expenses by \$7.5 million, bringing the Operating Funds Balance (Funds 01 and 02) to \$33,816,734.

Below is a request to transfer funds from Operating Funds (Funds 01 and 02) for fiscal year 2023 capital expenditures. These expenditures were included as part of the FY23 proposed budget. The total request below will maintain a 47.45% balance.

Fund 03 – Operations and Maintenance (Capital)	
• FY23 Fleet	\$140,000
• FY23 Equipment	\$180,000
• FY23 Building	\$1,300,000
• FY23 Parking Lots, Roadways, Walkways & Grounds	\$100,000
• FY23 Other Requests	\$550,000
Total Transfer from Fund 01 – Operating Fund	\$2,270,000

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Administration’s request to complete a fund transfer of \$2,270,000 from Operating Funds (Funds 01 and 02) to the Operations and Maintenance Fund (Fund 03) for the above capital expenditures.

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

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

**BOND DISCLOSURE COMPLIANCE POLICY**

**Board Policy 5:10.170**

**Second Reading**

**Background:** Rock Valley College has issued municipal bonds, and it is expected that it may need to continue to issue additional bonds in the future.

It is the responsibility of the College to maintain compliance with the federal securities laws, which include continuing disclosure under Rule 15C2-12 of the Securities Exchange Act of 1934.

Rock Valley College has complied with the disclosure requirements. It is appropriate that the College adopt a Bond Disclosure Compliance Policy regarding disclosing any required or voluntary information to be filed with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access system.

**Recommendation:** It is recommended that the Board of Trustees adopt the Bond Disclosure Compliance Policy.

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Howard J. Spearman, Ph.D.  
President

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



**BOND DISCLOSURE COMPLIANCE  
Second Reading**

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It is necessary and in the best interest of the College to ensure compliance with its responsibilities under federal securities laws, including its continuing disclosure undertakings (the “*Undertakings*”) under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (the “*Rule*”), and the statements of the Securities and Exchange Commission (the “*SEC*”) in enforcement actions; and it is necessary and in the best interest of the College that the College adopt appropriate policies and procedures (the “*Disclosure Policies and Procedures*”) and training to enable the College to create accurate disclosures with respect to its (i) preliminary official statements, final official statements and any supplements or amendments thereto, disseminated by the College pursuant to the issuance by the College of any bonds, notes, certificates or other obligations, (ii) Financial Information, as required by and defined in the Undertakings to be filed with the Municipal Securities Rulemaking Board’s Electronic Municipal Market Access (“*EMMA*”) system, and (iii) notices of material or reportable events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA.

*Link to Administrative Procedures for this Policy*

**Reference:**

**Adopted:**

## Personnel Report

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

### A. APPOINTMENTS

No Report.

### B. PROMOTIONS

Theresa James, full-time, ADM, Director of Environmental Health and Safety, \$75,000, effective July 1, 2022.

### C. DEPARTURES

Shuneize Slater, full-time, Faculty, Mathematics & Sciences, resigning effective July 28, 2022.

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Howard J. Spearman, Ph.D.  
President

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

**Sublease Agreement Between  
Rock Valley College and The Workforce Connection**

**Background:** Rock Valley College and Goodwill of Northern Illinois were approved as the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator for the region. WIOA is a federally-funded program passed down through the states to the local service delivery areas.

The WIOA One-Stop Operator grant and other employment grants, including the grants supporting Refugee and Immigrant Services, are housed at 303 N. Main Street, Rockford. The lease agreement with The Workforce Connection provides for the lease of 2,310 square feet.

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

**Recommendation:** It is recommended that the Board of Trustees approve the sublease agreement with The Workforce Connection. **Attorney Reviewed.**

**Funding Source:** Grant funding

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Howard J. Spearman, Ph.D.  
President

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

# SUBLEASE AGREEMENT

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This Agreement is for the sublease of office space and is entered into this 1st day of July, 2022 by and between The Workforce Connection, Inc. (TWC), an Illinois Not-for-Profit corporation, with its principal office located at 303 N. Main Street, Rockford, Illinois and Rock Valley College (RVC) of 3301 North Mulford Road, Rockford, IL as Sub Lessee.

WHEREAS, TWC is the tenant of certain Leased Premises located at 303 N. Main Street, Rockford, Illinois comprised of 16,587 square feet under a Master Lease dated July 1, 2020 (Exhibit 1) with the Leased Premises owner (Owner) wherein its business operations are conducted; and,

WHEREAS, TWC has authority under the terms of the Master Lease to sublease portions of the premises subject to the terms and conditions of its tenancy; and,

WHEREAS, RVC desires to rent and occupy, as RVC, a portion of said premises and enter into this Agreement as a sublease.

NOW, THEREFORE, in consideration of the mutual promises and undertakings herein set forth, the sufficiency of which is acknowledged, the parties agree as follows:

1. Effective Date:

The Effective Date of this Agreement shall be the 1st day of July, 2022. In the event Owner's approval of this sublease is not granted, RVC agrees to promptly vacate the Premises.

2. Lease of Premises:

- (a) TWC hereby leases to RVC and RVC hereby leases from TWC the Premises as hereinafter set forth.
- (b) This Agreement is subject to the terms and conditions of the Master Lease and to the terms and conditions of this Agreement and RVC agrees to keep and perform all of the terms and conditions of this Agreement and the applicable terms of the Master Lease.
- (c) The Owner under the Master Lease, to the extent of its rights and obligations under the Master Lease, is deemed a party to this Agreement. Owner shall have the right to enforce all terms and conditions of both the Master Lease and this Agreement; and, TWC and RVC shall have the right to enforce against Owner its obligations under the Master Lease.
- (d) Term. The initial term of this Agreement shall extend to June 30, 2023; and thereafter shall be extended and shall be coterminous with the Master Lease unless sooner terminated as provided herein.
- (e) Use. RVC's use of the Leased Premises shall be limited to use as general office, including offices for RVC's business. RVC may further use the premises for training of the clientele and the employees of TWC, and meeting room areas for TWC.

3. Premises:

- (a) For the period of July 1, 2022 thru June 30, 2023, the Premises consists of 833 square feet located at 303 N. Main Street, Rockford, Illinois, plus

common area space within the Premises allocated to Lessee consisting of 1,477 square feet for a total Rented Premises of 2,310.

- (b) The Premises is leased to RVC in the condition as existed on July 1, 2022 and in "AS IS" condition and RVC accepts the Premises in such condition.
- (c) RVC's occupancy also includes use of the Building Common Areas as defined in the Master Lease including, without limitation, the main lobby and entryway, all common hallways, elevators, pedestrian walkways and patios, landscaped areas, sidewalks, service corridors, public restrooms, and stairways subject to the right of Owner to modify, restrict or modify such use to the extent such does not unreasonably impair use of the Leased Premises.
- (d) TWC's Mailing Address:

The Workforce Connection, Inc  
Attn.: Gina Caronna  
303 N Main St, 2<sup>nd</sup> Floor  
Rockford, IL 61101

With a COPY to:

Mr. Devin B Noble  
Allen Galluzzo Hevrin Leake, LLC  
6735 Vistagreen Way, Suite 110  
Rockford, IL 61107

- (e) RVC's Mailing Address:

Rock Valley College  
3301 North Mulford Road  
Rockford, IL 61114

4. Rent:

Commencing on the Effective Date and continuing during the term of this Lease, the Sub Lessee shall pay to the Sub Lessor annual rent for the Rented Premises, without demand, deduction, set-off, or counterclaim, in equal installments (the "Rent") in advance, payable in equal monthly installments beginning with the Effective Date and on the 1st day of each successive calendar month thereafter, as follows: Rent to be paid to Sub Lessor shall equal the sum of \$17.00 multiplied by the square footage of the Rented Premises for the lease year July 1, 2022 to June 30, 2023. Holdover rent thereafter shall be \$17.00 per square foot. Notwithstanding the above or any other provision herein to the contrary, in the event that the Sublease is further extended or renewed the rent shall be increased or decreased in the pro rata percentage increase or decrease under the provisions of the extended or renewed Master Lease. Sub Lessee shall be responsible for 13.9% of Paper Goods purchased by TWC for the Leased Space which shall be invoiced by TWC to Sub Lessee annually and paid by Sub Lessee within 30 days of the invoice date. Failure to promptly pay the invoice shall be a default under this Sub Lease. In the event of termination of this Sub Lease prior to expiration of its term, Sub Lessee agrees to pay any final invoice within 30 days of the date of the invoice issued to Sub Lessee for Paper Products for the period ending on the date of termination. In addition, Sub Lessee shall pay the Sub Lessor \$11.80/month for each parking stall used during the 2022 calendar year and \$14.45/month for each parking stall used during the 2023 Calendar year.

5. Termination:

- (a) Early termination/modification of Master Lease. This Agreement is subject to early termination and or modification in the event of termination or modification of the Master Lease. In the event of termination or modification of the Master Lease termination of this Agreement shall be effective on the same date and terms of the Master Lease termination. In the event of modification of the terms of the Master Lease to the extent such modification reduces the Leased Premises, this Agreement shall be modified to the same extent and on the same terms; however, if the modification reduces the available Premises area to sublease, TWC may terminate this sublease upon 30 day written notice.
- (b) Expiration of Term/non-renewal. In the event of extension or modification of this Agreement as set forth in this Agreement, and upon expiration of any term of this Agreement, RVC may terminate this Agreement by written notice delivered to TWC not less than ninety (90) days prior to the expiration of a term or effective date of any extension or modification of this Agreement. In the event of the issuance of such notice of termination, the termination shall be effective on the expiration date of a term or effective date of any extension or modification. Failure to deliver a notice of termination to TWC within the time prescribed shall obligate RVC to the renewal or extension of this Agreement or modification of this Agreement.



6. Uses Prohibited.

RVC shall not do or permit anything to be done in or about the Leased Premises or Building Common Areas nor bring anything therein or thereon which is not within the permitted use of the Leased Premises which will in any way increase the existing rate of or affect any fire or other insurance upon the Building or any of its contents, or cause a cancellation of any insurance policy covering the Building or any part thereof or any of its contents. RVC shall not do or permit anything to be done in or about the Leased Premises or Building Common Areas which will in any way obstruct or interfere with the rights of other tenants or occupants of the Building or injure or annoy them or use or allow the Leased Premises or Building Common Areas to be used for any improper, immoral, unlawful or objectionable purpose; nor shall RVC cause, maintain or permit any nuisance in, on or about the Leased Premises or Building Common Areas. RVC shall not commit or allow to be committed any waste in or upon the Leased Premises or Common Area.

7. Compliance with Law.

RVC shall not use the Leased Premises, or permit anything to be done in or about the Leased Premises, which will in any way conflict with any law, statute, ordinance or governmental rule or regulation now in force or which may hereafter be enacted or promulgated. RVC shall, at its sole cost and expense, promptly comply with all laws, statutes, ordinances and governmental rules, regulations, requirements now in force or which may hereafter be in force and with the requirements of any board of fire

underwriters or other similar bodies now or hereafter constituted relating to or affecting the condition, use or occupancy of the Leased Premises.

8. Alterations and Additions.

RVC shall not make or allow to be made without Owner's prior approval any structural alterations, additions or improvements to or of the Leased Premises. Any alterations, additions, or improvements to or of said Leased Premises, including, but not limited to wall covering, paneling and built-in cabinet work, but excepting movable furniture and trade fixtures, shall belong to TWC and shall be surrendered with the Leased Premises.

9. Obligations to Maintain and Repair Leased Premises.

- (a) Upon reasonable notification of RVC, TWC shall request the Owner, at Owner's expense, to keep the Leased Premises and every part thereof in good condition and repair including without limitation, the maintenance, replacement and repair of any storefront, doors, window casements, glazing, plumbing, pipes, electrical wiring, to the extent the same serve the Leased Premises and are located within the Leased Premises, all lighting fixtures and conduits and the HVAC system and all other mechanical systems and equipment, to the extent such systems and equipment exclusively serve the Leased Premises and are located within the Leased Premises. Owner is obligated to provide janitorial services for the Leased Premises and provide regular trash and refuse removal occasioned by

RVC's use and occupancy of the Leased Premises in compliance with all applicable laws and regulations.

- (b) RVC shall, upon the expiration or sooner termination of this Agreement, surrender the Leased Premises to TWC in good condition, broom clean, ordinary wear and tear and damage from causes beyond the reasonable control of RVC excepted.
- (c) RVC shall operate heating and cooling equipment to maintain such temperatures as will prevent the freezing or bursting of pipes within the Leased Premises.
- (d) RVC shall promptly, and at its sole cost and expense, repair all damage to the Leased Premises, or Building, caused by the intentional act, gross negligence, or negligence of RVC, its agents, servants, employees, guests and invitees.
- (e) It is Owners duty to keep in repair and maintain the following: all structural elements of the Building Including, subject to Section 9(d), the foundation walls, the exterior walls and doors and the roof; the stairwells and elevators located in Building Common Areas; the office lobbies and other Building Common Areas; glass located in the exterior walls of the Building; the mains, conduits and systems providing HVAC, electricity, water, and other services for the Building Common Areas the parking lot, driveway, sidewalks, and exterior landscaping of the Building.

10. Liens.

RVC shall keep the Leased Premises and the Building free from any liens arising out of any work performed, materials furnished or obligations incurred by or on behalf of RVC.

11. Assignment and Subletting.

Except as provided herein, RVC shall not either voluntarily, or by operation of law, assign, transfer, mortgage, pledge, hypothecate or encumber this Agreement or any interest in the Leased Premises and Building, and shall not sublet the Leased Premises or any part thereof, or any right or privilege appurtenant thereto, or allow any other person (the employees, agents servants and invitees of RVC excepted) to occupy or use the Leased Premises, or any portion thereof, without first obtaining the written consent of TWC, which consent shall not be unreasonably withheld. TWC's consent to any assignment, subletting, occupation or use by any other person shall not be deemed to be consent to any other assignment, subletting, occupation or use by another person. Consent to any such assignment or subletting shall in no way relieve RVC of any liability under this Agreement. Any such assignment or subletting without consent shall be void, and shall, at the option of TWC, constitute a default under the terms of this Lease.

12. Hold Harmless.

- (a) Except as to claims arising out of the negligence or willful misconduct of the TWC and its agents and employees, RVC shall indemnify and hold harmless TWC against and from any and all claims arising from RVC's use of the Leased Premises or from the conduct of its business or from any activity, work, or other things done, permitted or suffered by RVC in or

about the Leased Premises, and shall further Indemnify and hold harmless TWC against and from any and all claims arising from any breach or default in the performance of any obligation on RVC's part to be performed under the terms of this Agreement, or arising from any act or negligence of RVC, or any officer, agent, employee, guest, or invitee of RVC, and from all costs, attorney's fees, and liabilities Incurred in or about the defense of any such claim or any action or proceeding brought thereon. If any action or proceeding be brought against TWC by reason of such claim, RVC upon notice from TWC shall defend the same at RVC's expense by counsel reasonably satisfactory to TWC. RVC shall give prompt notice to TWC in case of casualty or accidents In the Leased Premises.

(b) Except as set forth in paragraph (c) hereof, and further except as to losses arising from the negligent acts or willful misconduct of the TWC and its agents and employees, TWC or its agents shall not be liable for any loss or damage to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water or rain which may leak from any part of the Building or from the pipes, appliances or plumbing therein or from the roof, Street or subsurface or from any other place resulting from dampness or any other cause whatsoever, including without limitation, the acts or omissions of Owner.

(c) Except as to claims arising out of the negligence or willful misconduct of the RVC and its agents and employees, TWC shall indemnify and hold

harmless RVC against and from any and all claims arising from TWC's use of the Building or from the conduct of its business or from any activity, work, or other things done, permitted or suffered by TWC in or about the Leased Premises, and shall further indemnify and hold harmless RVC against and from any and all claims arising from any breach or default in the performance of any obligation on TWC's part to be performed under the terms of this lease, or arising from any act or negligence of TWC, or any officer, agent, employee, guest, or invitee of TWC, and from all costs, attorneys' fees, and liabilities incurred in or about the defense of any such claim or any action or proceeding brought thereon. If any action or proceeding be brought against RVC by reason of such claim, TWC upon notice from RVC shall defend the same at TWC's expense by counsel reasonably satisfactory to RVC.

13. Environmental Indemnity:

- (a) RVC hereby agrees to indemnify TWC and to hold and defend TWC harmless from and against any and all claims, causes of action, costs, expenses, damages, liabilities or losses asserted against, suffered or incurred by TWC as a result of the use, spill, disposal, manufacture, storage or release of Hazardous Materials by RVC or by any of RVC's agents, contractors, employees, invitees, RVCs, successors or assigns in or about the Building. The foregoing indemnification shall include, without limitation, attorneys' fees and court costs incurred by TWC in connection

with any of the foregoing. "Hazardous Materials" shall mean any flammable or explosive materials, any petroleum or petroleum products (including oil, crude oil, or natural or synthetic gas), any radioactive materials, any asbestos or asbestos containing materials, PCBs, or any other hazardous or toxic waste, material, or substance, including, without limitation, any waste, material, or substance now or hereafter included in the definition of "hazardous substances", "hazardous wastes", "hazardous materials", "toxic substances", "toxic wastes" or "toxic materials" (or similar term) contained in any applicable statute, law, ordinance, rule, or regulation.

14. Subrogation.

As long as their respective insurers so permit, TWC and RVC hereby mutually waive their respective rights of recovery against each other for any loss insured by fire, extended coverage and other property insurance policies existing for the benefit of the respective parties, provided such waiver does not invalidate RVC's insurance policy. Each party shall apply to their insurers to obtain said waivers. Each party shall use its best efforts to obtain any special endorsements, if required by their insurer to evidence compliance with the aforementioned waiver.

15. Liability Insurance.

RVC shall, at RVC's expense, obtain and keep in force during the Lease Term a policy of commercial general liability insurance (sometimes known as comprehensive public liability insurance) insuring TWC and RVC (and, if requested by TWC, TWC's

lender and property manager) against any liability for bodily injury, property damage (including loss of use of property) and personal injury arising out of the ownership, use, occupancy or maintenance of the Leased Premises and all areas appurtenant thereto. Such insurance shall be in the amount of not less than \$1,000,000.00 per occurrence. RVC may provide this Insurance under a blanket policy, provided that said insurance shall have a TWC's protective liability endorsement attached thereto. If RVC shall fail to procure and maintain said insurance, TWC may, but shall not be required to, procure and maintain same, but at the expense of RVC. Insurance required hereunder shall be in companies rated B++V or better as set forth in the most current "Best's Key Rating Guide". RVC shall deliver to TWC, prior to right of entry, copies of policies of liability insurance required herein or certificates evidencing the existence and amounts of such insurance with loss payable clauses satisfactory to TWC. No policy shall be cancelable or subject to reduction of coverage. All such policies shall be written as primary policies not contributing with and not in excess of coverage that TWC may carry.

16. Rules and Regulations.

RVC shall faithfully observe and comply with the reasonable rules and regulations that Owner shall from time to time promulgate and/or modify. The rules and regulations shall be binding upon RVC upon delivery of a copy of them to RVC; provided, that the rules and regulations in effect upon commencement of this sublease are attached hereto marked Exhibit 2. TWC shall use its best efforts to cause the other tenants and occupants of the Building to comply with said rules and regulations.

17. Holding Over.



If RVC remains in possession of the Leased Premises or any part thereof after the expiration date of the Term without the written consent of TWC, such occupancy shall be a tenancy from month to month at a rental in the amount of 125% of the last monthly Rent, plus all other charges payable hereunder, and upon all the terms hereof applicable to a month to month tenancy.

18. Entry by TWC.

TWC reserves on its behalf and on behalf of the Owner and shall, upon reasonable notice by TWC and at reasonable times during business hours, have the right to enter the Leased Premises to inspect the same, to submit said Leased Premises to prospective purchasers or tenants, to post notices of non-responsibility, to repair the Leased Premises and any portion of the Building of which the Leased Premises are a part that Owner may deem necessary or desirable, and may for that purpose erect scaffolding and other necessary structures where reasonably required by the character of the work to be performed, always providing that the entrance to the Leased Premises shall not be unreasonably blocked thereby, and further providing that the business of RVC shall not be interfered with unreasonably. TWC shall cooperate with RVC to protect the privacy of RVC's clients and invitees, during such entries, and shall comply with any applicable privacy laws during such entries. TWC at any and all times shall have the right to use any and all means which TWC may deem proper open said doors in an emergency, in order to obtain entry to the Leased Premises without liability to RVC except for any failure to exercise due care for RVC's property and any entry to the Leased Premises

obtained by TWC by any of said means, or otherwise, shall riot under any circumstances be construed or deemed to be a forcible or unlawful entry into, or a detainer of, the Leased Premises, or an eviction of the Tenant from the Leased Premises or any portion thereof.

19. RVC's Default.

The occurrence of anyone or more of the following events shall constitute a default and breach of this Lease by RVC.

- (a) The abandonment of the Leased Premises by RVC for thirty (30) or more consecutive days.
- (b) The failure by RVC to make any payment of rent or any other payment required to be made by RVC hereunder, as and when due, where such failure shall continue for a period of ten (10) days after written notice thereof by TWC to RVC. No written notice is required from TWC for any failure of RVC to make any payment of rent if TWC has already provided written notice on two separate occasions in the same calendar year.
- (c) The failure by RVC to observe or perform any of the covenants, conditions or provisions of this Agreement to be observed or performed by RVC, other than those requiring RVC to make monetary payment of Rents, where such failure shall continue for a period of thirty (30) days after written notice thereof by TWC to RVC; provided, however, that if the nature of RVC's default is such that more than thirty (30) days are reasonably required for its cure, then RVC shall not be deemed to be in default if RVC commences

such cure within said thirty (30) day period and thereafter diligently prosecutes such cure to completion.

- (d) The making by RVC of any general assignment or general arrangement for the benefit of creditors; or the filing by or against RVC of a petition to have RVC adjudged a bankrupt, or a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against RVC, the same is dismissed within sixty (60) days); or the appointment of a trustee or a receiver to take possession of substantially all of RVC's assets located at the Leased Premises or of RVC's interest in this Agreement, where possession is not restored to RVC within sixty (60) days; or the attachment, execution or other judicial seizure of substantially all of RVC's assets located at the Leased Premises or of RVC's interest in this Lease, where such seizure is not, discharged within sixty (60) days.

20. Remedies Upon RVC's Default.

Upon the occurrence of any Default, TWC may, by providing written notice to RVC stating the specific Default, have anyone or more of the following described remedies in addition to all other rights and remedies provided at law or in equity or otherwise or elsewhere herein:

- (a) TWC may terminate this Lease by giving to RVC ninety (90) days written notice of TWC's election to do so, in which event the Term and all right, title and interest of RVC hereunder shall end on the date stated In such notice

unless the RVC shall have remedied the default within such ninety (90) days;

- (b) TWC may terminate the right of RVC to possession of the Leased Premises without terminating this Agreement, by giving ninety (90) days written notice to RVC that RVC's right of possession shall end on the date stated in such notice, whereupon the right of RVC to possession of the Leased Premises or any part thereof shall cease on the date stated in such notice unless the RVC shall have remedied the default within such ninety (90) days; and
- (c) TWC may enforce the provisions of this Agreement and may enforce and protect the rights of TWC hereunder by a suit or suits in equity or at law for the specific performance of any covenant or agreement contained herein; and for the enforcement of any other appropriate legal or equitable remedy, including without limitation: (i) injunctive relief, (ii) recovery of all monies due or to become due from RVC under any of the provisions of this Lease, and (iii) any other damage incurred by TWC by reason of RVC's default under this Lease. If TWC exercises any of the remedies provided for in paragraphs 22 (a) or (b) above, RVC shall surrender possession of and vacate the Leased Premises and immediately deliver possession thereof to TWC in the condition required by this Lease, and TWC may re-enter and take complete and peaceful possession of the Leased Premises.

21. Termination of Possession.

If TWC terminates the right of RVC to possession of the Leased Premises without terminating this Lease as provided in paragraph 20 (b) above, such termination of possession shall not release RVC, in whole or in part, from RVC's obligation to pay Rent and other amounts due and owing under this Agreement for the full Term. TWC shall have the right from time to time, to recover from RVC, and RVC shall (subject to its duty to mitigate identified in this Agreement hereafter) remain liable for all Rent and other amounts due and owing under this Agreement not theretofore paid pursuant to the foregoing sentence and any other sums thereafter accruing as they become due under this Agreement during the period from the date of such notice of termination of possession through the expiration of the Term. In any such case, TWC or Owner may change the locks or other entry devices of the Leased Premises and make reasonable repairs, alterations and additions in or to the Leased Premises and redecorate the same to the extent deemed by TWC or Owner necessary or desirable for purposes of preserving and/or protecting the Leased Premises and for preparing the Leased Premises for reletting, and TWC may (but shall have no obligation to) store any property not removed by RVC from the Leased Premises which was to be removed by RVC pursuant to the terms of this Lease or to dispose of such property, at the sole cost and expense of RVC. RVC shall upon written demand pay the cost of any and all of the foregoing items, together with TWC's expenses of reletting, including without limitation, brokerage commissions payable to TWC or TWC's leasing agent or to others, provided the TWC's expenses of reletting shall not include leasing commissions computed with respect to periods after the expiration of the Term. RVC agrees to cooperate with TWC in showing

the Leased Premises for reletting. TWC may collect the rents from any such reletting and apply the same first to the payment of the expenses of reentry, redecoration, repair and alterations and the expenses of reletting (to the extent that RVC has not previously reimbursed TWC for such amounts), and second to the payment of Rent payable by RVC hereunder, any excess or residual rent from such reletting shall operate only as an offsetting credit against the amount of Rent and other amounts due and owing under this lease by RVC or as the same thereafter becomes due and payable hereunder, but the use of such offsetting credit to reduce the amount of Rent or other amounts due TWC, if any, shall not be deemed to give RVC any right, title or interest in or to such excess or residual and any such excess or residual shall belong to TWC solely. In no event shall RVC be entitled to any such excess or residual. No such reentry, repossession, repairs, alterations, additions or reletting shall be construed, as an eviction or ouster of RVC or as an election on TWC's part to terminate this Agreement, unless a written notice of such intention is given to RVC by TWC, nor in any event shall the foregoing operate to release RVC in whole or in part from any of RVC's obligations hereunder and TWC, at any time and from time to time, may sue and recover judgment for any deficiencies from time to time remaining after the application from time to time of the proceeds of any such reletting, if any.

22. Termination of Lease.

If TWC terminates this lease as provided in paragraph 20(a) above, TWC shall be entitled to recover from RVC all damages and other sums which TWC is entitled to recover under any provision of this Agreement or at law or in equity or otherwise, including, but not limited to, all of the accrued Rent for the period up to and including such termination date as well as all other additional sums payable by RVC or for which RVC is liable or in respect of which RVC has agreed to indemnify TWC under any of the provisions of this Agreement which may be then owing and unpaid and all costs and expenses, including without limitation, court costs and reasonable attorneys' fees incurred by TWC in the enforcement of its rights and remedies hereunder.

23. Default by TWC.

TWC shall not be in default unless TWC fails to perform obligations required of TWC within a reasonable time, but in no event later than thirty (30) days after written notice by RVC to TWC specifying wherein TWC has failed to perform such obligation. If the nature of TWC's obligation is such that more than thirty (30) days are required for performance then TWC shall not be in default if TWC commences performance within such thirty (30) day period and thereafter diligently prosecutes the same to completion. If TWC's default is not cured within said thirty (30) day period, or such other reasonable period, RVC shall have the right, but not the obligation, to cure such default and to receive immediate reimbursement for same from TWC, or to set-off any costs incurred against the Rent payments next due. Notwithstanding anything to the contrary set forth herein above, in the event that the Leased Premises or any part thereof is rendered untenable for any reason due to the fault other than by RVC, rent may abate upon the

date and to the extent rent payable by TWC abates under the Master Lease which abatement shall continue for as long as any abatement under the Master Lease continues.

24. Reconstruction.

(a) In the event the Leased Premises or the Building are damaged by fire or other perils covered by extended coverage insurance and TWC receive an abatement or reduction of rent under the Master Lease, RVC shall be entitled to proportionate abatement or reduction of the Rent in a percentage identical to TWC's abatement or reduction under the Master Lease from the date of damage and while repairs are being made, such proportionate reduction to be based upon the extent to which the damage and making of such repairs shall reasonably Interfere with the business carried on by RVC in the Leased Premises. If the damage renders the business inoperable and the business is closed Rent shall be abated in total. If the damage is due to fault or neglect of RVC and TWC does not receive loss of rents proceeds from insurance, there shall be no abatement of rent. If the Leased Premises cannot be restored and repaired within one hundred eighty (180) days of the casualty, RVC may terminate this Lease upon seven (7) days notice to TWC.

(b) In the event the Leased Premises are damaged to any extent as a result of any cause other than the perils covered by fire and extended coverage insurance and Owner elects to repair, reconstruct or restore the Leased Premises this Agreement shall continue in full force and effect but the Rent



shall be proportionately reduced or entirely abated based upon the extent, if any, to which such damage impedes useful utilization of the Leased Premises during the period of such repair, reconstruction or restoration. If TWC's Master Lease is terminated by Owner who elects not to repair, reconstruct or restore the Leased Premises this Agreement shall terminate upon identical terms and effective date.

- (c) Notwithstanding anything to the contrary contained in this Section, TWC shall not have any obligation whatsoever to repair, reconstruct or restore the Leased Premises when the damage resulting from any casualty covered under this Section occurs during the last six (6) months of the Term or any extension thereof, and either party hereto shall have the right to terminate this Lease.
- (d) TWC shall not be required to repair any injury or damage by fire or other cause, or to make any repairs or replacements of any fixtures or other personal property of RVC. RVC must insure its fixtures and personal property.

25. Eminent Domain.

If more than twenty-five percent (25%) of the Leased Premises shall be taken or appropriated by any public or quasi-public authority under the power of eminent domain, either party hereto shall have the right, at its option, within sixty (60) days after

said taking, to terminate this Agreement upon thirty (30) days written notice. If either less than or more than 25% of the Leased Premises are taken (and neither party elects to terminate as herein provided), the Rent thereafter to be paid shall be equitably reduced. If any part of the Building other than the Leased Premises may be so taken or appropriated, TWC shall within sixty (60) days of said taking have the right at its option to terminate this Lease upon written notice to RVC. In the event of any taking or appropriation whatsoever, TWC shall be entitled to any and all awards and/or settlements which may be given on account of the taking of the fee, RVC shall be entitled to any and all awards and/or settlements which may be given on account of the value with the leasehold estate or RVC's improvements or trade fixtures, so long as TWC's award is not reduced thereby.

26. Parking and Common Areas.

- (a) RVC acknowledges TWC has obtained from Owner the use of parking facilities adjacent to the Building. TWC covenants that at all times during the Lease Term, RVC may, subject to the rights of TWC and the limitations of the Master Lease, have a non-exclusive right, for use by its designated employees for automobile parking in the adjacent parking facility. Issuance of parking access cards is controlled and subject to issuance by Owner and further subject to availability of space. TWC and Owner shall have the right to assign those stalls to be used by RVC and its employees in which event RVC shall have the exclusive right to use such stalls. Thirty-five (35) parking stalls and the parking stalls on the first level of the Wyman Street

side of the Parking Deck, are available for use by the clients and guests of the RVC and other RVCs and TWC. Use of the parking spaces in the Parking Deck will be subject to the terms and conditions existing in any applicable parking deck lease. TWC agrees to furnish to RVC a copy of the applicable Parking Deck Lease. RVC agrees that if the City of Rockford increases the amount TWC pays for the use of the Parking Deck, RVC shall be responsible to pay its proportionate share of any increase based on Thirty-five (35) spaces.

- (b) RVC, for the use and benefit of RVC, its agents, employees, and customers shall have the non-exclusive right in common with TWC, and other present and future owners, tenants and their agents, employees, customers, licensees and subtenants, to use the Building Common Areas during the entire Term, or any extension thereof, for ingress and egress. Owner is obligated to maintain the Building Common Areas in good repair, reasonably clear of debris, lighted, temperature controlled and open during regular building hours, which shall be from 7:00 a.m. to 6:00 p.m., Monday through Friday, excluding holidays.
- (c) RVC, in the use of said Building Common Areas, agrees to comply with such reasonable rules, regulations and charges as TWC or Owner may adopt from time to time for the orderly and proper operation of said Building Common Areas.

27. Displays.

RVC may not display or sell merchandise or allow grocery carts or other similar devices within the control of RVC to be stored or to remain outside the defined exterior walls and permanent doorways of the Leased Premises. RVC further agrees not to install any exterior lighting, amplifiers or similar devices or use in or about the Leased Premises or any advertising medium which may be heard or seen outside the Leased Premises, such as flashing lights, searchlights, loudspeakers, phonographs or radio broadcasts without the prior written consent of TWC, which shall not be unreasonably withheld.

28. General Provisions.

- (a) Plats and Riders. Clauses, exhibits, schedules, plats, riders and addenda, if any, affixed to this Agreement are a part hereof.
- (b) Waiver. The waiver by either party of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition for any subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance of rent hereunder by TWC shall not be deemed to be a waiver of any preceding default by RVC of any term, covenant or condition of this Agreement, other than the failure of RVC to pay the particular rental so accepted, regardless of TWC's knowledge of such preceding default at the time of the acceptance of such rent.
- (c) The marginal headings and section titles to the sections of this Agreement are not a part of this Lease and shall have no effect upon the construction or interpretation of any party hereof.

- (d) Time. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor.
- (e) Successors and Assigns. The covenants and conditions herein contained, subject to the provisions as to assignment, apply to and bind the heirs, successors, executors, administrators and assigns of the parties hereto.
- (f) Recordation. Neither TWC nor RVC shall record this Lease, but a short form memorandum hereof may be recorded at the request of, or with the permission of, TWC.
- (g) Late Charges. If any installment of rent or any sum due from RVC shall not be received by TWC's designee within five (5) days after said amount is past due, then RVC shall pay to TWC a late charge commencing with the second violation in any lease year (July 1 - June 30), equal to One Hundred Dollars (\$100.00). The parties hereby agree that such late charges represent a fair and reasonable estimate of the cost that TWC will incur by reason of the late payment by RVC.
- (h) Prior Agreement. This Agreement contains all of the agreements of the parties hereto with respect to any matter covered or mentioned in this Agreement, and no prior agreements or understanding pertaining to any such matters shall be effective for any purpose. No provision of this Agreement may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest. This

Agreement shall not be effective or binding on any party until fully executed by both parties hereto and approved by Owner.

- (i) Inability to Perform. This Agreement and the obligations of RVC and TWC hereunder shall not be affected or impaired because the other is unable to fulfill any of its obligations hereunder or is delayed in doing so, unless such Inability or delay is caused by reason of strike, labor troubles, acts of God, or any other cause beyond the reasonable control of such party.
- (j) Partial Invalidity. If any provision of this Agreement is deemed to be invalid, void, or illegal, such provision shall in no way affect, impair or invalidate any other provision hereof and such other provision shall remain In full force and effect.
- (k) Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, whenever possible, be cumulative with all other remedies at law or in equity.
- (l) Choice of Law. This Agreement shall be governed by the laws of the State of Illinois. Any litigation concerning or arising out of this Lease shall be brought exclusively in a court of competent jurisdiction located in Winnebago County, Illinois, and TWC and RVC waive any objection to such venue.
- (m) Attorneys' Fees. In the event of any action or proceeding brought by either party against the other under this Agreement the prevailing party shall be entitled to recover its expenses and costs, including its attorneys' fees and

expert witness fees in such action or proceeding, including costs of appeal, if any, in such amount as the court may adjudge reasonable.

- (n) Sales of Building by Owner. In the event of any sale of the Building by Owner without provision for the continuation of the Master Lease, all of the terms and conditions and the existence of this Agreement shall cease and terminate unless and until any subsequent owner of the Building shall undertake and assume the obligations of Landlord to TWC and the terms of the Master Lease are accepted by such new owner all within seven (7) days of the consummation of sale.
- (o) Subordination; Attornment. Upon request of TWC, RVC will in writing subordinate its rights hereunder to the lien of any mortgage or deed trust, to any bank, insurance company or other lending institution, now or hereafter in force against the Leased Premises, and to all advances made or hereafter to be made upon the security thereof. In the event any proceedings are brought for foreclosure, or in the event or the exercise of the power of sale under any mortgage or deed of trust made by TWC covering the Leased Premises, RVC shall attorn to the purchaser upon any such foreclosure or sale. The provisions of this Section to the contrary notwithstanding, and so long as RVC is not in default hereunder, this Agreement shall remain in full force and effect to the full term hereof, and such term shall be included in any subordination agreement given by RVC.

(p) Notices. Any notices required, permitted or desired to be given hereunder this Agreement shall either be (i) delivered personally; (ii) sent by nationally recognized overnight courier; or (iii) mailed via registered certified mail, return receipt requested, to the following addresses, and shall be deemed to have been received on the day of personal delivery, one (1) business day after deposit with a nationally recognized overnight courier or three (3) business days after deposit in the mail. Notices which are not personally delivered to either party shall be sent:

If to TWC: to TWC's Mailing Address.

If to RVC: to RVC's Mailing Address.

(q) Mitigation/Reasonableness. TWC and RVC shall use reasonable efforts to mitigate any of their respective damages in the event of a default by the other. Wherever either party to the Agreement is required or requested to give its consent, such consent shall not be unreasonably withheld.

(r) RVC's Statement (Estoppel Certified). RVC shall at any time and from time to time, upon not less than ten (10) days prior written notice from TWC, execute, acknowledge and deliver to TWC a statement in writing (a) certifying that this Agreement is unmodified and in full force and effect (or, if modified, stating the nature of such modification and certifying that this Agreement as so modified is in full force and effect), and the date to which the rental and other charges are paid in advance, if any; (b) acknowledging that there are not, to RVC's knowledge, any uncured defaults on the part of



TWC hereunder, or specifying such defaults if any are claimed; and (c) setting forth the date of commencement of rents and expiration of the Term. Any such statement may be relied upon by a prospective purchaser or encumbrancer of all or any portion of the real property of which the Leased Premises are a part.

- (s) Authority of RVC. Each individual executing this Agreement on behalf of RVC represents and warrants that he or she has full authority to do so and that this Agreement binds the corporation.
- (t) Authority of TWC. Each individual executing this Agreement on behalf of TWC represents and warrants that he or she has full authority to do so and that this Agreement binds the corporation.

29. Compliance.

The parties hereto agree to comply with all applicable federal, state and local laws, regulations, codes, ordinances and administrative orders having jurisdiction over the parties, property or the subject matter of this Agreement, including, but not limited to, the 1964 Civil Rights Act and all amendments thereto, the Foreign Investment in Real Property Tax Act, the Comprehensive Environment Response Compensation and Liability Act, and The Americans with Disabilities Act.

TWC:

The Workforce Connection, Inc.

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: Authorized Member \_\_\_\_\_

APPROVED:

303 North Main Street, LLC, Owner

By: \_\_\_\_\_

RVC:

Rock Valley College

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

# EXHIBIT 1

## LEASE AGREEMENT

This Lease Agreement (“Lease”) is made by and between 303 North Main Street, LLC, an Illinois limited liability company, or its assigns (“Landlord”) and The Workforce Connection, an Illinois not-for-profit corporation (“Tenant”), effective as of July 1, 2020 (“Commencement Date”).

1. Lease of Leased Premises.

(a) Landlord hereby leases to Tenant and Tenant hereby leases from Landlord the Leased Premises described in Section 2(h) herein below

(b) This Lease is subject to the terms, covenants and conditions herein set forth and each party covenants as a material part of the consideration for this Lease to keep and perform each and all of its terms, covenants and conditions.

(c) This Lease is subject to all applicable governmental zoning ordinances.

2. Definitions and Lease Conditions.

As used in this Lease, the following terms have the following meanings:

(a) Building: The real property and improvements located at 303 N. Main Street, Rockford, Illinois.

(b) Common Areas: All areas of the Building and real property upon which it is located, including its structural and non-structural portions, facilities and equipment of the Building that are provided and designated by Landlord from time to time for the general joint use, benefit and/or convenience of all tenants of the Building and/or their respective authorized representatives and invitees. Common Areas include without limitation, the main lobby and entryway, all common hallways, elevators, pedestrian walkways and patios, landscaped areas, sidewalks, service corridors, public restrooms, stairways, non-structural portions of the roofs and exterior walls, plazas, throughways and loading areas of the Building. Landlord shall have the right to modify, regulate or restrict the use of the Common Areas. Notwithstanding anything contained herein to the contrary, Landlord will not unreasonably impair ingress, egress or visibility to the Leased Premises.

(c) Condition of Leased Premises:

The Premises shall be provided to Tenant in its current “as is” condition.

(d) Landlord’s Mailing Address:

303 North Main Street, LLC  
303 N. Main Street, 8th Floor  
Rockford, IL 61101

With a Copy to:

Hinshaw and Culbertson LLP  
Attention: Thomas J. Lester  
100 Park Ave.  
Rockford, IL 61101

(e) Tenant's Mailing Address:

The Workforce Connection  
Attn: Dr. Lisa M. Bly-Jones  
303 N. Main Street, #200  
Rockford, IL 61101

(f) Lease Term: The Lease Term shall commence as of Commencement Date and shall continue thereafter until June 30, 2025, unless sooner terminated in accordance with the terms set forth within this Lease.

(g) Rent: Commencing on the Commencement Date and continuing during the term of this Lease, the Tenant shall pay to the Landlord annual rent for the Leased Premises, without demand, deduction, set-off, or counterclaim, in equal installments (the "Rent") in advance, payable in equal monthly installments beginning with the Commencement Date and on the 1st day of each successive calendar month thereafter; provided that the Lease terminates on June 30, 2025 unless otherwise extended or amended in accordance with the terms set forth within this lease. The Rent for the initial term and any extension thereof shall be as follows:

<u>Square Feet</u>	<u>Year</u>	<u>Rent</u>	<u>Monthly</u>	<u>Annual</u>
16,587	1	\$16.67	\$23,042.11	\$276,505.29
16,587	2	\$16.67	\$23,042.11	\$276,505.29
16,587	3	\$17.00	\$23,498.25	\$281,979.00
16,587	4	\$17.34	\$23,968.22	\$287,618.58
16,587	5	\$17.69	\$24,452.00	\$293,424.03
16,587	6	\$18.04	\$24,935.79	\$299,229.48
16,587	7	\$18.40	\$25,433.40	\$305,200.80
16,587	8	\$18.77	\$25,944.83	\$311,337.99
16,587	9	\$19.15	\$26,470.09	\$317,641.05
16,587	10	\$19.53	\$26,995.34	\$323,944.11

(h) Leased Premises: 16,587 Square Feet of floor area, measured to the center of all interior walls and outside finished surface of all exterior walls. The portion of the Leased Premises located on the 1<sup>st</sup> floor, 2<sup>nd</sup> floor, and 3<sup>rd</sup> floor is depicted on the attached Exhibit B and takes into account Tenant's proportionate share of space allocable only to the Tenant or its subtenants.

(i) Rentable Square Footage of Leased Premises: The number of Rentable Square footage for the Leased Premises shall total 16,587 and shall be conclusive and binding upon Landlord and Tenant.

(j) Use: Tenant's use of the Leased Premises shall be limited to use as general office, including offices for the operation of The Workforce Connection, Rock Valley College, Goodwill Industries of Northern Illinois, National Able Network and any other organizations, and replacement organizations affiliated or partnered with The Workforce Connection (collectively the "Subtenants"). Tenant may further use the premises for training of the clientele and the employees of the above referenced agencies, and meeting room areas for the above referenced agencies. Landlord hereby agrees and consents to Tenant entering into subleases with the above Subtenants on terms and conditions substantially similar to this Lease.

(k) Early Termination: Provided Tenant is not otherwise in default with the terms of this Lease, Tenant may provide Landlord with its intent to terminate this Lease, or reduce the area of the Leased Premises (with concurrent reduction in rent) by giving written notice to such effect at any time subsequent to the Commencement Date, with lease termination or modification effective not less than ninety (90) days after the date notice is given in the event Tenant suffers a material loss or reduction in funding or if its programming is terminated in full or in part as a result of actions by the City of Rockford, the State of Illinois or the United States. If such notice is given, Landlord shall accept such termination.

3. Rent.

(a) Tenant agrees to pay to Landlord the Rent, without notice or demand, in advance, on or before the first day of each and every successive calendar month during the Lease Term, commencing on the Lease Term Commencement Date.

(b) Rent for any period which is for less than one (1) month shall be a prorated portion of the monthly installment therein based upon the number of days in such month. All Rent shall be paid to Landlord, without deduction or offset, in lawful money of the United States of America and at such place as Landlord may from time to time designate in writing.

(c) Notwithstanding anything to the contrary herein, the obligation of Tenant to pay rent hereunder shall not be a general obligation or debt of the Tenant, but is conditioned on the parties named in Section 2(L), i.e., the Subtenants or their successors receiving funding for the programs to be conducted at the Leased Premises, and such funding of Subtenants being received by the Tenant on behalf of the Subtenants. The Tenant's obligation to pay rent to Landlord is also conditioned on this Lease being in effect.

4. Gross Rent.

This Lease is a gross rent lease; therefore, except as to the Tenant's obligation to provide paper products as noted in this Section 4, Tenant shall have no further rent payment obligation beyond

the amount specified in Section 2(g). Tenant shall provide Paper Products for the Leased Premises and the IGA premises; provided that on the date of each year end of this Lease Agreement, Landlord shall reimburse Tenant for 37.54% of the full amount of purchased Paper Products during the immediately preceding lease year. "Paper Products" for the purposes of this section shall mean disposal paper products used in restroom facilities within the Leased Premises and shall exclude common area restrooms and rented space outside the Leased Premises.

5. Right to Financial Information. [Intentionally Deleted.]

6. Uses Prohibited.

Tenant shall not do or permit anything to be done in or about the Leased Premises or Common Areas nor bring anything therein or thereon which is not within the permitted use of the Leased Premises which will in any way increase the existing rate of or affect any fire or other Insurance upon the Building or any of its contents, or cause a cancellation of any insurance policy covering the Building or any part thereof or any of its contents. Tenant shall not do or permit anything to be done in or about the Leased Premises or Common Area which will in any way obstruct or interfere with the rights of other tenants or occupants of the Building or injure or annoy them or use or allow the Leased Premises or Common Area to be used for any improper, immoral, unlawful or objectionable purpose; nor shall Tenant cause, maintain or permit any nuisance in, on or about the Leased Premises or Common Area. Tenant shall not commit or allow to be committed any waste in or upon the Leased Premises or Common Area.

7. Continuous Operation. [Intentionally Deleted.]

8. Compliance with Law.

Tenant shall not use the Leased Premises, or permit anything to be done in or about the Leased Premises, which will in any way conflict with any law, statute, ordinance or governmental rule or regulation now in force or which may hereafter be enacted or promulgated. Tenant shall, at its sole cost and expense, promptly comply with all laws, statutes, ordinances and governmental rules, regulations, requirements now in force or which may hereafter be in force and with the requirements of any board of fire underwriters or other similar bodies now or hereafter constituted relating to or affecting the condition, use or occupancy of the Leased Premises.

9. Alterations and Additions.

Tenant shall not make or allow to be made any structural alterations, additions or improvements to or of the Leased Premises or any part thereof without first obtaining the written consent of Landlord. Any alterations, additions, or improvements to or of said Leased Premises, including, but not limited to wall covering, paneling and built-in cabinet work, but excepting movable furniture and trade fixtures, shall at once become a part of the realty and belong to Landlord and shall be surrendered with the Leased Premises. In the event Landlord consents to the making of any alterations, additions or improvements to the Leased Premises by Tenant, the same shall be made by Tenant at Tenant's sole cost and expense, in a good and workmanlike manner in accordance with all applicable laws and diligently completed. Tenant has been in possession of the Leased Premises and Landlord consents to any and all alterations and additions which may be present thereon upon commencement of this Lease.

10. Obligations to Maintain and Repair Leased Premises.

(a) Upon reasonable notification of Tenant, Landlord shall keep the leased Premises and every part thereof in good condition and repair including without limitation, the maintenance, replacement and repair of any storefront, doors, window casements, glazing, plumbing, pipes, electrical wiring, to the extent the same serve the leased Premises and are located within the Leased Premises, all lighting fixtures and conduits and the HVAC system and all other mechanical systems and equipment, to the extent such systems and equipment exclusively serve the Leased Premises and are located within the leased Premises. Landlord shall also provide janitorial services for the Leased Premises, as detailed in Exhibit D attached hereto, and provide regular trash and refuse removal occasioned by Tenant's use and occupancy of the leased Premises in compliance with all applicable laws and regulations. Notwithstanding language in Section 4 of this lease, the expenses associated with Landlord's obligations pursuant to this Section 10(a) shall not be deemed to be a Building Operating Expense and will instead be paid by Landlord.

(b) Tenant shall, upon the expiration or sooner termination of this Lease, surrender the Leased Premises to Landlord in good condition, broom clean, ordinary wear and tear and damage from causes beyond the reasonable control of Tenant excepted.

(c) Tenant shall operate heating and cooling equipment to maintain such temperatures as will prevent the freezing or bursting of pipes within the Leased Premises.

(d) Tenant shall promptly, and at its sole cost and expense, repair all damage to the Leased Premises, or Building, caused by the intentional act, gross negligence, or negligence of Tenant, its agents, servants, employees, guests and invitees.

(e) Landlord shall, at Landlord's sole expense, be responsible for any roof replacement of the elevators in the Building, repairs necessary for the structural soundness of the foundation and exterior walls, and full replacement of the HVAC systems serving the Building, casualty losses and damages caused by Tenant excluded.

(f) Landlord shall keep in repair and maintain the following: all structural elements of the Building including, subject to Section 10(f), the foundation walls, the exterior walls and doors and the roof; the stairwells and elevators located in Common Areas of the Building; the office lobbies and other Common Areas of the Building; glass located in the exterior walls of the Building; the mains, conduits and systems providing HVAC, electricity, water, and other services for the Common Areas of the Building, the parking lot, driveway, sidewalks, and exterior landscaping of the Building.

11. Liens.

Tenant shall keep the Leased Premises and the property in which the Leased Premises are situated free from any liens arising out of any work performed, materials furnished or obligations incurred by or on behalf of Tenant. For all lienable improvements in any given six (6) month period whose aggregate sum exceeds \$5,000.00, Landlord may require that Tenant provide Landlord, reasonable proof of Tenant's ability to pay for such work.

12. Assignment and Subletting.

(a) Except as provided herein as to sublessees, Tenant shall not either voluntarily, or by operation of law, assign, transfer, mortgage, pledge, hypothecate or encumber this Lease or *any* interest therein, and shall not sublet the Leased Premises or any part thereof, or any right or privilege appurtenant thereto, or allow any other person (the employees, agents servants and invitees of Tenant excepted) to occupy or use the Leased Premises, or any portion thereof, without first obtaining the written consent of Landlord, which consent shall not be unreasonably withheld. Landlord's consent to any assignment, subletting, occupation or use by any other person shall not be deemed to be a consent to any other assignment, subletting, occupation or use by another person. Consent to any such assignment or subletting shall in no way relieve Tenant of any liability under this Lease. Any such assignment or subletting without such consent shall be void, and shall, at the option of Landlord, constitute a default under the terms of this Lease. Notwithstanding the foregoing, it is understood and agreed that Tenant may sublease the Leased Premises or parts thereof, to affiliates or partners as set forth in Section 2j of this Lease., as approved by its Board, provided any subtenant agrees to comply with the terms of this lease and that its obligations, including payment of rent, may be enforced against a Subtenant directly by Landlord, which shall be considered a third party beneficiary of such subleases, and any judgment or proceeds retained by Landlord's efforts directly against a Subtenant shall inure to the benefit of Landlord. Landlord shall have the right to approve all subleases between Landlord and the subtenants which shall not thereafter be materially modified without prior consent of the Landlord, which approval and consent shall not be unreasonably withheld.

(b) Notwithstanding anything to the contrary, the Subtenants, and each of them, shall be considered third party beneficiaries of Landlord's obligations pursuant to paragraphs 2C.

13. Hold Harmless.

(a) Except as to claims arising out of the negligence or willful misconduct of the Landlord and its agents and employees, Tenant shall indemnify and hold harmless Landlord against and from any and all claims arising from Tenant's use of the Leased Premises or from the conduct of its business or from any activity, work, or other things done, permitted or suffered by Tenant in or about the Leased Premises, and shall further Indemnify and hold harmless Landlord against and from any and all claims arising from any breach or default in the performance of any obligation on Tenant's part to be performed under the terms of this lease, or arising from any act or negligence of Tenant, or any officer, agent, employee, guest, or invitee of Tenant, and from all costs, attorney's fees, and liabilities Incurred in or about the defense of any such claim or any action or proceeding brought thereon. If any action or proceeding be brought against Landlord by reason of such claim, Tenant upon notice from Landlord shall defend the same at Tenant's expense by counsel reasonably satisfactory to Landlord. Tenant shall give prompt notice to Landlord in case of casualty or accidents In the Leased Premises.

(b) Except as set forth in paragraph (c) hereof, and further except as to losses arising from the negligent acts or willful misconduct of the Landlord and its agents and



employees, Landlord or its agents shall not be liable for any loss or damage to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water or rain which may leak from any part of the Building or from the pipes, appliances or plumbing therein or from the roof, Street or subsurface or from any other place resulting from dampness or any other cause whatsoever.

(c) Except as to claims arising out of the negligence or willful misconduct of the Tenant and its agents and employees, Landlord shall indemnify and hold harmless Tenant against and from any and all claims arising from Landlord's use of the Building or from the conduct of its business or from any activity, work, or other things done, permitted or suffered by Landlord in or about the Leased Premises, and shall further indemnify and hold harmless Tenant against and from any and all claims arising from any breach or default in the performance of any obligation on Landlord's part to be performed under the terms of this lease, or arising from any act or negligence of Landlord, or any officer, agent, employee, guest, or invitee of Landlord, and from all costs, attorneys' fees, and liabilities incurred in or about the defense of any such claim or any action or proceeding brought thereon. If any action or proceeding be brought against Tenant by reason of such claim, Landlord upon notice from Tenant shall defend the same at Landlord's expense by counsel reasonably satisfactory to Tenant.

14. Environmental Indemnity:

(a) Tenant hereby agrees to indemnify Landlord and to hold and defend Landlord harmless from and against any and all claims, causes of action, costs, expenses, damages, liabilities or losses asserted against, suffered or incurred by Landlord as a result of the use, spill, disposal, manufacture, storage or release of Hazardous Materials by Tenant or by any of Tenant's agents, contractors, employees, invitees, tenants, successors or assigns in or about the Building. The foregoing indemnification shall include, without limitation, attorneys' fees and court costs incurred by Landlord in connection with any of the foregoing. "Hazardous Materials" shall mean any flammable or explosive materials, any petroleum or petroleum products (including oil, crude oil, or natural or synthetic gas), any radioactive materials, any asbestos or asbestos containing materials, PCBs, or any other hazardous or toxic waste, material, or substance, including, without limitation, any waste, material, or substance now or hereafter included in the definition of "hazardous substances", "hazardous wastes", "hazardous materials", "toxic substances", "toxic wastes" or "toxic materials" (or similar term) contained in any applicable statute, law, ordinance, rule, or regulation.

(b) Landlord hereby agrees to indemnify Tenant and to hold and defend Tenant harmless from and against any and all claims, causes of action, costs, expenses, damages, liabilities or losses asserted against, suffered or incurred by Tenant as a result of the use, spill, disposal, manufacture, storage or release of Hazardous Materials existing prior to the Commencement Date or caused by Landlord or by any of Landlord's agents, contractors, employees, invitees, tenants, successors or assigns in or about the Building. The foregoing indemnification shall include, without limitation, attorneys' fees and court costs incurred by Tenant in connection with any of the foregoing. "Hazardous Materials" shall mean any flammable or explosive materials, any petroleum or petroleum products (including oil, crude oil, or natural or synthetic gas), any radioactive materials, any

asbestos or asbestos containing materials, PCBs, or any other hazardous or toxic waste, material, or substance, including, without limitation, any waste, material, or substance now or hereafter included in the definition of "hazardous substances", "hazardous wastes", "hazardous materials", "toxic substances", "toxic wastes" or "toxic materials" (or similar term) contained in any applicable statute, law, ordinance, rule, or regulation.

15. Subrogation.

As long as their respective insurers so permit, Landlord and Tenant hereby mutually waive their respective rights of recovery against each other for any loss insured by fire, extended coverage and other property insurance policies existing for the benefit of the respective parties, provided such waiver does not invalidate Tenant's insurance policy. Each party shall apply to their insurers to obtain said waivers. Each party shall use its best efforts to obtain any special endorsements, if required by their insurer to evidence compliance with the aforementioned waiver.

16. Liability Insurance.

Tenant shall, at Tenant's expense, obtain and keep in force during the Lease Term a policy of commercial general liability insurance (sometimes known as comprehensive public liability insurance) insuring Landlord and Tenant (and, if requested by Landlord, Landlord's lender and property manager) against any liability for bodily injury, property damage (including loss of use of property) and personal injury arising out of the ownership, use, occupancy or maintenance of the Leased Premises and all areas appurtenant thereto. Such insurance shall be in the amount of not less than \$1,000,000.00 per occurrence. Tenant may provide this Insurance under a blanket policy, provided that said insurance shall have a Landlord's protective liability endorsement attached thereto. If Tenant shall fail to procure and maintain said insurance, Landlord may, but shall not be required to, procure and maintain same, but at the expense of Tenant. Insurance required hereunder shall be in companies rated B++V or better as set forth in the most current "Best's Key Rating Guide". Tenant shall deliver to Landlord, prior to right of entry, copies of policies of liability insurance required herein or certificates evidencing the existence and amounts of such insurance with loss payable clauses satisfactory to Landlord. No policy shall be cancelable or subject to reduction of coverage. All such policies shall be written as primary policies not contributing with and not in excess of coverage that Landlord may carry.

Landlord warrants that it has procured commercial general liability insurance insuring Landlord against any liability for any property damage, bodily injury, or personal injury arising out of the ownership, use, occupancy, or maintenance of the Building in an amount not less than \$1,000,000.00 per occurrence. Landlord has also procured general property insurance in an amount equal to the replacement cost of the Building, such insurance not covering any personal property of Tenant.

17. Rules and Regulations.

Tenant shall faithfully observe and comply with the reasonable rules and regulations that Landlord shall from time to time promulgate and/or modify. The rules and regulations shall be binding upon Tenant upon delivery of a copy of them to Tenant. Landlord shall use its best efforts to cause the other tenants and occupants of the Building to comply with said rules and

regulations. A copy of the Landlord's current rules and regulations are attached hereto as Exhibit "C", and the same are incorporated herein by this reference.

18. Holding Over.

If Tenant remains in possession of the Leased Premises or any part thereof after the expiration date of the Lease Term without the written consent of Landlord, such occupancy shall be a tenancy from month to month at a rental equal to the last monthly rent amount set forth in Section 2g and upon all the terms hereof applicable to a month to month tenancy.

19. Entry by Landlord.

Landlord reserves and shall, upon reasonable notice by Landlord and at reasonable times during business hours, have the right to enter the Leased Premises to inspect the same, to submit said Leased Premises to prospective purchasers or tenants, to post notices of non-responsibility, to repair the Leased Premises and any portion of the Building of which the Leased Premises are a part that Landlord may deem necessary or desirable, and may for that purpose erect scaffolding and other necessary structures where reasonably required by the character of the work to be performed, always providing that the entrance to the Leased Premises shall not be unreasonably blocked thereby, and further providing that the business of Tenant shall not be interfered with unreasonably. Landlord shall cooperate with Tenant to protect the privacy of Tenant's clients and invitees, during such entries, and shall comply with any applicable privacy laws during such entries. Landlord at any and all times shall have the right to use any and all means which Landlord may deem proper open said doors in an emergency, in order to obtain entry to the Leased Premises without liability to Tenant except for any failure to exercise due care for Tenant's property and any entry to the Leased Premises obtained by Landlord by any of said means, or otherwise, shall riot under any circumstances be construed or deemed to be a forcible or unlawful entry into, or a detainer of, the Leased Premises, or an eviction of the Tenant from the Leased Premises or any portion thereof.

20. Tenant's Default.

The occurrence of anyone or more of the following events shall constitute a default and breach of this Lease by Tenant.

(a) The abandonment of the Leased Premises by Tenant for thirty (30) or more consecutive days.

(b) The failure by Tenant to make any payment of rent or any other payment required to be made by Tenant hereunder, as and when due, where such failure shall continue for a period of ten (10) days after written notice thereof by Landlord to Tenant. No written notice is required from Landlord for any failure of Tenant to make any payment of rent if Landlord has already provided written notice on two separate occasions in the same calendar year.

(c) The failure by Tenant to observe or perform any of the covenants, conditions or provisions of this Lease to be observed or performed by Tenant, other than those requiring Tenant to make monetary payment of Rents, where such failure shall

continue for a period of thirty (30) days after written notice thereof by Landlord to Tenant; provided, however, that if the nature of Tenant's default is such that more than thirty (30) days are reasonably required for its cure, then Tenant shall not be deemed to be in default if Tenant commences such cure within said thirty (30) day period and thereafter diligently prosecutes such cure to completion.

(d) The making by Tenant of any general assignment or general arrangement for the benefit of creditors; or the filing by or against Tenant of a petition to have Tenant adjudged a bankrupt, or a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against Tenant, the same is dismissed within sixty (60) days); or the appointment of a trustee or a receiver to take possession of substantially all of Tenant's assets located at the Leased Premises or of Tenant's interest in this Lease, where possession is not restored to Tenant within sixty (60) days; or the attachment, execution or other judicial seizure of substantially all of Tenant's assets located at the Leased Premises or of Tenant's interest in this Lease, where such seizure is not, discharged within sixty (60) days.

## 21. Remedies Upon Tenant's Default.

Upon the occurrence of any Default, Landlord may, by providing written notice to Tenant stating the specific Default, have anyone or more of the following described remedies in addition to all other rights and remedies provided at law or in equity or otherwise or elsewhere herein:

(a) Landlord may terminate this Lease by giving to Tenant 90 days written notice of Landlord's election to do so, in which event the Term and all right, title and interest of Tenant hereunder shall end on the date stated in such notice unless the Tenant shall have remedied the default within such 90 days;

(b) Landlord may terminate the right of Tenant to possession of the Leased Premises without terminating this Lease, by giving 90 days written notice to Tenant that Tenant's right of possession shall end on the date stated in such notice, whereupon the right of Tenant to possession of the Leased Premises or any part thereof shall cease on the date stated in such notice unless the Tenant shall have remedied the default within such 90 days; and

(c) Landlord may enforce the provisions of this Lease and may enforce and protect the rights of Landlord hereunder by a suit or suits in equity or at law for the specific performance of any covenant or agreement contained herein; and for the enforcement of any other appropriate legal or equitable remedy, including without limitation: (i) injunctive relief, (ii) recovery of all monies due or to become due from Tenant under any of the provisions of this Lease, and (iii) any other damage incurred by Landlord by reason of Tenant's default under this Lease. If Landlord exercises any of the remedies provided for in paragraphs 22(a) or 22(b) above, Tenant shall surrender possession of and vacate the Leased Premises and immediately deliver possession thereof to Landlord in the condition required by this Lease, and Landlord may re-enter and take complete and peaceful possession of the Leased Premises.

22. Termination of Possession.

If Landlord terminates the right of Tenant to possession of the Leased Premises without terminating this Lease as provided in paragraph 22(b) above, such termination of possession shall not release Tenant, in whole or in part, from Tenant's obligation to pay Rent and other amounts due and owing under this Lease for the full Lease Term. Landlord shall have the right from time to time, to recover from Tenant, and Tenant shall (subject to its duty to Mitigate identified in this Lease hereafter) remain liable for all Rent and other amounts due and owing under this Lease not theretofore paid pursuant to the foregoing sentence and any other sums thereafter accruing as they become due under this Lease during the period from the date of such notice of termination of possession through the expiration of the Lease Term. In any such case, Landlord may change the locks or other entry devices of the Leased Premises and make reasonable repairs, alterations and additions in or to the Leased Premises and redecorate the same to the extent deemed by Landlord necessary or desirable for purposes of preserving and/or protecting the Leased Premises and for preparing the Leased Premises for reletting, and Landlord may (but shall have no obligation to) store any property not removed by Tenant from the Leased Premises which was to be removed by Tenant pursuant to the terms of this Lease or to dispose of such property, at the sole cost and expense of Tenant. Tenant shall upon written demand pay the cost of any and all of the foregoing items, together with Landlord's expenses of reletting, including without limitation, brokerage commissions payable to Landlord or Landlord's leasing agent or to others, provided the Landlord's expenses of reletting shall not include leasing commissions computed with respect to periods after the expiration of the Lease Term or costs which would be amortized during periods after the expiration of the Lease Term. Tenant agrees to cooperate with Landlord in showing the Leased Premises for reletting. Landlord may collect the rents from any such reletting and apply the same first to the payment of the expenses of reentry, redecoration, repair and alterations and the expenses of reletting (to the extent that Tenant has not previously reimbursed Landlord for such amounts), and second to the payment of Rent payable by Tenant hereunder, any excess or residual rent from such reletting shall operate only as an offsetting credit against the amount of Rent and other amounts due and owing under this lease by Tenant or as the same thereafter becomes due and payable hereunder, but the use of such offsetting credit to reduce the amount of Rent or other amounts due Landlord, if any, shall not be deemed to give Tenant any right, title or interest in or to such excess or residual and any such excess or residual shall belong to Landlord solely. In no event shall Tenant be entitled to any such excess or residual. No such reentry, repossession, repairs, alterations, additions or reletting shall be construed, as an eviction or ouster of Tenant or as an election on Landlord's part to terminate this lease, unless a written notice of such intention is given to Tenant by Landlord, nor in any event shall the foregoing operate to release Tenant in whole or in part from any of Tenant's obligations hereunder and Landlord, at any time and from time to time, may sue and recover judgment for any deficiencies from time to time remaining after the application from time to time of the proceeds of any such reletting, if any.

23. Termination of Lease.

If Landlord terminates this lease as provided in paragraph 22(a) above, Landlord shall be entitled to recover from Tenant all damages and other sums which Landlord is entitled to recover under any provision of this Lease or at law or in equity or otherwise, including, but not limited to, all of the accrued Rent for the period up to and including such termination date as well as all other

additional sums payable by Tenant or for which Tenant is liable or in respect of which Tenant has agreed to indemnify Landlord under any of the provisions of this lease which may be then owing and unpaid and all costs and expenses, including without limitation, court costs and reasonable attorneys' fees incurred by Landlord in the enforcement of its rights and remedies hereunder.

24. Default by Landlord.

Landlord shall not be In default unless Landlord fails to perform obligations required of Landlord within a reasonable time, but in no event later than thirty (30) days after written notice by Tenant to Landlord specifying wherein Landlord has failed to perform such obligation. If the nature of Landlord's obligation is such that more than thirty (30) days are required for performance then Landlord shall not be ill default if Landlord commences performance within such thirty (30) day period and thereafter diligently prosecutes the same to completion. If Landlord's default is not cured within said thirty (30) day period, or such other reasonable period, Tenant shall have the right, but not the obligation, to cure such default and to receive immediate reimbursement for same from Landlord, or to setoff any costs incurred against the Rent payments next due. Notwithstanding anything to the contrary set forth herein above, in the event that the Leased Premises or any part thereof is rendered untenable for any reason due to the fault other than by Tenant and Landlord is able to collect sufficient lost rents proceeds from the Building Insurance policy that has been procured by Landlord, a just and equitable proportion of the Minimum Rent and Additional Rents payable under this Lease shall abate during the period commencing on the date on which the Leased Premises become wholly or partially untenable and ending on the date on which the Landlord performs the obligations required of Landlord hereunder.

25. Reconstruction.

(a) In the event the Leased Premises are damaged by fire or other perils covered by extended coverage insurance, Landlord agrees to forthwith repair same, and this Lease shall remain in full force and effect, except that Tenant shall be entitled to proportionate reduction of the Rent and from the date of damage and while such repairs are being made, such proportionate reduction to be based upon the extent to which the damage and making of such repairs shall reasonably Interfere with the business carried on by Tenant in the Leased Premises. If the damage renders the business inoperable and the business is closed Rent shall be abated in total. If the damage is due to fault or neglect of Tenant and Landlord does not receive loss of rents proceeds from insurance, there shall be no abatement of rent. If the Leased Premises cannot be restored and repaired within one hundred eighty (180) days of the casualty, Tenant may terminate this Lease upon seven (7) days notice to Landlord.

(b) In the event the Leased Premises are damaged to any extent as a result of any cause other than the perils covered by fire and extended coverage insurance, Landlord shall have the option: (1) to repair, reconstruct or restore the Leased Premises, in which event this Lease shall continue in full force and effect but the Rent shall be proportionately reduced or entirely abated based upon the extent, if any, to which such damage impedes useful utilization of the Leased Premises during the period of such repair, reconstruction or restoration; or (2) to give notice to Tenant at any time within

sixty (60) days after such damage, terminating this Lease of the date specified in such notice, which date shall be no more than thirty (30) days after the giving of such notice. In the event of giving such notice, this Lease shall expire and all interest of Tenant in the Leased Premises shall terminate on the date so specified in such notice, and the Rent reduced or abated entirely in accordance with this Section 25(b), shall be paid up to the date of said such termination.

(c) Notwithstanding anything to the contrary contained in this Section 24 Landlord shall not have any obligation whatsoever to repair, reconstruct or restore the Leased Premises when the damage resulting from any casualty covered under this Section occurs during the last six (6) months of the Lease Term or any extension thereof, and either party hereto shall have the right to terminate this Lease.

(d) Landlord shall not be required to repair any injury or damage by fire or other cause, or to make any repairs or replacements of any fixtures or other personal property of Tenant. Tenant must insure its fixtures and personal property.

## 26. Eminent Domain.

If more than twenty-five percent (25%) of the Leased Premises shall be taken or appropriated by any public or quasi-public authority under the power of eminent domain, either party hereto shall have the right, at its option, within sixty (60) days after said taking, to terminate this Lease upon thirty (30) days written notice. If either less than or more than 25% of the Leased Premises are taken (and neither party elects to terminate as herein provided), the Rent thereafter to be paid shall be equitably reduced. If any part of the Building other than the Leased Premises may be so taken or appropriated, Landlord shall within sixty (60) days of said taking have the right at its option to terminate this Lease upon written notice to Tenant. In the event of any taking or appropriation whatsoever, Landlord shall be entitled to any and all awards and/or settlements which may be given on account of the taking of the fee, Tenant shall be entitled to any and all awards and/or settlements which may be given on account of the value with the leasehold estate or Tenant's improvements or trade fixtures, so long as Landlord's award is not reduced thereby.

## 27. Parking and Common Areas.

(a) Tenant acknowledges Landlord has secured the use of parking facilities from the City of Rockford ("Parking Deck") adjacent to the Building. Landlord covenants that at all times during the Lease Term, Tenant shall have the non-exclusive right, in conjunction with other tenants of the building, and shall have available to it one (1) parking stall per every three hundred (300) Rentable Square Feet of the Building, for use by its employees, clients and guests for automobile parking (55 spaces). Landlord will use commercially reasonable efforts to persuade the City of Rockford to identify, by signage, those parking spaces reserved for use by tenants of the Building. Landlord shall have the right to assign those stalls to be used by Tenant and its employees, customers and guests, in which event Tenant shall have the exclusive right to use such stalls. In addition to the parking stalls (55 as noted above), Tenant and its employees, clients and guests may also use the parking stalls on the first level of the Wyman Street side of the Parking Deck. Use of the parking spaces in the Parking Deck will be subject to the terms and conditions existing in the parking lease between Landlord and Tenant, except

Landlord shall be responsible for payment of rent pursuant to the Parking Deck Lease. Landlord agrees to furnish to Tenant a copy of any revised Parking Deck Lease with the City to Tenant. Tenant agrees that if the City of Rockford increases the amount Landlord pays for the use of the Parking Deck, Tenant shall be responsible to pay its proportionate share of any increase based on 55 spaces.

(b) Tenant, for the use and benefit of Tenant, its agents, employees, customers, licensees and subtenants, shall have the non-exclusive right in common with Landlord, and other present and future owners, tenants and their agents, employees, customers, licensees and subtenants, to use the Common Areas during the entire Lease Term, or any extension thereof, for ingress and egress. Landlord shall maintain the Common Areas in good repair, reasonably clear of debris, lighted, temperature controlled and open during regular building hours, which shall be from 7:00 a.m. to 6:00 p.m., Monday through Friday, excluding holidays. As set forth in Section 4 herein above, the Landlord's costs associated with the maintenance of the common areas shall be a Building Operating Expense.

(c) Tenant, in the use of said Common Areas, agrees to comply with such reasonable rules, regulations and charges as Landlord may adopt from time to time for the orderly and proper operation of said Common Areas. Such rules may include, but shall not be limited to the following: (1) the restricting of employee parking to a limited, designated area or areas, if available and (2) the regulation of the removal, storage and disposal of Tenant's refuse and other rubbish at the sole cost and expense of Tenant.

28. Signs.

(a) Exterior Sign: Tenant may install an exterior sign, at its sole cost and expense, on the plaque signage located on the exterior of the Building. Notwithstanding the foregoing, Tenant's sign must be a "building standard" sign, as defined at the sole discretion of Landlord and Tenant's use and placement of any signs is subject to all applicable governmental approvals, regulations and ordinances.

(b) Interior Sign: Tenant may paint, attach or affix Tenant's name to the wall near the principal entrance of the leased Premises or on the door itself, the cost of which signs and installation shall be paid by Tenant. The exact size, color, design and placement of Tenant's sign shall be subject to approval by Landlord.

(c) No signs may be placed in or on any window in Tenant's space without Landlord approval.

(d) Upon expiration of the Lease Term or upon termination of this Lease, Tenant shall remove any signage it has installed to the Building, at its sole cost and expense, and will restore the area on the exterior Building signage it has placed its sign to its original condition.

(e) All existing exterior and interior signage is approved by Landlord.



29. Displays.

Tenant may not display or sell merchandise or allow grocery carts or other similar devices within the control of Tenant to be stored or to remain outside the defined exterior walls and permanent doorways of the Leased Premises. Tenant further agrees not to install any exterior lighting, amplifiers or similar devices or use in or about the Leased Premises or any advertising medium which may be heard or seen outside the Leased Premises, such as flashing lights, searchlights, loudspeakers, phonographs or radio broadcasts without the prior written consent of Landlord, which shall not be unreasonably withheld.

30. General Provisions.

(a) Plats and Riders. Clauses, exhibits, schedules, plats, riders and addenda, if any, affixed to this Lease are a part hereof.

(b) Waiver. The waiver by either party of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or any subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance of rent hereunder by Landlord shall not be deemed to be a waiver of any preceding default by Tenant of any term, covenant or condition of this Lease, other than the failure of Tenant to pay the particular rental so accepted, regardless of Landlord's knowledge of such preceding default at the time of the acceptance of such rent.

(c) Marginal Headings. Other than those identified In the Definition section of this lease, the marginal headings and section titles to the sections of this Lease are not a part of this Lease and shall have no effect upon the construction or interpretation of any party hereof.

(d) Time. Time is of the essence of this Lease and each and all of its provisions in which performance is a factor.

(e) Successors and Assigns. The covenants and conditions herein contained, subject to the provisions as to assignment, apply to and bind the heirs, successors, executors, administrators and assigns of the parties hereto.

(f) Recordation. Neither Landlord nor Tenant shall record this Lease, but a short form memorandum hereof may be recorded at the request of, or with the permission of, Landlord.

(g) Landlord Warranties. Landlord represents, covenants and warrants: (i) that it has lawful title to the Building and has full right. power and authority to enter into this Lease; (ii) that the permitted "use" of the Leased Premises does not currently violate the terms of any of Landlord's insurance policies, and is permitted by the building codes applicable to the Building; and (iii) that it currently maintains, and shall maintain throughout the Lease Term, all risk of physical loss coverage for the full replacement cost of the Building and general liability insurance coverage for the Building consistent with that being maintained from time to time by reasonably prudent owners of properties

similar to the Building in the same area, but excluding Tenant Improvements or Tenant's personal property. Landlord additionally covenants that it shall take no action that will interfere with Tenant's intended usage of the Leased Premises.

(h) Late Charges. If any installment of rent or any sum due from Tenant shall not be received by Landlord's designee within five (5) days after said amount is past due, then Tenant shall pay to Landlord a late charge commencing with the second violation in any calendar year, equal to One Hundred Dollars (\$100.00). The parties hereby agree that such late charges represent a fair and reasonable estimate of the cost that Landlord will incur by reason of the late payment by Tenant.

(i) Prior Agreement. This Lease contains all of the agreements of the parties hereto with respect to any matter covered or mentioned in this Lease, and no prior agreements or understanding pertaining to any such matters shall be effective for any purpose. No provision of this Lease may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest. This Lease shall not be effective or binding on any party until fully executed by both parties hereto.

(j) Inability to Perform. This Lease and the obligations of Tenant and Landlord hereunder shall not be affected or impaired because the other is unable to fulfill any of its obligations hereunder or is delayed in doing so, unless such Inability or delay is caused by reason of strike, labor troubles, acts of God, or any other cause beyond the reasonable control of such party.

(k) Partial Invalidity. If any provision of this Lease is deemed to be invalid, void, or illegal, such provision shall in no way affect, impair or invalidate any other provision hereof and such other provision shall remain In full force and effect.

(l) Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, whenever possible, be cumulative with all other remedies at law or in equity.

(m) Choice of Law. This Lease shall be governed by the laws of the State of Illinois. Any litigation concerning or arising out of this Lease shall be brought exclusively in a court of competent jurisdiction located in Winnebago County, Illinois, and Landlord and Tenant waive any objection to such venue.

(n) Attorneys' Fees. In the event of any action or proceeding brought by either party against the other under this Lease the prevailing party shall be entitled to recover its expenses and costs, including its attorneys' fees and expert witness fees in such action or proceeding, including costs of appeal, if any, in such amount as the court may adjudge reasonable.

(o) Sales of Leased Premises by Landlord. In the event of any sale of the Leased Premises by Landlord, Landlord shall be and is hereby entirely freed and relieved of all liability under any and all of its covenants and obligations contained in or derived from this Lease arising out of any act, occurrence or omission occurring after the

consummation of such sale; and the purchaser, at such sale or any subsequent sale of the Leased Premises shall be deemed, without any further agreement between the parties or their successors in interest or between the parties and any such purchaser, to have assumed and agreed to carry out any and all of the covenants and obligations of Landlord under this Lease. Provided further, that any contract for purchase and sale by and between the Landlord and any third party relating to the Building shall contain a provision requiring the third party purchaser to assume and agree to carry out any and all of the covenants and obligations of the Landlord under this Lease.

(p) Subordination; Attornment. Upon request of Landlord, Tenant will in writing subordinate its rights hereunder to the lien of any mortgage or deed trust, to any bank, insurance company or other lending institution, now or hereafter in force against the Leased Premises, and to all advances made or hereafter to be made upon the security thereof. In the event any proceedings are brought for foreclosure, or in the event or the exercise of the power of sale under any mortgage or deed of trust made by Landlord covering the Leased Premises, Tenant shall attorn to the purchaser upon any such foreclosure or sale and recognize such purchaser as Landlord under this Lease. The provisions of this Section to the contrary notwithstanding, and so long as Tenant is not in default hereunder, this Lease shall remain in full force and effect to the full term hereof, and such term shall be included in any subordination agreement given by Tenant.

(q) Notices. Any notices required, permitted or desired to be given hereunder this Lease shall either be (i) delivered personally; (ii) sent by nationally recognized overnight courier; or (iii) mailed via registered certified mail, return receipt requested, to the following addresses, and shall be deemed to have been received on the day of personal delivery, one (1) business day after deposit with a nationally recognized overnight courier or three (3) business days after deposit in the mail. Notices which are not personally delivered to either party shall be sent:

If to Landlord: to Landlord's Mailing Address.

If to Tenant: to the Tenant's Mailing Address.

(r) Mitigation/Reasonableness. Landlord and Tenant shall use reasonable efforts to mitigate any of their respective damages in the event of a default by the other. Wherever either party to the Lease is required or requested to give its consent, such consent shall not be unreasonably withheld.

(s) Tenant's Statement (Estoppel Certified). Tenant shall at any time and from time to time, upon not less than ten (10) days prior written notice from Landlord, execute, acknowledge and deliver to Landlord a statement in writing (a) certifying that this Lease is unmodified and in full force and effect (or, if modified, stating the nature of such modification and certifying that this Lease as so modified is in full force and effect), and the date to which the rental and other charges are paid in advance, if any; (b) acknowledging that there are not, to Tenant's knowledge, any uncured defaults on the part of Landlord hereunder, or specifying such defaults if any are claimed; and (c) setting forth the date of commencement of rents and expiration of the Lease Term. Any such

statement may be relied upon by the prospective purchaser or encumbrancer of all or any portion of the real property of which the Leased Premises area part.

(t) Authority of Tenant. Each individual executing this Lease on behalf of Tenant represents and warrants that he or she has full authority to do so and that this Lease binds the corporation.

(u) Authority of Landlord. Each individual executing this Lease on behalf of Landlord represents and warrants that he or she has full authority to do so and that this Lease binds the limited liability company.

(v) Asbestos. Landlord represents and warrants that, as of the Commencement Date, that any asbestos or other potentially hazardous materials not removed from the Building has been properly abated or encapsulated as required by all applicable federal, state or local laws, rules and regulations.

31. Brokers.

Tenant warrants that it has had no dealings with any real estate brokers or agents in connection with the negotiation of this Lease, and it knows of no other real estate broker or agent who is entitled to a commission in connection with this lease other than any broker or agent representing Landlord.

32. Submission of Lease.

The submission of this document for examination and negotiation shall not be deemed an offer. This Lease shall only be binding upon execution by both Landlord and Tenant.

33. Compliance.

The parties hereto agree to comply with all applicable federal, state and local laws, regulations, codes, ordinances and administrative orders having jurisdiction over the parties, property or the subject matter of this Agreement, including, but not limited to, the 1964 Civil Rights Act and all amendments thereto, the Foreign Investment in Real Property Tax Act, the Comprehensive Environment Response Compensation and Liability Act, and The Americans with Disabilities Act.

34. Additional Contingencies.

Landlord will have the right to approve of the form and language of the particular subleases, which approval shall not be unreasonably withheld.

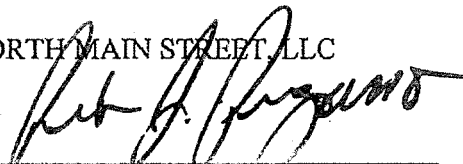
LANDLORD:

TENANT:


303 NORTH MAIN STREET, LLC

THE WORKFORCE CONNECTION

By:  
Its:

  
\_\_\_\_\_  
President, CEO

By:  
Its:

  
\_\_\_\_\_  
Board Executive Director

Date: \_\_\_\_\_

Date: 6/29/2020

## Exhibit A

### INTERGOVERNMENTAL AGREEMENT TO UTILIZE SPACE No. 6158

The parties, the City of Rockford, hereinafter called City, and the State of Illinois, acting by its Department of Central Management Services, on behalf of the Department of Employment Security, hereinafter called "State", agree to the use of the premises described herein below on the following terms and conditions.

1. **PURPOSE:** The purpose of this Agreement is to allow the State use of certain space as authorized by the 1970 Illinois Constitution, (Article VII, Section 10) and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.
2. **NOTICE:** All notices provided to be given under this Agreement shall be given by certified mail and shall be deemed received by the party designated to receive such notice three (3) days following the date of deposit in the United States Mail and addressed to the proper party, at the following address:

City of Rockford Attn: Carrie Hagerty, Finance Director 425 E. State Street Rockford, IL 61104 Phone: (779) 348-7327 Fax: (815) 967-6952	Dept. of Central Management Services Manager of Transactions 623 Stratton Office Building 401 S. Spring Street Springfield, IL 62706 Phone: 217-782-9117 Fax: 217-557-1036
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3. **PREMISES:** The City agrees to provide for use by the State certain real property consisting of approximately 9,970 square feet located at 303 North Main Street, Rockford, Illinois, hereinafter called "Premises". The State shall have available for its use parking for 33 vehicles, including 4 handicap accessible spaces.
4. **TERM:** The term of this Agreement is for (60) months commencing July 1, 2020 and expiring June 30, 2025. This is a Sub-Agreement under a lease between the City of Rockford and Main Street Partners of Rockford, LLC, attached hereto as Exhibit J.
5. **HOLDOVER:** If, after expiration of the Agreement, the State retains possession of the Premises, the Agreement shall continue in full force and effect on the same terms and conditions except the Agreement shall be on a month-to-month basis until terminated or renegotiated.
6. **RENT:** The State shall pay rent to the City in accordance with the attached Exhibit C. Rent shall be paid monthly, in arrears, subject to legislative appropriation, by State warrant. Send payment to: City of Rockford, Financial Director, 425 E. State Street, Rockford, IL 61104. All rent paid by the State to the City will be paid by the City to Main Street Partners, LLC, in full satisfaction of any rent due under the lease attached as Exhibit J, for the Premises defined in Paragraph 2 herein.
7. **AVAILABILITY OF APPROPRIATIONS; SUFFICIENCY OF FUNDS:** This Agreement is contingent upon and subject to the availability of sufficient funds. The State may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient State funds have not been appropriated to the State [or sufficient Federal funds have not been made available to the State by the Federal funding source], (ii) the Governor or the State reserves appropriated funds, or (iii) the Governor or the State determines that appropriated funds [or Federal funds] may not be available for payment. The State shall provide notice, in writing, to City of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon City receipt of notice.
8. **USE OF PREMISES:** The State agrees to use the Premises solely for the purpose of conducting State business.
9. **TERMINATION:** The State has the option to terminate this Agreement at any time by giving 30 days' written notice prior to termination. The City of Rockford has the option to terminate this Agreement at any time by giving 30 days' written notice prior to termination.

**Intergovernmental Agreement No. 6158**  
**Page 2**

10. MAINTENANCE & OPERATING FEES: The City shall be responsible for all maintenance and repairs of the Premises and any parking facilities. In addition to maintenance and repairs, the City will also be responsible for services shown in Exhibit D and Exhibit D-1. The State shall be responsible for reimbursement for proportionate share of paper products usage, and for maintaining its own equipment.
11. MODIFICATION: State will not make any modifications to the Premises without the prior written consent of the City.
12. AUDIT/RETENTION OF RECORDS (30 ILCS 500/20-65) The City and its subcontractors shall maintain books and records relating to the performance of the Agreement and necessary to support amounts charged to the State under the Agreement. Books and records, including information stored in databases or other computer systems, shall be maintained by the City for a period of three years from the later of the date of final payment under the Agreement or completion of the Agreement, and by the subcontractor for a period of three years from the later of final payment under the term or completion of the subcontract. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the Procuring Agency, the Auditor General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. City and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the Agreement for which adequate books and records are not available to support the purported disbursement. The city or subcontractors shall not impose a charge for audit or examination of the City books and records.
13. FREEDOM OF INFORMATION ACT: This Agreement and all related public records maintained by, provided to or required to be provided to the State, are subject to the Illinois Freedom of Information Act notwithstanding any provision to the contrary that may be found in this Agreement.
14. CONTRACTUAL AUTHORITY: CMS, as Lessee, shall be the only State entity responsible for payment under this Agreement, unless said Agreement is also signed by the Using Agency. In that case, the Using Agency shall be the only State entity responsible for payment under the Agreement.
15. OPERATION OF PROGRAMS: The parties' respective programs and operations are to function as complete separate entities, with no overlap of authority, duties, or responsibilities other than those contained in this Agreement.
16. ASSIGNMENT: The State shall not assign or sublease its rights under this Agreement.
17. EXHIBITS: The following Exhibits are appended hereto and by reference made a part of this Agreement: Exhibit G Disclosure Statement; Standard Certifications for Intergovernmental Agreements; Exhibit I Federal Taxpayer Identification Number and IRS Form W9; Exhibit K Disclosure of Business Operations with Iran.

**Intergovernmental Agreement No. 6158**  
**Page 3**

IN WITNESS WHEREOF, the parties have caused this Agreement to be made and executed by authorized parties on the dates shown below.

**GOVT ENTITY: City of Rockford**

Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

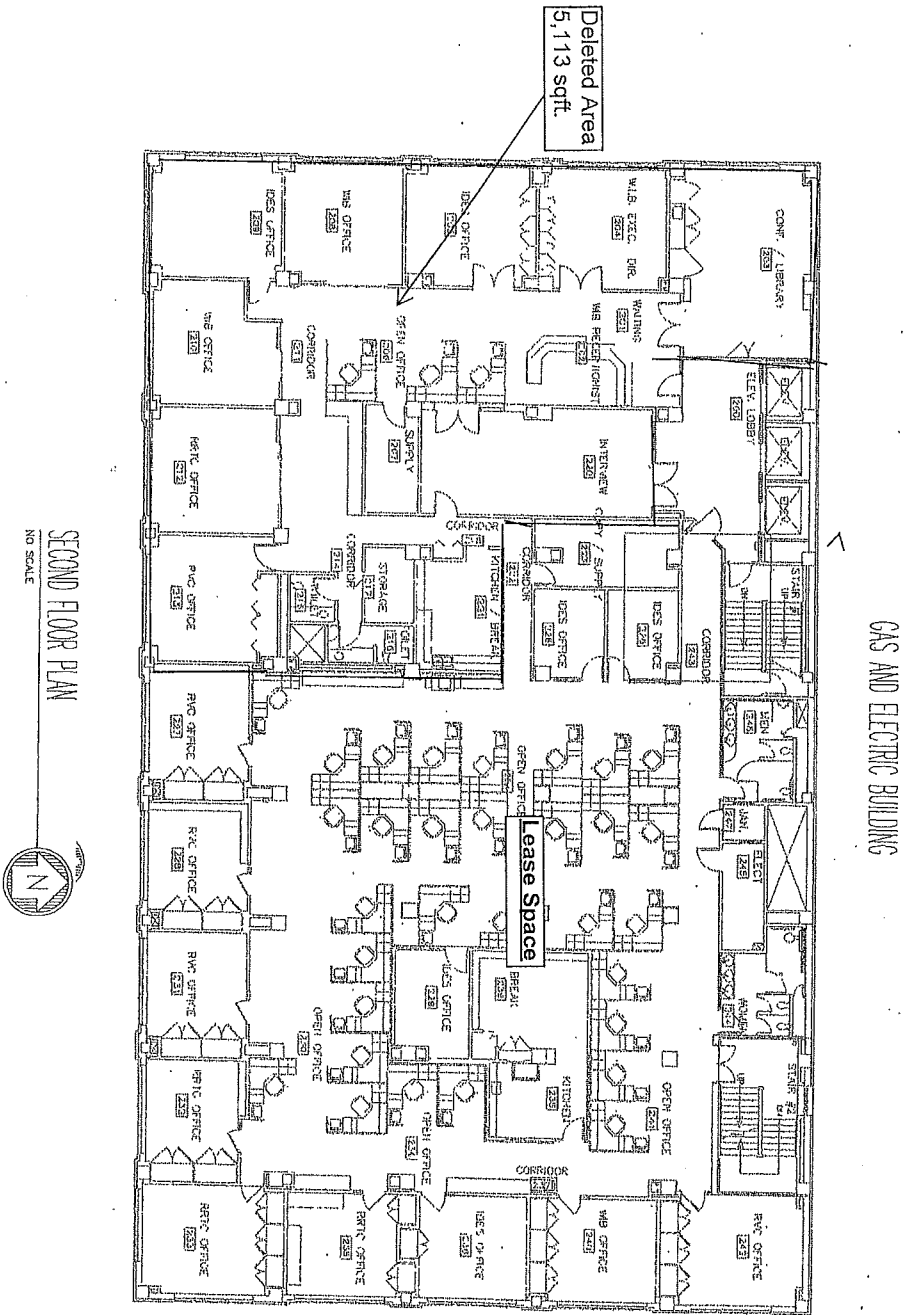
**STATE OF ILLINOIS, LESSEE, BY DEPARTMENT OF CENTRAL MANAGEMENT SERVICES**

Signed: \_\_\_\_\_  
Printed Name: Janel L. Forde  
Title: Director  
Date: \_\_\_\_\_

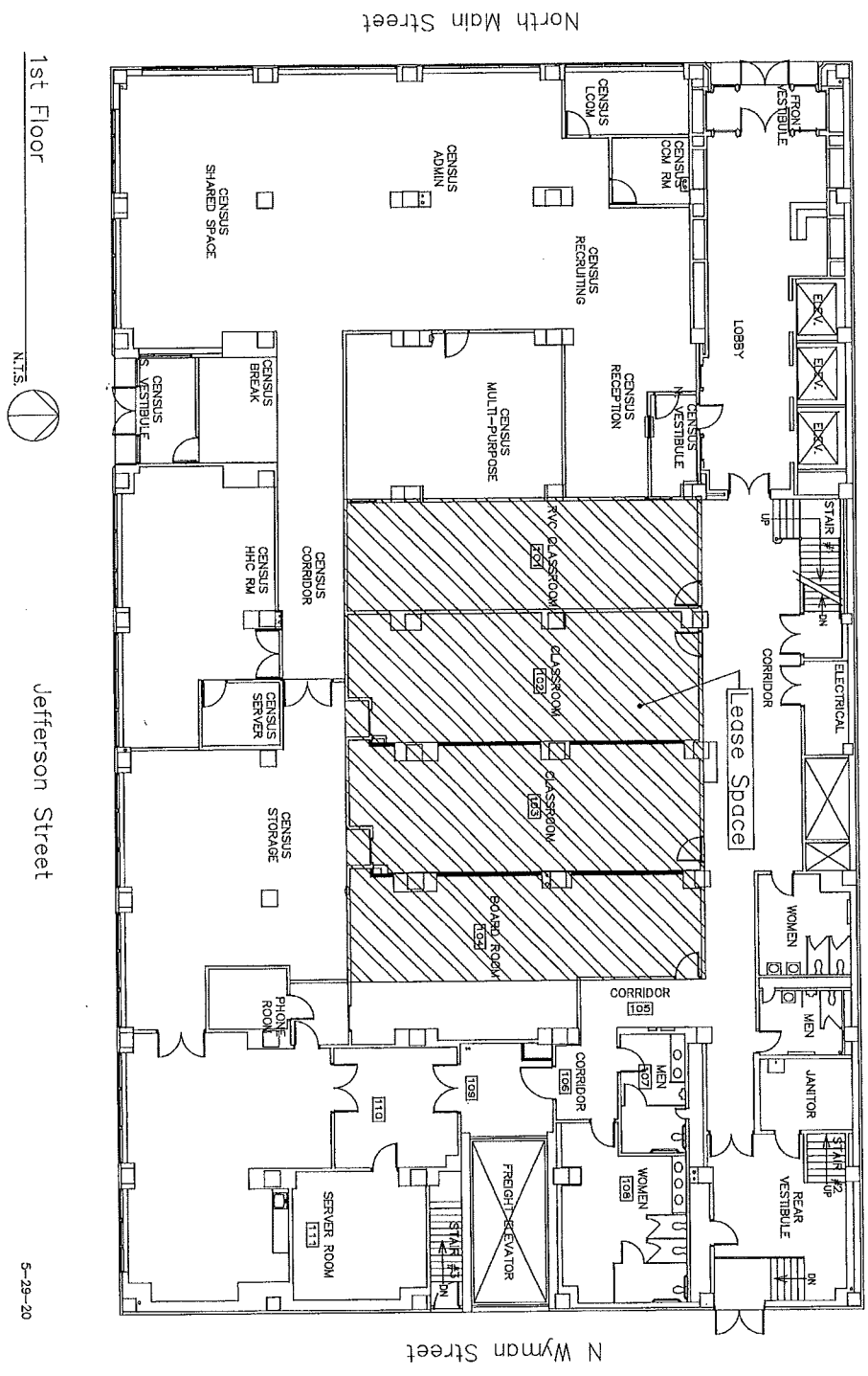
Negotiated by: Thomas Gaudreau Date: May 4, 2020



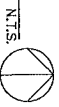
# Exhibit B







1st Floor



Jefferson Street

5-29-20

North Main Street

N Wyman Street

Parking Garage

## EXHIBIT 2

&

### EXHIBIT C

#### Landlord's Rules and Regulations

1. The sidewalks, entry passages, elevators (if installed in the Building) and common stairways shall not be obstructed by the Tenant or used for any other purpose than for ingress and egress to and from the Leases Premises. The Tenant will not place or allow to be placed in the Building corridors or public stairways any waste paper, dust, garbage, refuse or anything whatever.
2. The washroom plumbing fixtures and other water apparatus shall not be used for any purpose other than those for which they were constructed, and not sweepings, rubbish, rags, ashes or other substances shall be thrown therein. The expense of any damage resulting by misuse by the Tenant shall be borne by the Tenant.
3. The Tenant shall permit window cleaners to clean the windows of the Leased Premises during normal business hours.
4. No birds or animals shall be kept in or about the Property nor shall the Tenant operate or permit to be operated any musical or sound-producing instruments or device or make or permit any improper noise inside or outside the Leased Premises which may be heard outside such Leased Premises.
5. No one shall use the Leased Premises for residential purposes, or for the storage of personal effects or articles other than those required for business purposes.
6. All persons entering and leaving the Building at any time other than during normal business hours shall register in the books which may be kept by the Landlord at or near the night entrance and the Landlord will have the right to prevent any person from entering or leaving the Building or the Property unless provided with a key to the premises to which such person seeks entrance and a pass in a form to be approved by the Landlord. Any persons found in the Building at such times without such keys and passes will be subject to the surveillance of the employees and agents of the Landlord.
7. No dangerous or explosive materials shall be kept or permitted to be kept in the Leased Premises.
8. The Tenant shall not permit any cooking in the leased Premises except for food warmed up in microwaves for consumption by employees or guests of the Tenant. The Tenant shall not install or permit the installation or use of any machine dispensing goods for sale in the Leased Premises without the prior written approval of the Landlord. Only persons authorized by the Landlord shall be permitted to deliver or to use the elevators (if installed in the Building) for the purpose of delivering food or beverages to the Leased Premises.
9. The Tenant shall not bring in or take out, position, construct, install or move any safe, business machine or heavy office equipment without first obtaining the prior written consent of the Landlord. In giving such consent, the Landlord shall have the right in its

sole discretion, to prescribe the weight permitted and the position thereof, and the use and design of planks, skids or platforms to distribute the weight thereof. All damage done to the Building by moving or using any such heavy equipment or other office equipment or furniture shall be repaired at the expense of the Tenant. The moving of all heavy equipment or other office equipment or furniture shall occur only at times consented to by the Landlord and the persons employed to move the same in and out of the Building must be acceptable to the Landlord. Safes and other heavy office equipment will be moved through the halls and corridors only upon steel bearing plates. No freight or bulky matter of any description will be received into the Building or carried in the elevators (if installed in the Building) except during hours approved by the Landlord.

10. The Tenant shall give the Landlord prompt notice of any accident to or any defect in the plumbing, heating, air-conditioning, ventilating, mechanical or electrical apparatus or any other part of the Building.
11. The Tenant shall not mark, drill into or in any way deface the walls, ceilings, partitions, floors or other parts of the Leased Premises and the Building without prior written consent of the Landlord, which shall not be unreasonably withheld and further provided Tenant repairs the same prior to the termination of the Lease.
12. Except with the prior written consent of the Landlord, no tenant shall use or engage any person or persons other than the janitor or janitorial contractor of the Landlord for the purpose of any cleaning of the Leased Premises.
13. If the Tenant desires any electrical or communications wiring, the Landlord reserves the right to direct qualified persons as to where and how the wires are to be introduced, and without such directions no borings or cutting for wires shall take place. No other wires or pipes of any kind shall be introduced without the prior written consent of the Landlord.
14. The Tenant shall not place or cause to be placed any additional locks upon any doors of the Leased Premises without the approval of the Landlord and subject to any conditions imposed by the Landlord. Additional keys may be obtained from the Landlord at the cost of the Tenant.
15. The Tenant shall be entitled to have its name shown upon the directory board of the Building and at one of the entrance doors to the Leased Premises all at the Tenant's expense, but the Landlord shall in its sole discretion design the style of such identification and allocate the space on the directory board for the Tenant.
16. The Tenant shall keep the window coverings (if any) in a closed position during period of direct sun load. The Tenant shall not interfere with or obstruct any perimeter heating air-conditioning or ventilating units.
17. The Tenant shall not conduct, and shall not permit, any canvassing in the Building.
18. The Tenant shall take care of the rugs and window coverings (if any) in the Leased Premises and shall arrange for the carrying-out of regular spot cleaning and shampooing of carpets and cleaning of window coverings in a manner acceptable to the Landlord.

19. The Tenant shall not place or permit to be placed any sign, advertisement, notice or other display on any part of the exterior of the Leased Premises or elsewhere if such sign, advertisement, notice or other display is visible from outside the Leased Premises without the prior written consent of the Landlord which may be arbitrarily withheld. The Tenant, upon request of the Landlord, shall immediately remove any sign, advertisement, notice or other display which the Tenant has placed or permitted to be placed which, in the opinion of the Landlord, is objectionable, and if the Tenant shall fail to do so, the Landlord may remove the same at the expense of the Tenant.
  
20. The Landlord shall have the right to make such other and further reasonable rules and regulations and to alter the same as in its judgment may from time to time be needful for the safety, care, cleanliness and appearance of the Leased Premises and the Building and for the preservation of good order therein, and the same shall be kept and observed by the tenants, their employees and servants. The Landlord also has the right to suspend or cancel any or all of these rules and regulations herein set out.

EXHIBIT D  
Janitorial Specifications

Integrated Pest Management

To minimize potential exposure to pesticides and rodenticides (except use as bait and traps) in the indoor environment, Integrated Pest Management practices shall be used in the tenant space. At a minimum, the Lessor shall provide the following services for Integrated Pest Management:

- (1) An initial inspection of the tenant space to identify problem areas, equipment, structural features and management practices that could contribute to pest infestations, and written recommendations to reduce potential pest infestations;
- (2) written methods and procedures to assess pest population levels, monitoring stations and inspection schedules;
- (3) written description of site-specific pest control methods and least-hazardous methods to be used to respond to pest populations exceeding established thresholds including bait and trap stations;
- (4) written recommendations for maintenance and sanitation measures required to prevent future pest infestations;
- (5) written Notice, subject to Lessee approval, for the application of pesticides or other chemicals when necessary to control an existing pest infestation including Material Safety Data Sheets; and,
- (6) the prohibition of routine scheduled spraying of chemical substances as a pest management practice.

Janitorial Specifications

- Office space Cleaning occupied by the Tenant one time per week. Tenant has the option of requesting, at its discretion, additional cleaning of Office Space. In the event of such request, Landlord shall obtain a cost quotation from its janitorial service vendor and provide a copy thereof to Tenant. Tenant may then request the Landlord arrange for such additional cleaning with its vendor. Tenant shall reimburse Landlord within ten (10) days of receipt of Landlord's request for reimbursement of the cost of additional cleaning which reimbursement shall be in an amount not exceeding the vendor quote.
- Bathroom Cleaning - five days per week.
- Lobby floor vacuuming three days per week.

- "Cleaning" will include vacuuming, trash service, washrooms, sweep, damp mop and sanitize hard floor services.
- Trash will be removed from occupied spaces daily (Monday-Friday).
- Lessor shall professionally clean carpeting twice annually (once during April-May and once during October- November).
- Notwithstanding any of the foregoing requirements, in the event one or more of Tenant's employees test positive for Covid-19, then in such event, at the option and discretion of Tenant, Landlord will provide deep cleaning of the entire Leased Premises, or such part of the Leased Premises which is specified by Tenant, in order to sanitize the Leased Premises, or part thereof, and protect co-employees and public and private invitees. The extent of cleaning will meet the Illinois and Winnebago County Departments of Public Health standards and requirements for sanitizing equivalent spaces as may then exist. Tenant shall reimburse Landlord for all costs incurred by Landlord in connection with any deep cleaning of the entire Leased Premises per this paragraph. Tenant shall reimburse Landlord within ten (10) days of receipt of Landlord's request for reimbursement which shall include reasonable back-up documentation for the costs incurred by Landlord.

Except as otherwise noted as reimbursement items, costs associated with the pest management and janitorial services are included in the lease rate.



**Support Staff Association (SSA) Safety Training Hours**

**BACKGROUND:**

The Support Staff Association (SSA) at Rock Valley College (RVC) is the bargaining unit for specific non-exempt personnel in various academic, facilities, financial, and technology related roles.

During collective bargaining negotiations for the 2021 – 2027 contract, it was agreed in Article IV, section “4.16 Safety Training” that the SSA and Administration would create a “Safety Committee” to evaluate the safety training needs of members of the SSA, and recommend to the Board of Trustees a minimum number of paid hours of safety training that will be provided to members of the SSA.

After ratification of the SSA contract, the parties formed a Safety Committee, which reviewed required trainings appropriate to positions within the SSA. Based on the Safety Committee’s review, it is recommended that RVC provide a minimum of 40 paid hours of safety training to members of the SSA.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve a minimum of 40 paid hours of safety training to members of the SSA during fiscal year 2023.

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

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

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

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

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

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

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

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

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

**RECRUITING AND RELOCATION EXPENSE REIMBURSEMENTS POLICY**

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**FIRST READING**

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

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

[\(Link to Administrative Procedures\)](#)

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

## **RECRUITING AND RELOCATION EXPENSE REIMBURSEMENTS POLICY**

### Recruiting Reimbursements

~~Upon prior written approval by the Vice President of Human Resources, the College may approve the reimbursement of expenses for travel, hotel and reasonable meals for up to \$750.00 for applicants to the College who reside outside of the College District. Receipts must be submitted. Alcohol expenses will not be reimbursed.~~

~~When necessary, the Rock Valley College Search Committee chair and one other member of the Search Committee may take an applicant to lunch and/or dinner and receive reimbursement for reasonable expenses. Meal expenses for Search Committee members will be applied to the interviewing departmental budget.~~

### Relocation Reimbursements:

~~Upon prior written approval by the Vice President of Human Resources, relocation assistance may be available as part of an employment offer for new, full time employees satisfying the IRS requirement for deductibility of moving expenses as a direct result of accepting employment at Rock Valley College, within one year of their start date, pursuant to the following reimbursement schedule:~~

~~Grades 21 and above are eligible for up to \$3,000.00.~~

~~Grades 17-20 are eligible for up to \$2,500.00.~~

~~Grades 11-16 are eligible for up to \$1,000.00.~~

~~Full time faculty are eligible for up to \$2,500.00.~~

~~Reimbursement will be considered only for actual expenses eligible which may include:~~

- ~~1. Actual expenses to move household goods and personal effects (including packing, crating, transporting and storage expenses);~~
- ~~2. Traveling (including lodging, but not meals) to your new home.~~

~~Exceptions to this Recruiting and Relocation Reimbursement policy must be approved in writing in advance by the Vice President of Human Resources. This Policy does not apply to presidential search committees.~~

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

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

[\(Link to Administrative Procedures\)](#)

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

# ROCK VALLEY COLLEGE 2022 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
<b>June</b>					
06/03/22	RVC Retiree and Alumni Tour at ATC - ATC 1304, 10am	x			x
06/04/22	Rockford Promise Scholars End of Year Party - SC Atrium, 12pm	x	x		x
06/07/22	The Little Mermaid Preview Showing - BST, 7pm	x	x		x
06/08 - 06/11	The Little Mermaid Showing - BST, 8pm	x	x		x
06/09/22	HCCTP Graduation Ceremony - ERC PAR, 2pm	x	x		x
06/11/22	The Little Mermaid Matinee - BST, 2pm	x	x		x
06/13 - 06/16	Youth Baseball Academy Camp - Baseball Field, 8am	x	x	x	x
06/14/22	Disaster! Preview Showing - BST, 7pm	x	x		x
06/15/22	RVC Annual Aviation Job Fair - ACEC 1104, 3pm	x	x		x
06/15 - 06/18	Disaster! Showing - BST, 8pm	x	x		x
06/18/22	Disaster! Matinee - BST, 2pm	x	x		x
06/21/22	New Student Welcome - SC Atrium, 11am	x	x		x
06/21/22	Dream Girls Preview Showing - BST, 7pm	x	x		x
06/22 - 06/25	Dream Girls Showing - BST, 8pm	x	x		x
06/23 - 07/21	Weekly Youth Volleyball Camp - PEC Gym, 10am	x	x	x	x
06/25/22	One Step Closer to Home Walk - Walking Path, 8am	x	x		x
06/25/22	Dream Girls Matinee - BST, 2pm	x	x		x
06/28/22	Hello Dolly Preview Showing - BST, 7pm	x	x		x
06/29 - 07/02	Hello Dolly Showing - BST, 8pm	x	x		x
06/30/22	WEI Commencement Ceremony - ERC PAR, 2pm	x	x		x
<b>July</b>					
07/02/22	Hello Dolly Matinee - BST Stage, 2pm	x	x		x
7/11 - 07/14	Youth Soccer Camp - Soccer Field, 9am	x	x	x	x
07/13/22	Foundation Alumni and Retiree Breakfast - SC Atrium, 8am	x			x
07/13 - 07/17	Little Mermaid Showing - BST, 8pm	x	x		x
07/20/22	New Student Welcome - SC Atrium, 2pm	x	x		x
07/20 - 07/24	Disaster! Showing - BST, 8pm	x	x		x
07/22/22	TRIO Student Support Fall Conference - SC Atrium, 8am	x	x		x
07/23/22	Rock River Robotics Competition - PEC Gym, 7am	x	x		x
07/27 - 07/31	Dream Girls Showing - BST, 8pm	x	x		x
<b>August</b>					
08/03 - 08/07	Hello Dolly Showing - BST, 8pm	x	x		x
08/04/22	CLR Annual Meeting - BST, 9:30am	x	x		x
08/06/22	Youth Volleyball Camp - PEC Gym, 9am	x	x	x	x
08/07/22	Wesley Willow Buy Out Event - BST, 10am	x	x		x
08/09/22	New Student Welcome - SC Atrium, 1pm	x	x		x
08/09/22	Stars of Starlight Showing - BST, 7pm	x	x		x
08/11 - 08/12	How I Became a Pirate Showing - BST, 10am	x	x		x
08/12/22	Starlight Appreciation Banquet - BST, 6pm	x	x		x
08/13/22	How I Became a Pirate Showing - BST, 12pm & 4pm	x	x		x
08/20/22	Stenstrom Company Employee Party - BST, 5pm	x			x
08/28/22	North East Christian Church Service - BST, 10am	x	x		x

**OVER 20x**  
**NJCAA DIII NATIONAL CHAMPIONS**

**THE HOME OF**  
**CHAMPIONS**

**Rock Valley College Board of Trustees Committee of the Whole**  
**June 14, 2022**

**Softball**

RVC Softball won its 8<sup>th</sup> consecutive NJCAA DIII National Championship on May 28<sup>th</sup>, extending its NJCAA record for most consecutive National Championships. They finished their 2022 campaign with an overall record of 48-11. Co-Head Coaches Vivi Marquez and Darin Monroe were named Conference, Region, and National Coach of the Year.

**Baseball**

RVC baseball finished the year with an overall record of 21-29 and was eliminated in the Region Tournament at Joliet Junior College.

**Department:**

RVC Athletics has signed 152 athletes for the 2022-2023 school year. Our coaches are continuing to finalize the roster, and this number expects to exceed 190 athletes beginning in the fall.





# Roof and Parking Lot for Advanced Technology Center (ATC)

Presented to RVC Board of Trustees Committee of the Whole  
June 14, 2022

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Rick Jenks, Vice President of Operations

## Background Information

- In November of 2020, Rock Valley College received bids for the new ATC construction.
- Included in the bid was alternate pricing for a new roof replacement and upgrades to the parking lot.
- At the time, RVC did not have the work completed.
- OEM Architects was the original architect firm selected for the ATC project and created the original documents.



## ATC Roof Status

- In April of 2022, RVC requested BP Roofing Solutions, our roof inspector, to inspect the ATC roof.
- BP advised that the roof is approximately 30 years old, is 5 to 10 years past its projected life and should be replaced.
- In 2021, the ATC building had an average of one roof leak every month.
- In 2022, as of May, there have been six roof leaks.
- Roof leaks not only cost money to have repaired, they damage items inside the building.



## ATC Parking Lot Status

- The north parking lot at the ATC was designed to accommodate semi-trucks and will allow for additional truck driver training classes to be held at the ATC.
- The loading dock area of the ATC has several cracks and should be milled off and new asphalt applied.
- The south side of the parking lot pitches toward the building and is causing water to run under the new overhead door and into the CNC lab space.

# Cost of Work and Funding Source

Item	November 2020 Quote Amount	Increase	Estimate
Alternate Roof	\$666,900.00	25.00%	\$833,625.00
Mill and Overlay New Asphalt Existing Parking Lot	\$508,500.00	25.00%	\$635,625.00
Approximate Cost of Project			\$1,469,250.00

Architect fee 4 percent for Alternate Roof and 5 percent for parking lot.

Estimated Architect Fee **\$65,127.00**

Funding for the project is available in the capital fund. In December 2021, the Board authorized the transfer of \$2,250,000 to capital for Phase Two construction at the ATC.

## Proposed Timeline

- June 2022 – Board approves project and architect fees.
- July to August 2022 – Architects update drawings and project is bid.
- August 2022 – Presentation to Board for final approval. Roofing material is ordered last week in August.
- September 2022 – Parking lot project begins and is completed by October 2022.
- October 2022 – Roof replacement begins.
- November 2022 – Final project close out.

# Questions?