

**Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING
Educational Resource Center, Performing Arts Room, Room 0214
5:15 p.m. Tuesday, October 11, 2022**

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Board Member Attendance by a Means Other Than Physical Presence**
- D. Communications and Petitions (Public Comment)**
- E. Recognition of Visitors**
- F. Review of Minutes:** Committee of the Whole September 13, 2022
- G. General Presentations**
 - 1. Digital Accessibility - Findings and Recommendations
 - 2. RVCare Wellness Center Update
- H. Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**
 - 1. Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Update
- I. Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow**
 - 1. Purchase Report(s) (A and B)
 - 2. Cash and Investment Report
 - 3. First Quarter Vital Signs
 - 4. Proposed 2022 Tax Levy and Setting Date for Truth-In-Taxation Hearing
- J. Operations Discussion: Board Liaison Trustee Kearney**
 - 1. Personnel Report
 - 2. Technology Assessment Update
 - 3. Abused and Neglected Child Reporting Act Update Board Policy 2:10.030 – Second Reading
 - 4. Criminal Background Investigation Update Board Policy 3:20.030 – Second Reading
 - 5. RVC College Events Calendar
- 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), all in accordance with the Illinois Open Meetings Act.
- M. Reconvene Open Session**
- N. Next Regular Board of Trustees meeting:** October 25, 2022, at 5:15 p.m.; Meeting will be held in person in the Advanced Technology Center, 1400 Big Thunder Blvd., Belvidere, IL.
- O. Next Committee of the Whole meeting:** November 15, 2022, at 5:15 p.m.; Meeting will be held in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus.
- P. Adjourn**

Jarid Funderburg, Board Chair



Rock Valley College Digital Accessibility Roadmap

October 11, 2022



David Sloan

UX Practice Manager, TPGi

Outline

Introduction: The importance of digital accessibility and helping Rock Valley College advance its accessibility strategy

What we did: A summary of our approach

What we found: Current state of digital accessibility capacity at Rock Valley College

What we recommend: Strategy and supporting activities for building digital accessibility capacity in a sustainable way

Introduction

- Digital accessibility for people with disabilities is a concern and a priority.
 - The digital campus is growing in significance as a place to provide education and carry out the operations of an education provider, evidenced by the Covid-19 pandemic
 - Digital resources provide opportunities to enhance the experience of learners and employees with disabilities. Accessibility can be a driver for quality
 - Education providers also have responsibilities to meet legal obligations to avoid disability discrimination
- TPGi (www.tpgi.com) has been providing digital accessibility support to organizations for 20 years, and was engaged to provide strategic support in advancing accessibility at Rock Valley College

TPGi's approach to digital accessibility roadmapping

1. Identify a vision for a future state of digital accessibility capacity
2. Understand current state
 - Stakeholder interviews
 - Review of policy, procedures, resources relevant to digital accessibility
3. Provide a strategy for moving deliberately towards the desired future state
 - Recommendations for activities that build capacity

A digital accessibility vision for RVC

“Accessibility is integrated into culture and practice, such that everyone knows their role and has the skills and resources they need to be successful.”

Current state

Assets and opportunities

- Shared recognition that digital accessibility is a priority
 - Accessibility features in all four pillars of RVC's Strategic Plan
 - Disability recognized in diversity, equity and inclusion efforts
 - Accessible ICT recognized as contributing to quality learning experiences
 - Leadership support
- Knowledge, skills, tools and activity in digital accessibility in Academic Affairs and Marketing and Comms
- Disability Support Services raising awareness of importance of accessibility, supporting people with disabilities

Challenges and risks

- No coordinated accessibility strategy program to build capacity; no ownership or accountability for digital accessibility
- Reactive approach to accessibility, as an accommodation provided on request
- No policy, or standard that articulates RVC's digital accessibility expectations
- Lack of role-based knowledge
- Accessibility resources, tools and services that are under-utilized
- No coordinated plan for monitoring accessibility, gathering feedback from users, and acting on findings

Recommendations

High level recommendations

Recommendation	Scope
1 Communicate a commitment to digital accessibility	An initial recommendation for a leadership communication of RVC's commitment to and plans for digital accessibility
2 Establish a governance framework and digital accessibility program	Recommendations and activities for establishing a governance framework and staffing model for a Digital Accessibility Program, and creating policy and standards to guide efforts
3 Provide program support to advance accessibility	Recommendations and activities for Program support for campus units in building accessibility capacity and meeting their accessibility responsibilities
4 Integrate accessibility into processes and practices	Recommendations and activities for campus units to transform their processes to strengthen inclusion of accessibility concerns
5 Integrate accessibility into a culture of inclusion	Recommendations and activities for campus-wide efforts to integrate digital accessibility into a culture of diversity, equity and inclusion.
6 Measure and communicate digital accessibility progress	Recommendations and activities for measuring and reporting on the progress of the digital accessibility program in influencing accessibility, and for gathering feedback on progress.

1 Communicate a commitment to digital accessibility

Supporting activities:

- 1. Issue a leadership communication on RVC's commitment to digital accessibility

2 Establish a governance framework and digital accessibility program

Supporting activities:

- 2.1 Create a governance structure for digital accessibility with executive sponsorship
- 2.2 Appoint staff to oversee program activities
- 2.3 Build partnerships for program support across campus
- 2.4 Create a RVC Digital Accessibility Policy
- 2.5 Define a RVC Digital Accessibility Standard
- 2.6 Include accessibility in strategic decision-making

3 Provide program support to advance accessibility

Supporting activities:

- 3.1 Create a program web site dedicated to program support
- 3.2 Engage with campus units
- 3.3 Help campus units identify and mitigate current accessibility risk
- 3.4 Provide targeted context-specific accessibility training
- 3.5 Provide evaluation tools and resources
- 3.6 Provide additional resources to help people meet their accessibility responsibilities
- 3.7 Provide and support specialist accessibility services

4 Integrate accessibility into processes and practices

Supporting activities:

- 4.1 Include accessibility in third-party digital product and service procurement
- 4.2 Manage accessibility in internal resource development
- 4.3 Adopt resources that support accessibility in design and development

5 Integrate accessibility into a culture of inclusion

Supporting activities:

- 5.1 Continue to ensure accessibility is present in Diversity, Equity and Inclusion (DE&I) efforts
- 5.2 Promote inclusive communication in internal and external communication
- 5.3 Support and reward accessibility skills development
- 5.4 Grow an accessibility-aware workforce
- 5.5 Build a community of practice in digital accessibility

6 Measure and communicate digital accessibility progress

Supporting activities:

- 6.1 Measure accessibility efforts
- 6.2 Communicate progress
- 6.3 Enable communication channels to report accessibility issues and influence direction

Priorities for roadmap implementation

High priority tasks:

- Issue a leadership communication on RVC's commitment to digital accessibility
- Create a governance structure for a digital accessibility program, with executive sponsorship and a steering/advisory committee
- Appoint staff to oversee program activities
- Create a digital accessibility program web site, and start to promote the program
- Define a Rock Valley College Digital Accessibility Standard and Accessibility Policy
- Enable communication channels to report accessibility issues

Additional supporting material in the roadmap document

- Staffing recommendations and outline budget
- Responsibility matrix for implementing recommendations
- Specific guidance on accessibility evaluation and remediation strategy for existing digital resources
- Appendices, including:
 - key accessibility risks
 - selected accessibility policies and programs from other schools and colleges
 - providing equally effective alternative access when resources are known to be inaccessible

Conclusion

- Rock Valley College is in a good place to take the next step towards growing digital accessibility maturity across the college
- Intentional, strategic support should focus on building capacity, articulating responsibilities and providing support through a combination of
 - Accessibility policy and standards
 - Dedicated program staff
 - Resources, tools, and processes to help campus units meet their accessibility responsibilities and to monitor progress

RVCare

Est. November 2017

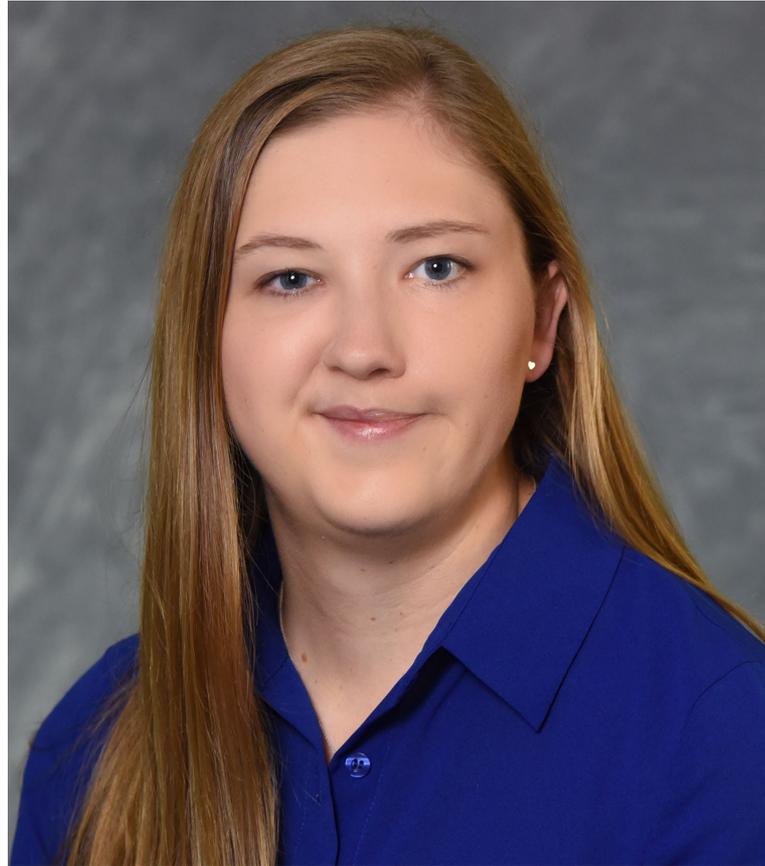


OSF[®]
HEALTHCARE

Welcome Margaret!

Margaret Kaiser Ferguson, PA

My draw to healthcare started at a young age through my experiences as a patient. As I continued to grow and mature, I appreciated the respect and compassion I was given as a nervous child going through major surgery. It was the manner in which I received care that inspires me to treat my patients with the utmost respect for the patient as a whole.



RVCare Historical Data

FY21 Encounter Summary

Period	Office	Immunization/Other	Total
Oct-20	9	154	163
Nov-20	6	69	75
Dec-20	6	8	14
Jan-21	5	3	8
Feb-21	12	4	16
Mar-21	3	6	9
Apr-21	5	3	8
May-21	9	13	22
Jun-21	7	0	7
Jul-21	17	14	31
Aug-21	9	12	21
Sep-21	9	19	28
Totals	97	305	402

FY22 Encounter Summary

Period	Office	Immunization/Other	Total
Oct-21	4	69	73
Nov-21	29	126	155
Dec-21	13	11	24
Jan-22	5	7	12
Feb-22	20	13	33
Mar-22	21	8	29
Apr-22	10	10	20
May-22	12	4	16
Jun-22	21	8	29
Jul-22	9	14	23
Aug-22	17	10	27
Sep-22			
Totals	161	280	441



Cost Avoidance Information

Fiscal YTD Cost Avoidance

Oct 21- Aug 22

Type	Regular Charge	RVC Charge	Savings
Office Visit	\$ 34,118.00	\$ 2,880.00	\$31,238.00
Labs	\$ 54,831.00	\$ 6,475.74	\$48,355.26
Vaccines	\$ 10,373.00	\$ 4,083.59	\$ 6,289.41
Total	\$ 99,322.00	\$13,439.33	\$85,882.67

*Cost avoidance= cost of services rendered by OSF but not charged to RVC. Venipuncture fee, Admin fees for vaccine/medication, and fee for visits.



Opportunities to Increase Clinic Utilization

October

- 9 reasons to add pumpkin to your diet
- Breast Cancer Awareness--Importance of screening
- Know your family's health history
- Chronic sleep issues: can cause other issues
- Coming to terms with a cancer diagnosis

November

- Self care isn't selfish
- Colorectal cancer essential screening
- Cancer Signs All Men Should Know
- Hit your head? Don't just shake it off

December

- When is a cough, bronchitis?
- Monkeypox – vaccine, testing and symptoms
- What you need to know about diabetes
- Is Social Media Impacting Your Mental Health

Summary

- Reignited monthly meeting with RVC leadership and OSF leadership and marketing
- Continue to promote Tele-Visits by incorporating a patient testimonial
- Begin promoting Margaret throughout the campus and department meetings.



RVC HEALTH PATHWAYS

Presented to RVC Board of Trustees Committee of the Whole
October 11, 2022

Ms. Heather Snider, Vice President of Institutional Effectiveness
and Communications

Pipeline for the Advancement of the Healthcare Workforce

- To create, support, and expand the opportunities of individuals in the nursing pathway and select healthcare pathways to obtain credentials and degrees that allow them to enter and/or advance their careers in the healthcare industry
- Aims to address the shortage of workers in the healthcare industry that has been exasperated by the COVID 19 pandemic

RVC Implementation Plan

- Focuses on four areas:
 - Recruitment and outreach
 - Retention of students
 - Readiness for employment
 - Capacity-building
- Awarded: \$469,542.00 for FY2023
- Goal: 256 completers

RVC Health PATHways: Recruitment

- Program Specialist will work with external partners
 - Healthcare partners for employee upskilling
 - District high schools
 - Community centers
 - Local WIOA one-stop
- Program Specialist will work with internal partners
 - Recruitment
 - Refugee & Immigrant Services
 - Early College
 - TRiO

RVC Health PATHways: Retention

- Health Science Specialist meets with students
 - Establishes Individualized Success Plan for each student upon entrance to the program
 - Follows up with students at strategic points throughout the semester
 - Provides referrals to campus and community resources

RVC Health PATHways: Readiness for Employment

- Clinicals and internships are embedded in the program
- Career Advisor provides workshops on employment readiness
- Health Science Specialist provides a connection between employers and students to facilitate employment opportunities

RVC Health PATHways: Capacity-Building

- Additional Simulation Technician to increase simulation opportunities
- Health Science Specialist to increase clinical sites
- More clinical sites will allow the programs to increase program enrollment

Questions?

Purchase Report-A – FY23 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Contractual Services – (Consultant Services – Professional/Technical: Operations)

OPN Architects Madison, WI

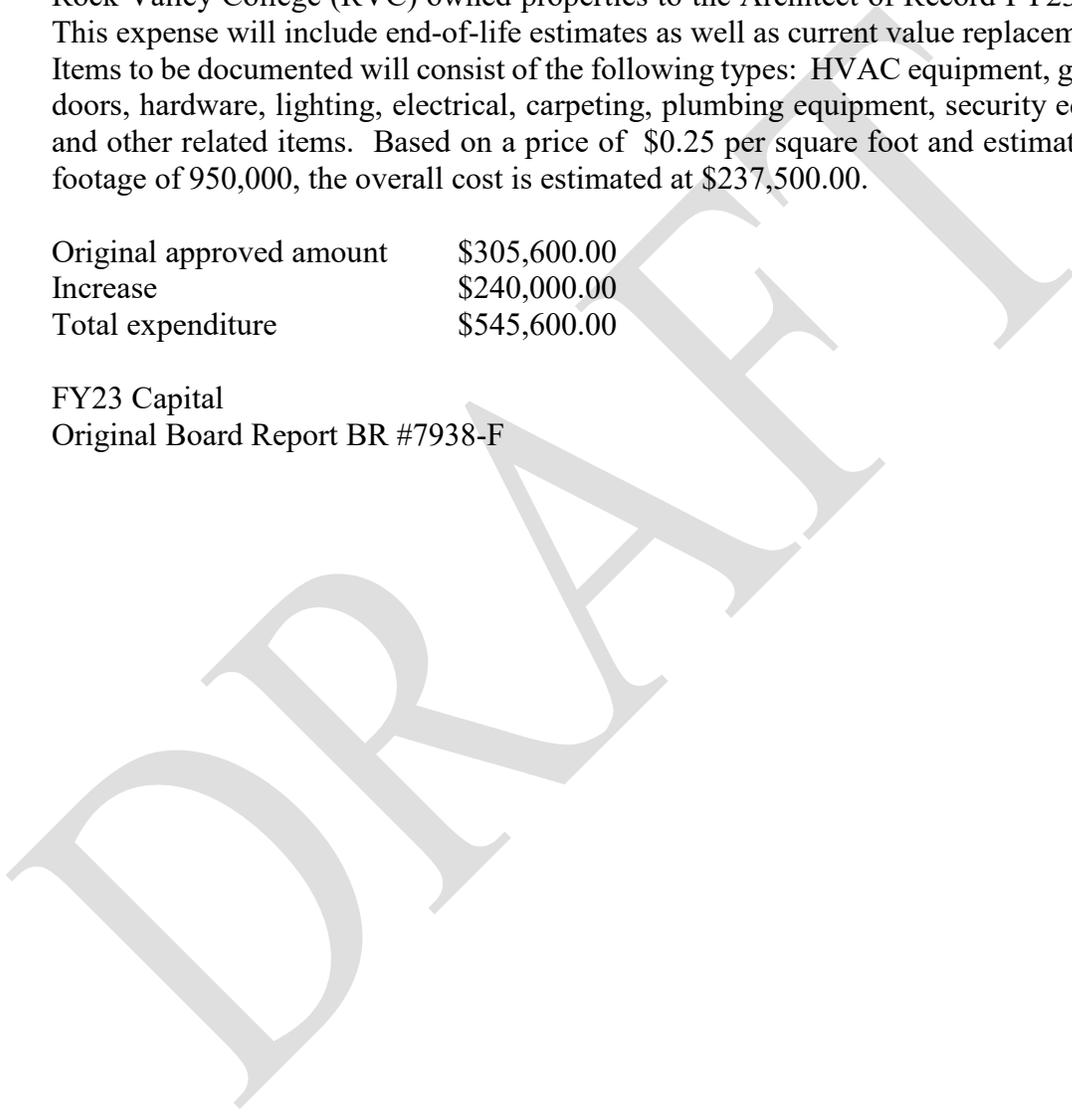
NOT TO EXCEED \$240,000.00*(1)

1. This amendment is to add the formal assessment and documentation of assets within Rock Valley College (RVC) owned properties to the Architect of Record FY23 contract. This expense will include end-of-life estimates as well as current value replacement costs. Items to be documented will consist of the following types: HVAC equipment, generators, doors, hardware, lighting, electrical, carpeting, plumbing equipment, security equipment, and other related items. Based on a price of \$0.25 per square foot and estimated square footage of 950,000, the overall cost is estimated at \$237,500.00.

Original approved amount	\$305,600.00
Increase	\$240,000.00
Total expenditure	\$545,600.00

FY23 Capital

Original Board Report BR #7938-F



Purchase Report-A – FY23 Amendments

B. Services – (Telecommunications: IT Telecommunications)

Northern Illinois University DeKalb, IL

\$1,240.00*(2)

2. This amendment is to increase the bandwidth for the College to improve internet speeds. Students and staff have been experiencing slower internet response times due to the IT Department moving multiple enterprise modules to the Cloud this past year. Currently, the College has a three-year agreement for 500 Megabytes per second (Mbps) bandwidth at a cost of \$11,000.00 per year. The cost to increase the bandwidth up to 1,000 Mbps would cost \$14,400.00 per year on a three-year agreement. By changing to a five-year agreement at \$12,240.00 per year, the college would receive a cost savings of \$2,160.00 per year. It is recommended that we change from a three-year contract to a five-year contract to take advantage of the cost savings.

Original approved amount	\$11,000.00
Increase	\$1,240.00
Total expenditure	\$12,240.00

FY23 Budgeted Expense
Original Board Report BR #7938-F

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B – FY23 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Equipment – (Instructional Equipment: Music)

Randee’s Music Center Rockford IL \$11,210.00*(1)

1. The Liberal Arts Department has been systematically updating two (2) Yamaha Clavinova (student) digital pianos in the Rock Valley College Piano Lab every year since 2019. This year the department received additional funds not only to upgrade the two (2) digital student pianos, but also to upgrade the instructor’s digital piano. The price for the three (3) pianos is \$11,210.00. Randee’s Music Center is the Educational Regional Supplier for the Rockford area.

FY23 Budgeted Expenses

B. Contractual Services – (Other Contractual Services: Athletics)

Forest Hills Country Club Rockford IL \$10,882.00*(2)

2. This expense is for the annual Athletic Department golf outing held on July 25, 2022, to raise funds for the Rock Valley College (RVC) Athletic Booster Club. This expense covers the per golfer base price, use of the facilities, lunch, dinner, and a gratuity for the golf course workers that help the day of the event.

FY23 Budgeted Expense

C. Concert Revenue – (Other Contractual Services – Rockford Symphony)

Rockford Symphony Orchestra Rockford IL \$13,431.00*(3)

3. This expense is to pay the Rockford Symphony Orchestra its 50% portion of the ticket sales from the annual July 3, 2022, Patriotic concert held on campus. This performance is done in collaboration with Starlight Theatre every year.

FY23 Budgeted Expense

Purchase Report-B – FY23 Purchases

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

Servio Consulting Frankfort IL

\$58,000.00*(4)

4. This expense is for year two of a five-year Customer Relationship Management (CRM) project for the Student Affairs Department. The application will provide a robust and scalable enterprise system starting at a student’s initial enrollment and includes marketing to prospective students, recruitment, admissions, testing, orientation, and registrations.

FY23 Budgeted Expense

E. Equipment – (Instructional Supplies General: Perkins)

Air One Equipment Inc. South Elgin IL

\$30,000.00*(5)

5. This expense is to purchase five (5) Self Contained Breathing Apparatuses (SCBA) for the Fire Science students and faculty. Most fire departments in the Rock Valley College jurisdiction use Mine Safety Appliance (MSA) SCBAs for their firefighting operations. Purchasing this specific brand of SCBA will allow students to train on the same equipment they will use in the workplace. Air One Equipment Inc. is the single-source authorized dealer of MSA Self-Contained Breathing Apparatus in the Illinois Region. This expense will be covered by the Perkins Funds.

FY23 Grant Expense

Purchase Report-B – FY23 PurchasesF. Equipment – (Instructional Supplies General: Perkins)**Dinges Fire Company Amboy IL****\$20,000.00*(6)**

6. This expense is to purchase six (6) complete sets of Firefighting Personal Protective Equipment (PPE) for the Fire Science students and faculty of the Fire Science Program. A set consists of a fire helmet, turnout coat, turnout pants, and fire boots. This specific brand of PPE meets the National Fire Protection Association (NFPA) requirement for the safety of the College's students and faculty. This equipment is also similar to the current PPE that the College owns and provides consistency with the PPE for all students. Dinges Fire Company is the authorized regional dealer of Lion Personal Protective Equipment. Lion PPE also provides discounted pricing to educational institutions. This expense will be covered by the Perkins Funds.

FY23 Grant Expense

G. Contractual Services – (Participant Travel (non-RVC): Upward Bound)**First Student Belvidere IL****\$15,540.00*(7)**

7. This expense is to provide transportation for low-income, in-district high school students from their place of residence to the college to participate in the Upward Bound Summer 2022 Program. The program provides financial literacy workshops, campus visits, and team-building activities for area high school students.

FY23 Grant Expense

H. Computer Equipment – (Higher Education Emergency Relief Fund Act (HEERF))**TBD****\$x.xx*(8)**

8. Rock Valley College initiated a Computer Lifecycle Project this past year to provide reliable technology solutions to help enhance the educational experience for students and support the demands for consistency and mobility across the campus. The first phase of this project was done under Bid #22-01 in January 2022.

Bid #22-20 for Phase II of the Rock Valley College Computer Lifecycle Replacement project was opened on October 5, 2022. The committee is currently reviewing all the submittals. An award will be brought to the October 25, 2022, Board of Trustees meeting. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY23 Grant Expense

Purchase Report-B – FY23 Purchases

I. Computer Equipment – (Higher Education Emergency Relief Fund Act (HEERF))

TBD

\$x.xx*(9)

9. Rock Valley College initiated a Computer Lifecycle Project this past year to provide reliable technology solutions to help enhance the educational experience for students and support the demands for consistency and mobility across the campus. Part of this project includes the replacement of projectors that are used to run the campus classroom technology and instructional desktop systems on campus.

Bid #22-21 for projectors was opened on October 5, 2022. The committee is currently reviewing all the submittals. An award will be brought to the October 25, 2022, Board of Trustees meeting. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY23 Grant Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Cash and Investment Report
September 30, 2022

Month End Balance

Operating Cash Accounts

Illinois Bank & Trust	6,675,484
PMA Operating Cash	10,069,960
Petty Cash	3,274
ISDLAF*	38,094,923

Total Operating Cash: 54,843,641

Operating Investments Accounts

PMA Operating	488,426
ISDLAF*	282,893
CD's and CDARS	7,394,754
Treasuries	11,473,966
ISDLAF Term Series	1,000,000
FHLB Discount Notes	-

Total Operating Investments: 20,640,040

Total Operating Cash & Investments: 75,483,681

Total Operating Cash and Investments on August 31, 2022	<u>72,609,823</u>
Total Operating Cash and Investments on September 30, 2022	<u>75,483,681</u>
Total Operating Cash and Investments on September 30, 2021,	<u>66,373,319</u>
 % of Operating Budget	71.43%
Change in Operating Cash and Investments since August 31, 2022	2,873,858

*Illinois School District Liquid Asset Fund

Month End Balance

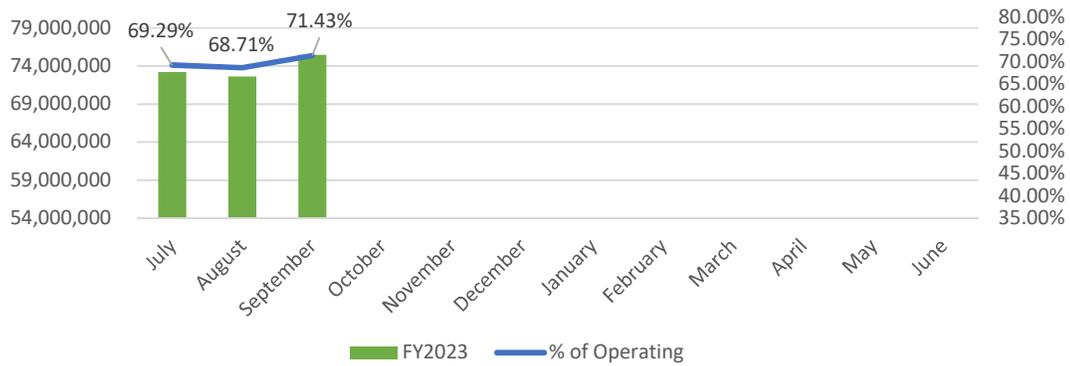
Capital Funds

Debt Service	7,009,098
Life Safety	1,827,115
CDB Escrow	4,143,633
Building Funds	3,991,485
ATC Capital	2,687,853

Total Capital Funds: 19,659,183

Total Capital Funds on August 31, 2022	<u>20,355,497</u>
Total Capital Funds on September 30, 2022	<u>19,659,183</u>
Change in Capital Funds since August 31, 2022	(696,314)

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



Month / Year	Cash & Investments	Capital	Total
September 2022	75,483,681	19,659,183	95,142,864
September 2021	66,373,319	26,989,336	93,362,655
August 2022	72,609,823	20,355,497	92,965,321
August 2021	67,229,922	24,163,878	91,393,799
July 2022	73,227,608	19,835,297	93,062,906
July 2021	64,988,026	22,955,921	87,943,946
June 2022	72,894,073	20,046,781	92,940,853
June 2021	65,999,909	22,845,925	88,845,834
May 2022	67,022,029	14,717,680	81,739,710
May 2021	58,904,746	17,697,700	76,602,446
April 2022	64,250,129	13,129,795	77,379,925
April 2021	57,702,722	16,321,268	74,023,990
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



3301 North Mulford Road
Rockford, IL 61114

State of Illinois

Rock Valley College

Community College District 511

1st Quarter Y-T-D Financial Report

9/30/2022

Submitted: October 11, 2022

Prepared by: Ellen Olson, Chief Financial Officer

Presented by: Ellen Olson, Chief Financial Officer



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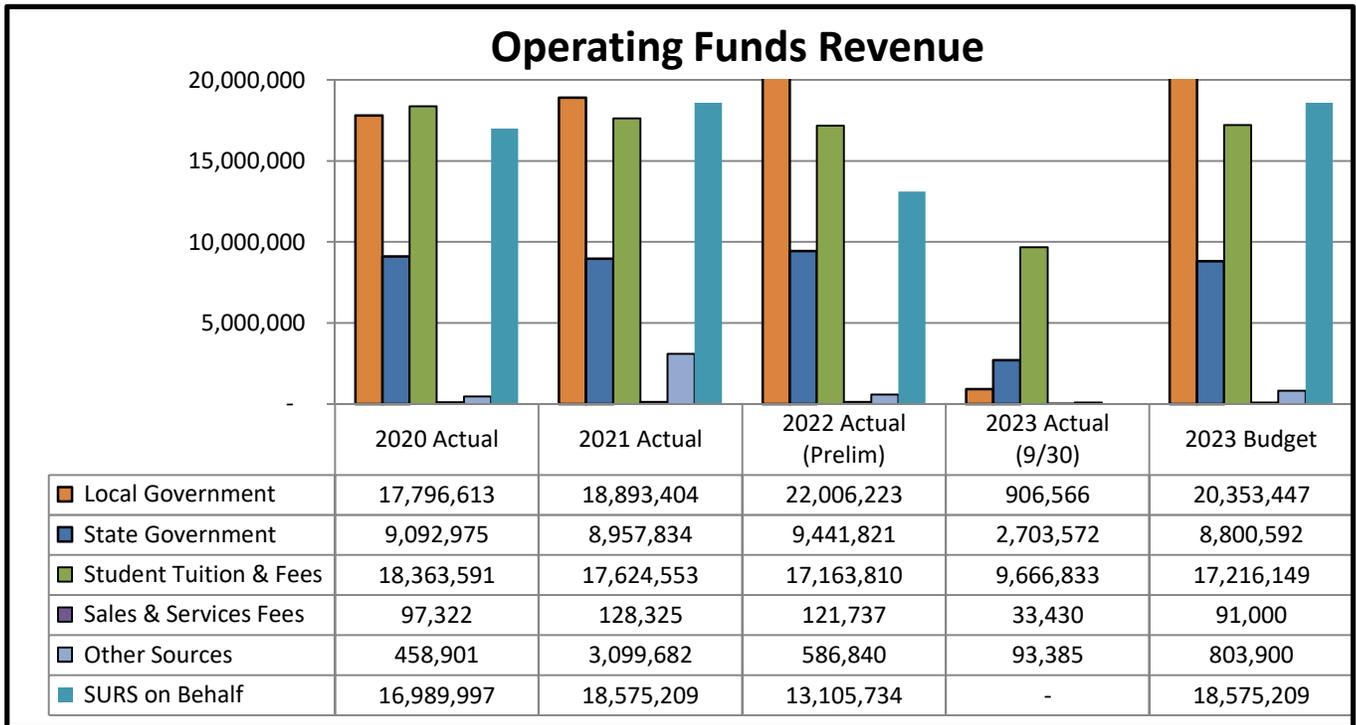
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Rock Valley College
FY23 Operating Funds 4th Qtr Y-T-D

Operating (Funds 01 & 02)

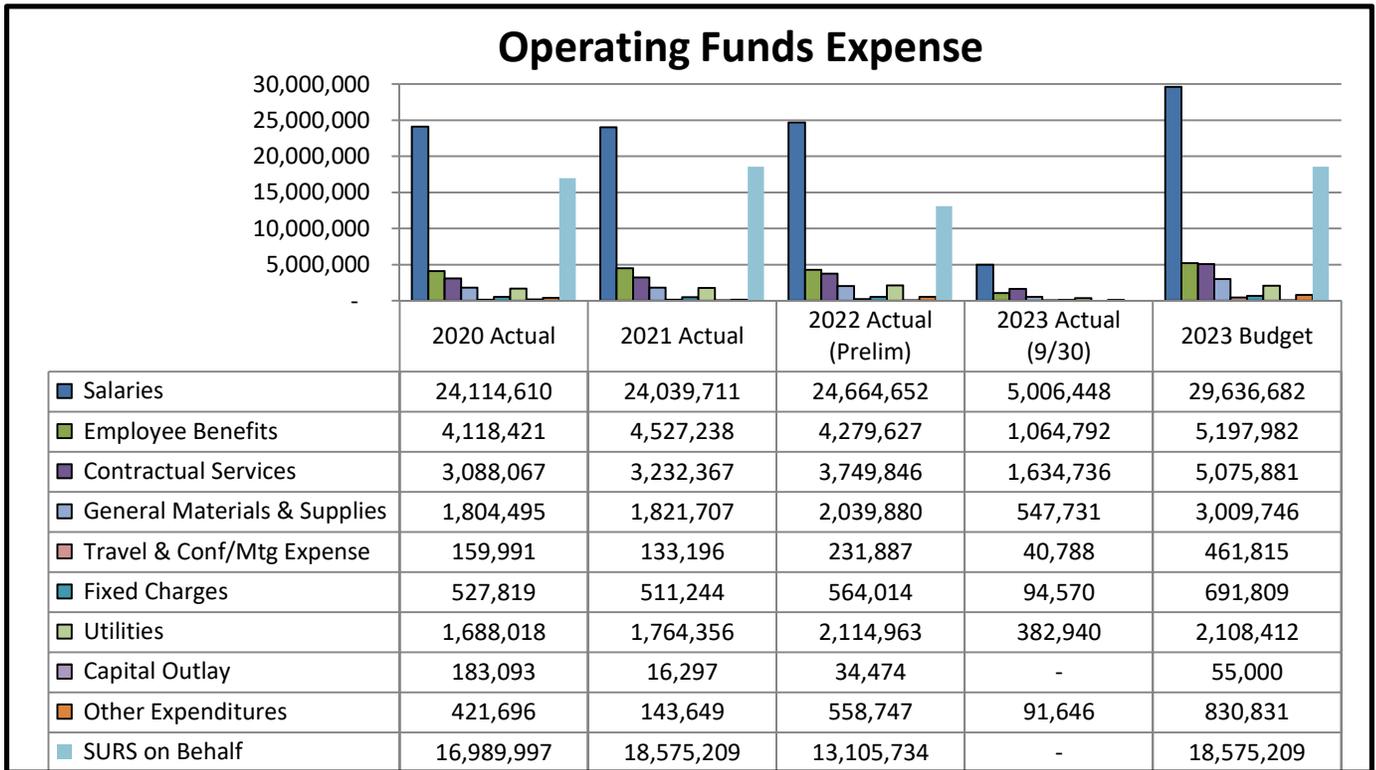
Revenues by Source	Fund 01 Actual 9/30/2022	Fund 02 Actual 9/30/2022	Total Operating Revenue 9/30/2022	2023 Operating Revenue Budget	% Actual to Budget
41 Local Government	\$ 678,587	\$ 227,978	\$ 906,566	\$ 20,353,447	4.45%
42 State Government	2,509,458	194,115	2,703,572	8,800,592	30.72%
43 Federal Governmental	-	-	-	-	
44 Student Tuition & Fees	9,058,128	608,705	9,666,833	17,216,149	56.15%
45 Sales & Services Fees	33,430	-	33,430	91,000	36.74%
46 Facilities Revenue	-	288,958	288,958	968,000	29.85%
47 Investment Revenue	246,496	-	246,496	33,000	746.96%
48 Gifts, Grants, & Bequests	52,489	-	52,489	308,257	17.03%
49 Other Sources	49,083	44,301	93,385	803,900	11.62%
SURS on Behalf	-	-	-	18,575,209	0.00%
Total Revenues	\$ 12,627,671	\$ 1,364,057	\$ 13,991,727	\$ 67,149,554	20.84%



Rock Valley College
FY23 Operating Funds 4th Qtr Y-T-D

Operating (Funds 01 & 02)

Expenses by Source	Fund 01	Fund 02	Total	2023	% Actual to Budget
	Actual 9/30/2022	Actual 9/30/2022	Operating Expense 9/30/2022	Operating Expense Budget	
51 Salaries	\$ 4,559,985	\$ 446,464	\$ 5,006,448	\$ 29,636,682	16.89%
52 Employee Benefits	981,723	83,069	1,064,792	5,197,982	20.48%
53 Contractual Services	1,264,561	370,175	1,634,736	5,075,881	32.21%
54 General Materials & Supplies	459,669	88,061	547,731	3,009,746	18.20%
55 Travel & Conf/Mtg Expense	39,892	895	40,788	461,815	8.83%
56 Fixed Charges	95,318	(748)	94,570	691,809	13.67%
57 Utilities	6,799	376,141	382,940	2,108,412	18.16%
58 Capital Outlay	-	-	-	55,000	N/M
59 Other Expenditures	91,646	-	91,646	830,831	11.03%
SURS on Behalf	-	-	-	18,575,209	0.00%
Total Expenses	\$ 7,499,594	\$ 1,364,057	\$ 8,863,651	\$ 65,643,367	13.50%



	Fund 01	Fund 02	Total	2023	% Actual to Budget
Other Financing Sources (Uses)	Actual 9/30/2022	Actual 9/30/2022	Operating Expense 9/30/2022	Operating Expense Budget	
Transfers from Other Funds					
Transfer to Other Funds	-	-	-	-	N/M
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	N/M
Total Expenses, Including Transfers	\$ 7,499,594	\$ 1,364,057	\$ 8,863,651	\$ 65,643,367	13.50%

Fund 01 Education-Detail

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

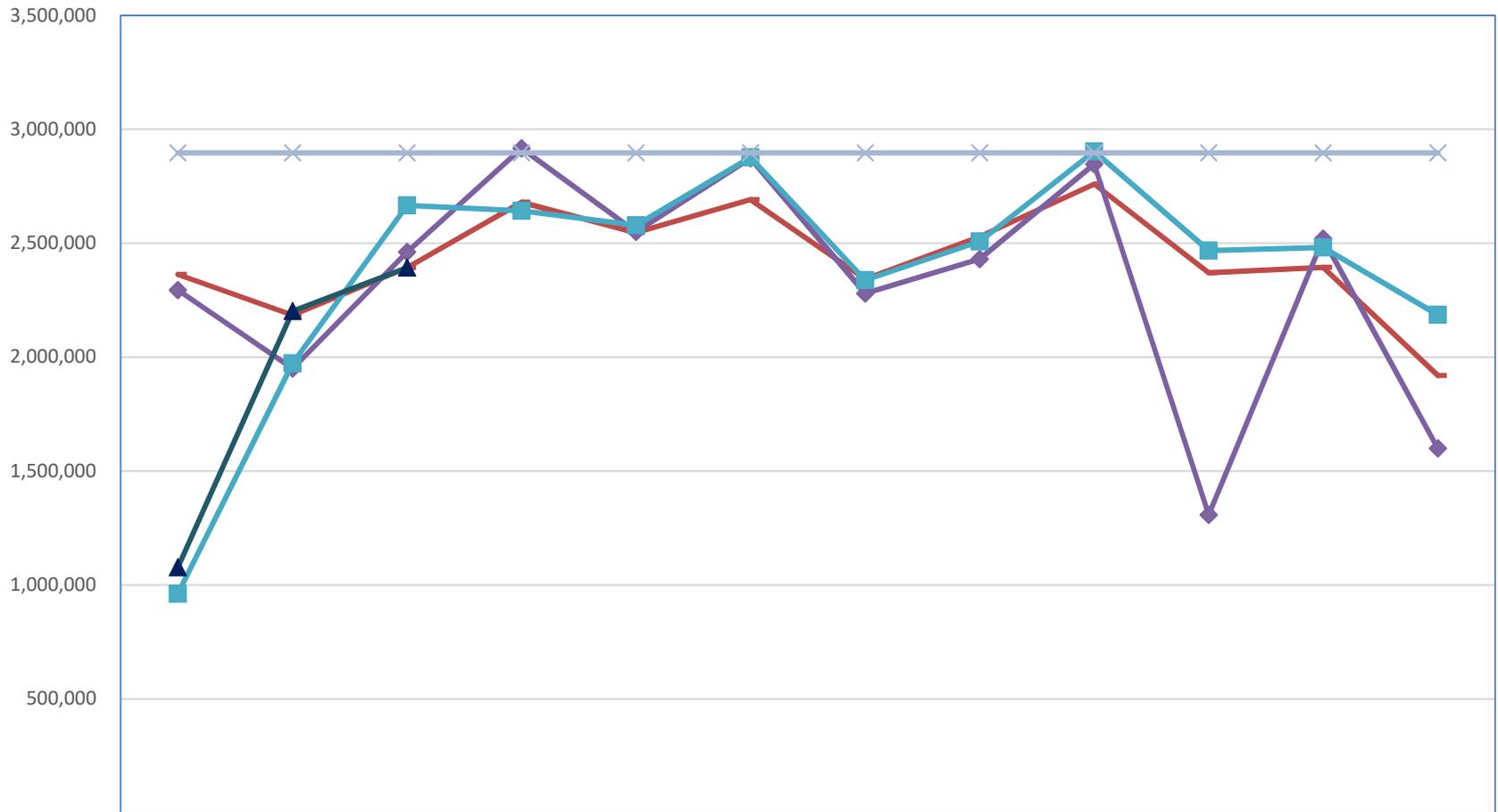
	(Target % = 25%)						
	FY 2020 Actuals	FY 2021 Actuals	FY2022 Actuals (Pre-audit)	FY 2023 Actuals (09/30/2022)	% of 2022 Actuals	FY 2023 Budget	% of 2023 Budget
Revenue							
Local Government	\$ 15,047,276	\$ 16,093,106	\$ 18,136,578	\$ 678,587	3.74%	\$ 16,456,640	4.12%
State Government	8,435,475	8,303,462	8,759,445	2,509,458	28.65%	8,117,810	30.91%
Federal Government	-	-	-	-		-	
Student Tuition & Fees	18,092,620	16,135,139	16,002,715	9,058,128	56.60%	15,236,149	59.45%
Sales & Service Fees	97,322	128,325	121,737	33,430	27.46%	91,000	36.74%
Facilities Revenue	-	-	-	-		-	
Investment Revenue	929,394	95,063	(20,405)	246,496	N/M	33,000	746.96%
Gifts, Grants & Bequests	230,428	237,359	228,504	52,489	22.97%	308,257	17.03%
Other Revenue	191,571	2,846,338	369,383	49,083	13.29%	584,000	8.40%
SURS on Behalf	15,752,154	17,045,429	11,885,594	-	0.00%	17,045,429	0.00%
Total Revenue	\$ 58,776,240	\$ 60,884,221	\$ 55,483,551	\$ 12,627,671	22.76%	\$ 57,872,285	21.82%
Expenses							
Salaries	\$ 22,326,700	\$ 22,063,594	\$ 22,476,246	4,559,985	20.29%	\$ 27,201,796	16.76%
Employee Benefits	3,747,521	4,118,476	3,899,236	981,723	25.18%	4,679,805	20.98%
Contractual Services	1,918,517	1,874,496	2,209,868	1,264,561	57.22%	2,973,246	42.53%
General Materials & Supplies	1,459,192	1,427,947	1,583,239	459,669	29.03%	2,449,046	18.77%
Travel & Conf/Meeting Exp	165,765	129,560	227,071	39,892	17.57%	472,140	8.45%
Fixed Charges	363,655	347,293	370,456	95,318	25.73%	463,809	20.55%
Utilities	1,423	3,351	6,471	6,799	105.07%	5,345	127.21%
Capital Outlay	181,857	16,297	34,474	-	0.00%	10,000	0.00%
Other Expenditures	421,696	129,014	554,735	91,646	16.52%	830,831	11.03%
SURS on Behalf	15,752,154	17,045,429	11,885,594	-	0.00%	17,045,429	0.00%
Total Expenses	\$ 46,338,481	\$ 47,155,458	\$ 43,247,390	\$ 7,499,594	17.34%	\$ 56,131,447	13.36%
Contingency	-			-		1,506,187	
Other Financing Sources (Uses)							
Transfers from Other Funds						-	
Transfer to Other Funds	(5,000,000)		(13,371,085)	-		(234,651)	
Total Other Financing Sources (Uses)	(5,000,000)	-	(13,371,085)	-		(234,651)	
Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)							
	\$ 7,437,760	\$ 13,728,763	\$ (1,134,924)	\$ 5,128,077		\$ -	
Beginning Fund Balance	\$ 15,778,972	\$ 23,216,732	\$ 36,945,495	\$ 35,810,571		\$ 33,816,734	
Change in Fund Balance	7,437,760	13,728,763	(1,134,924)	5,128,077		-	
Ending Fund Balance	\$ 23,216,732	\$ 36,945,495	\$ 35,810,571	\$ 40,938,647		\$ 33,816,734	

Fund 02 Operations & Maintenance-Detail

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

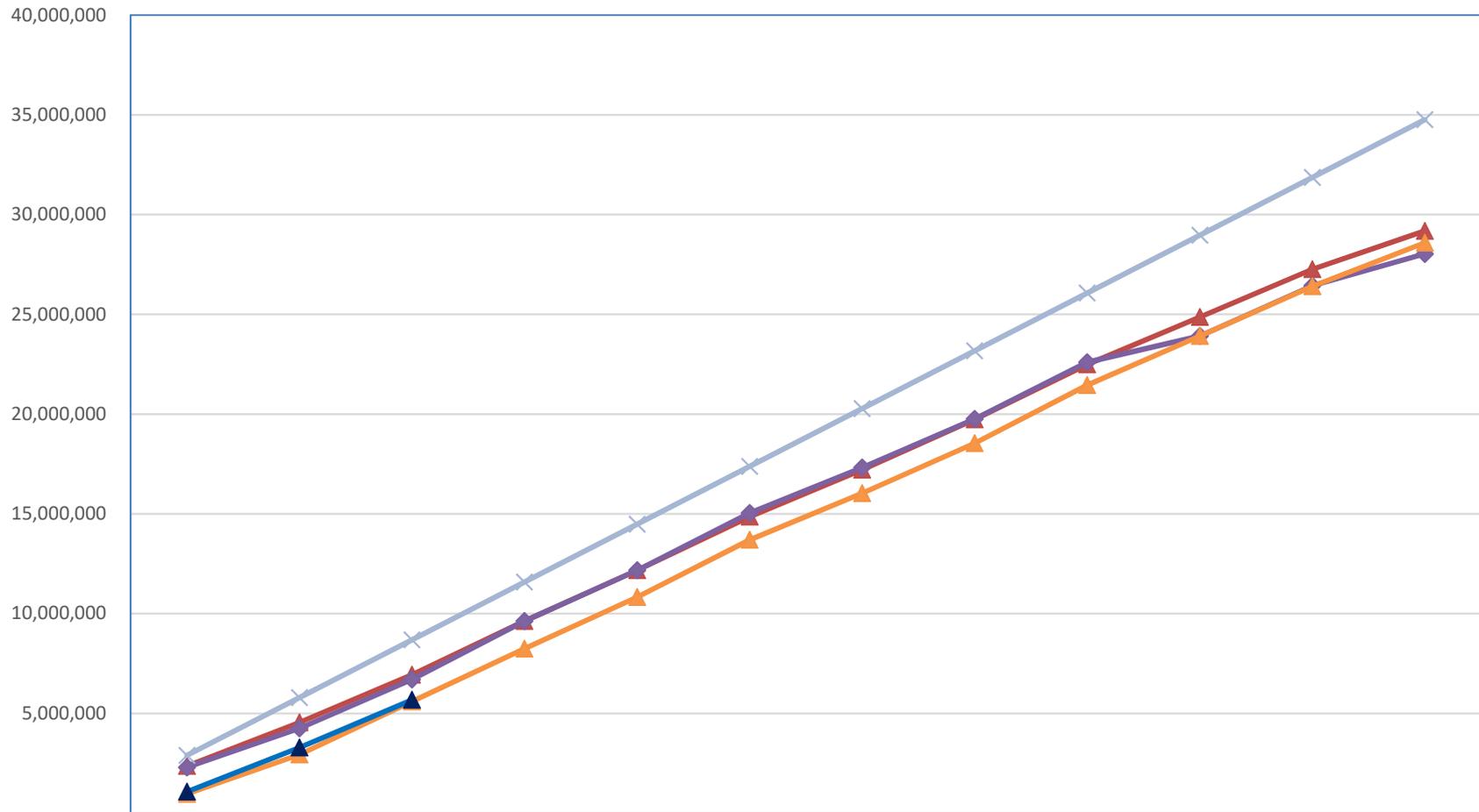
	FY 2020 Actuals	FY 2021 Actuals	FY2022 Actuals (Pre-audit)	FY 2023 Actuals (09/30/2022)	(Target % = 25%) % of 2022 Actuals	FY 2023 Budget	% of 2023 Budget
Revenue							
Local Government	\$ 2,617,545	\$ 2,800,298	\$ 3,869,644	\$ 227,978	5.89%	\$ 3,896,807	5.85%
State Government	657,500	654,371	682,376	194,115	28.45%	682,782	28.43%
Federal Government	-	-	-	-		-	
Student Tuition & Fees	925,295	1,489,414	1,161,095	608,705	52.43%	1,980,000	30.74%
Sales & Service Fees	-	-	-	-	N/M	-	N/M
Facilities Revenue	999,246	882,193	782,452	288,958	36.93%	968,000	29.85%
Investment Revenue	3,965	117	163,270	-	0.00%	-	N/M
Gifts, Grants & Bequests	-	-	-	-		-	
Other Revenue	263,718	253,343	217,456	44,301	20.37%	219,900	20.15%
SURS on Behalf	1,237,843	1,529,780	1,220,140	-	0.00%	1,529,780	0.00%
Total Revenue	\$ 6,705,110	\$ 7,609,516	\$ 8,096,435	\$ 1,364,057	16.85%	\$ 9,277,269	14.70%
Expenses							
Salaries	\$ 1,736,301	\$ 1,976,117	\$ 2,188,406	\$ 446,464	20.40%	\$ 2,434,886	18.34%
Employee Benefits	370,642	408,762	380,390	83,069	21.84%	518,177	16.03%
Contractual Services	1,169,550	1,357,871	1,539,978	370,175	24.04%	2,102,635	17.61%
General Materials & Supplies	344,555	393,760	456,641	88,061	19.28%	560,700	15.71%
Travel & Conf/Meeting Exp	(5,774)	3,636	4,816	895	18.59%	(10,325)	-8.67%
Fixed Charges	164,164	163,951	193,558	(748)	-0.39%	228,000	-0.33%
Utilities	1,686,595	1,761,006	2,108,493	376,141	17.84%	2,103,067	17.89%
Capital Outlay	1,235	-	-	-	N/M	45,000	N/M
Other Expenditures	-	14,635	4,013	-	N/M	-	N/M
SURS on Behalf	1,237,843	1,529,780	1,220,140	-	0.00%	1,529,780	0.00%
Total Expenses	\$ 6,705,110	\$ 7,609,516	\$ 8,096,435	\$ 1,364,057	16.85%	\$ 9,511,920	14.34%
Contingency	-	-	-	-		-	
Other Financing Sources (Uses)							
Transfers from Other Funds	-	-	-	-		234,651	
Transfer to Other Funds	-	-	-	-		-	
Total Other Financing Sources (Uses)	-	-	-	-		234,651	
Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)	\$ -	\$ 0	\$ 0	\$ (0)		\$ -	
Beginning Fund Balance	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
Change in Fund Balance	-	0	0	(0)		-	
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	

Rock Valley College FY23 Payroll by Month



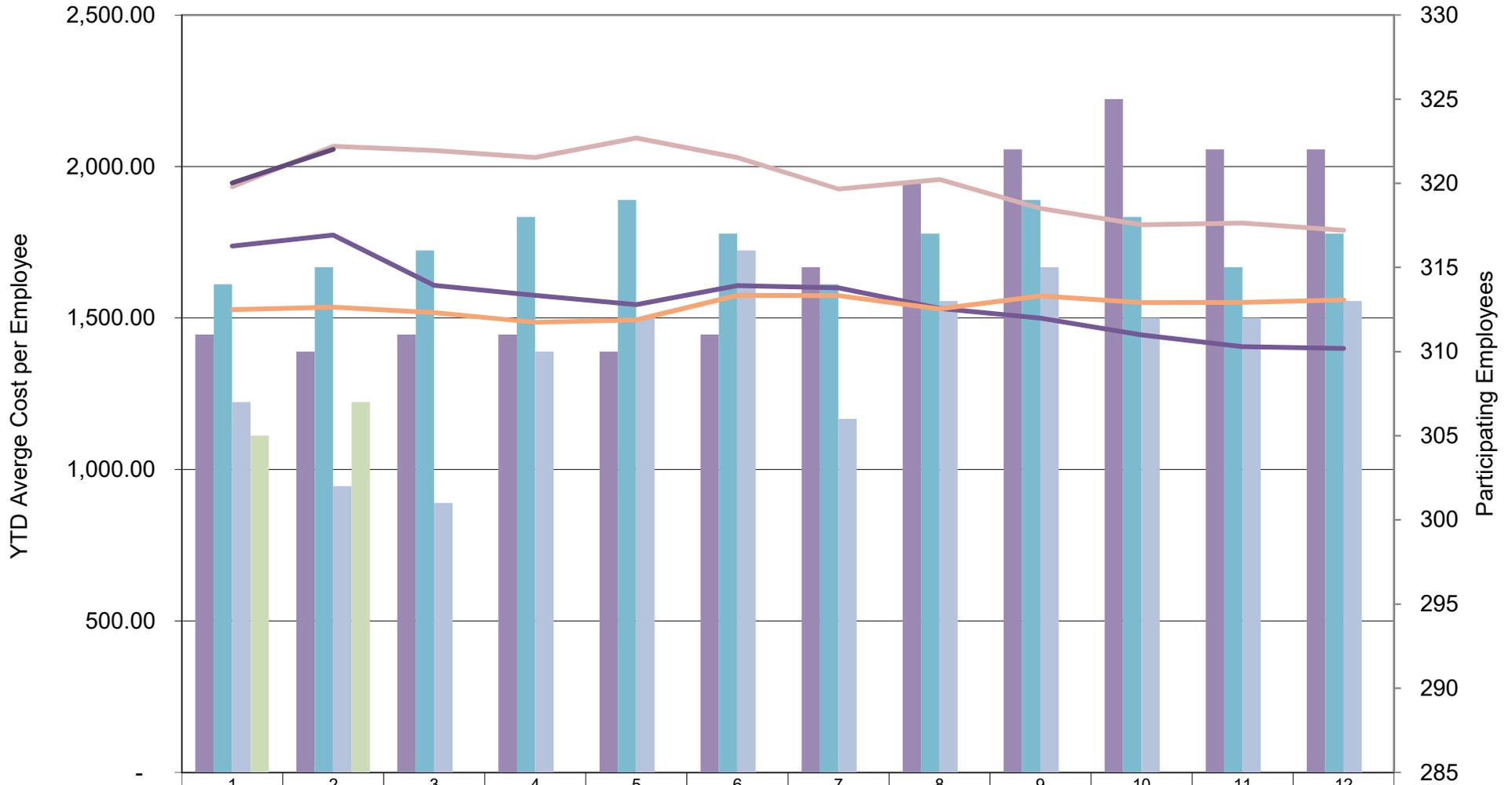
	July	August	September	October	November	December	January	February	March	April	May	June
FY20 Actual	2,363,755	2,185,014	2,392,942	2,679,774	2,547,020	2,691,294	2,343,971	2,528,645	2,760,390	2,371,070	2,393,906	1,919,747
FY21 Actual	2,294,726	1,950,092	2,462,026	2,916,990	2,550,209	2,872,814	2,279,917	2,431,184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

Rock Valley College FY23 Payroll Year-to-Date



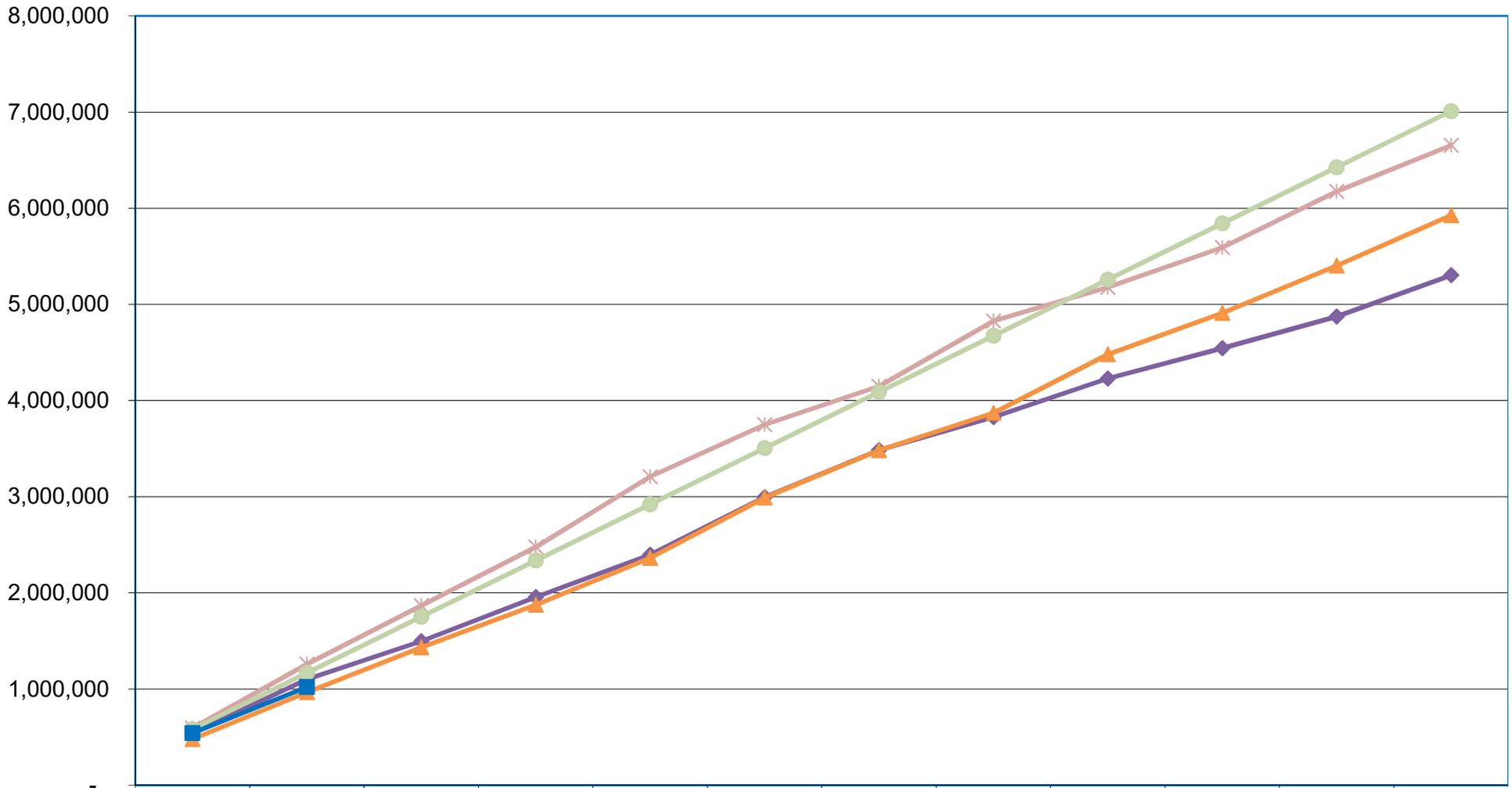
	July	August	September	October	November	December	January	February	March	April	May	June
▲ FY20 Actuals	2,363,755	4,548,769	6,941,711	9,621,485	12,168,50	14,859,79	17,203,77	19,732,41	22,492,80	24,863,87	27,257,78	29,177,52
◆ FY21 Actuals	2,294,726	4,244,818	6,706,844	9,623,834	12,174,04	15,046,85	17,326,77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

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



FY20 Participants	311	310	311	311	310	311	315	320	322	325	322	322
FY21 Participants	314	315	316	318	319	317	314	317	319	318	315	317
FY22 Participants	307	302	301	310	312	316	306	313	315	312	312	313
FY23 Participants	305	307										
FY20 Actuals	1,737.32	1,773.66	1,607.72	1,574.17	1,544.01	1,606.46	1,599.17	1,531.75	1,499.03	1,444.35	1,405.39	1,399.26
FY21 Actuals	1,527.79	1,535.82	1,517.10	1,485.53	1,493.89	1,574.47	1,573.64	1,529.73	1,572.55	1,550.68	1,551.37	1,559.78
FY22 Actuals	1,932.84	2,066.52	2,053.00	2,029.73	2,093.81	2,029.36	1,925.48	1,956.83	1,861.29	1,807.54	1,813.06	1,789.47
FY23 Actuals	1,945.52	2,056.39										

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



	1	2	3	4	5	6	7	8	9	10	11	12
FY 20 Actual	540,308	1,101,441	1,498,397	1,956,688	2,397,848	2,994,437	3,484,581	3,827,848	4,228,767	4,543,917	4,873,903	5,303,201
FY 21 Actual	479,727	966,029	1,433,663	1,876,231	2,363,336	2,989,928	3,482,475	3,870,226	4,480,190	4,910,989	5,401,861	5,925,591
FY 22 Actuals	593,383	1,258,512	1,868,230	2,476,271	3,207,723	3,750,252	4,147,476	4,827,490	5,178,109	5,592,533	6,175,279	6,655,021
FY 23 Budget	584,203	1,168,406	1,752,609	2,336,812	2,921,015	3,505,218	4,089,421	4,673,624	5,257,827	5,842,030	6,426,233	7,010,436
FY 23 Actuals	541,426	1,021,168										



2022 Tax Levy

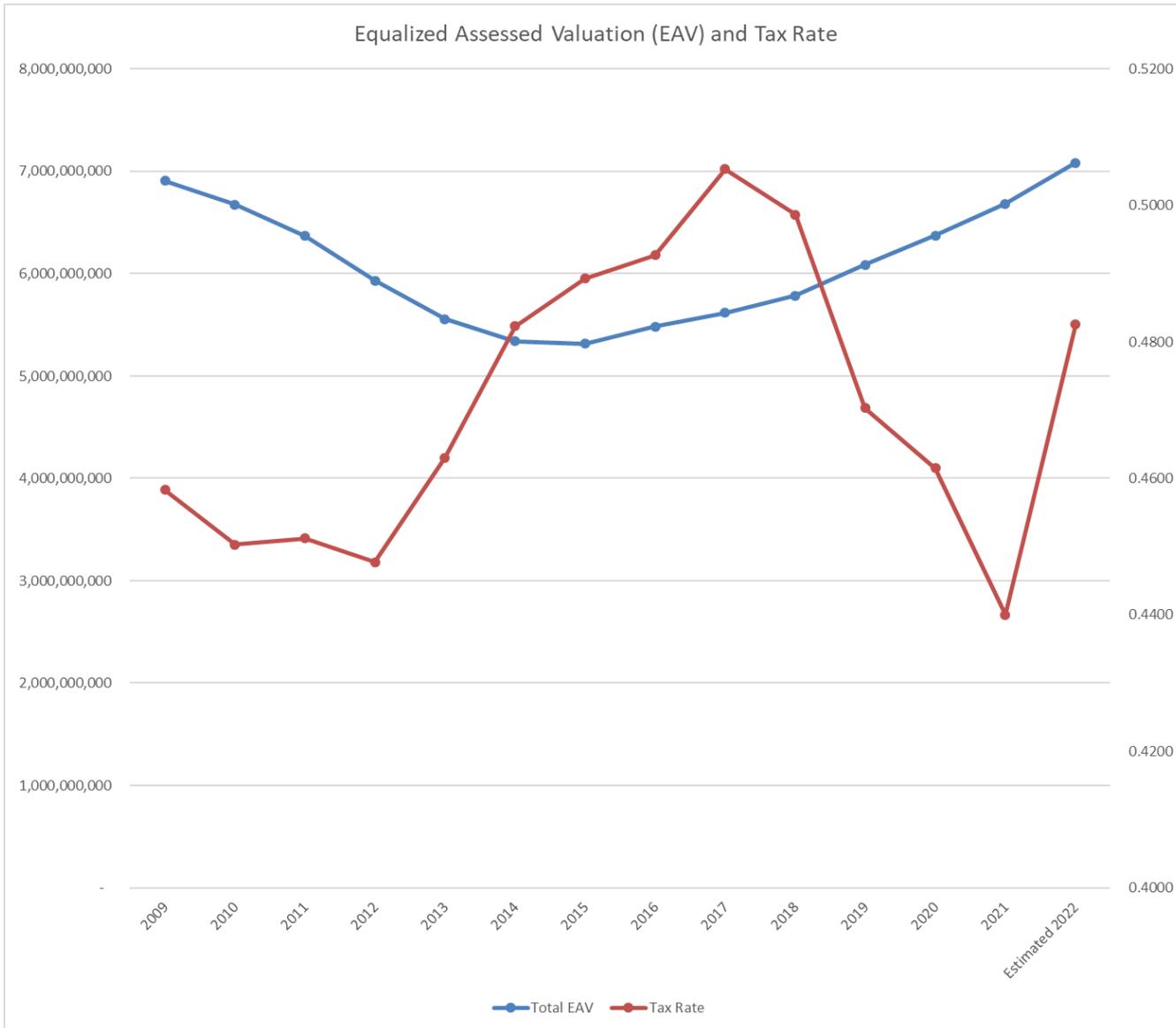
Rock Valley College Board of Trustees Committee of the Whole
October 11, 2022

Presented by:

Ellen Olson, Vice President of Finance / CFO

2021 Levy vs. 2022 Levy

Fund	Fund Description	Levy Year 2021		Levy Year 2022	
		Rate	Extension 2021	Maximizes Fund 01 & 02 rate & Levy Tort	
				6.00%	Estimated Increase
	2020 EAV Actual	6,373,157,081			
	2021 EAV Actual	6,683,596,509			
	2022 EAV Estimate			7,084,612,300	
01	Educational Current maximum \$.23	0.2300	15,391,174	0.2300	16,294,608
02	Operations & Maintenance Current maximum \$.04	0.0400	2,676,726	0.0400	2,833,845
12	Tort:				
	Insurance & Tort/Risk Management	-	-	0.0222	1,570,000
	Social Security	-	-	0.0061	430,000
11	Financial Audit	0.0007	50,000	0.0009	64,000
03	Protection, Health & Safety \$.05	-	-	0.0212	1,500,000
	Revenue Recapture	0.0012	82,787		
	Total Property Tax Extension	0.2720	18,200,687	0.3203	22,692,453
04	Bond & Interest				
	2015C Bonds	0.0091	605,370	0.0020	141,950
	2015D Bonds	0.0166	1,108,500	-	-
	2015E Refinancing	0.0698	4,662,375	0.0380	2,694,825
	2017C Bonds	0.0863	5,766,550	0.0308	2,183,228
	2022A Bonds			0.0914	6,473,900
	2022B Bonds			0.0000	1,130
	Total Debt Service Extension	0.1817	12,142,795	0.1623	11,495,033
	COMBINED EXTENSION	0.4537	30,343,482	0.4826	34,187,486
	\$ Increase over Levy Year 2021				3,844,004
	% Increase over Levy Year 2021				12.67%
	Rate Increase / (decrease) over Levy Year 2021				0.0289



Questions

**Levy Year 2022 Estimated Taxes Required and
 Setting Hearing Date for Truth-in-Taxation**

BACKGROUND: Each year, the Board of Trustees approves the estimated taxes required for the upcoming levy year. If the estimated taxes for the upcoming levy year exceed the amount of taxes extended and/or abated for the previous levy year by more than 5%, a public Truth-in-Taxation Hearing is needed. Prior to the Truth-in-Taxation Hearing, a notice in the local newspaper must be placed not more than 14 days nor less than seven days prior to the Truth-in-Taxation Hearing.

RECOMMENDATION: It is recommended that the Board of Trustees approve the following estimates for the amount of taxes necessary to be raised by taxation for the year 2022 as follows:

Educational Purposes – Fund 01	\$16,294,608
Operations and Maintenance Purposes – Fund 02	2,833,845
Protection, Health, Life, or Safety – Fund 03	1,500,000
Financial Audit Purposes – Fund 11	64,000
Liability Protection Settlement Fund – Fund 12	0
Liability Insurance/Tort & Risk Management	1,570,000
Social Security and Medical Insurance	<u>430,000</u>
Total Tax Levy	\$22,692,453

This represents a 12.67% increase over the 2021 tax levy. To provide public disclosure, a hearing on the proposed 2022 Tax Levy under the Truth in Taxation law of the State of Illinois will be held on December 13, 2022, at 5:15 p.m. in the Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR), on the main campus of Rock Valley College at 3301 N. Mulford Road, Rockford, Illinois. Rock Valley College will publish the Notice of said hearing as required by Statute.

Howard J. Spearman, Ph.D.
 President

Board Approval: _____
 Secretary, Board of Trustees

CERTIFICATE

The undersigned hereby certifies that he is the Secretary of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois (Rock Valley College); he further certifies that the attached "Board Report Levy Year 2022 Estimated Taxes Required Levy Year 2022 and Setting Hearing Date for Truth-in-Taxation" is a true and authentic copy of the Board Report adopted on October 25, 2022, by the Board of Trustees.

Dated this 25th day of October 2022.

Secretary, Board of Trustees
Community College District
No. 511 Winnebago, Boone,
DeKalb, McHenry, Stephenson
and Ogle Counties, Illinois
(Rock Valley College)

Subscribed and sworn to before me
This 25th day of October 2022

Notary Public

**NOTICE OF PROPOSED PROPERTY TAX
LEVY FOR ROCK VALLEY COLLEGE DISTRICT**

- I. A public hearing to approve a proposed property tax levy for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois, for 2022, will be held on December 13, 2022, at 5:15 p.m. in Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR), lower level, on the main campus of Rock Valley College at 3301 North Mulford Road, Rockford, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Mrs. Ellen Olson, Rock Valley College Treasurer, Vice President, and Chief Financial Officer, 3301 North Mulford Road, Rockford, Illinois, 815-921-4402.

- II. The corporate and special purpose property taxes extended or abated for 2021 were \$18,200,687.

The proposed corporate and special purpose property taxes to be levied for 2022 are \$22,692,453.

This represents an **increase** of 24.68% from the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2021 were \$12,142,795.

The property taxes to be levied for debt service and public building commission leases for 2022 are \$11,495,033. This represents a **decrease** of 5.33% from the previous year.

- IV. The total property taxes extended or abated for 2021 were \$30,343,482.

The estimated total property taxes to be levied for 2022 are \$34,187,486. This represents an **increase** of 12.67% from the previous year.

Personnel Report

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

A. APPOINTMENTS

David Dosier, Sociology Instructor, Temporary Full-Time Faculty (TFT), Lane V, Step 9, \$36,840 effective January 13, 2023, for the Spring semester only.

B. DEPARTURES

None.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees



Rock Valley College

Rock Valley College

Technology Assessment Update

Presented to: RVC Board of Trustees Committee of the Whole
October 11, 2022

Rick Jenks, Vice President of Operations / Chief Operations Officer

Executive Summary

Burwood Group conducted a preliminary analysis of the IT network. The system is 20 years old, and performance is declining and will eventually fail. Implementation of a modernized infrastructure is needed while providing the foundation for improved IT services and performance by upgrading Hewlett Packard equipment.

- Improve internal and external wireless.
- Provide a scalable platform to better support long-term strategic initiatives.
- Eliminate failing equipment.
- Greatly improves RVC's security posture.
- Improve reliability of the network.

Our Clients: Higher Education

Burwood Group designs higher education solutions to enable student success, faculty productivity, and institutional technology strategy. Our expertise includes cloud enablement and migration, VDI and infrastructure as code for workload-intensive classroom applications, wireless upgrades, Network modernization and more.



Sole Source Advantages via Burwood

Benefits	Details
Single Partner	<ul style="list-style-type: none">• Consistent resources throughout.• Established relationships to ensure streamlined communications and project continuity.• Reduce finger pointing.
Cost Savings	<ul style="list-style-type: none">• Direct vs. RFP savings of approximately 20% on HW/SW• Provides RVC a larger solution via the enhanced discount
Acceleration of progress	<ul style="list-style-type: none">• Time savings critical with current global issue. RFP/bid could add up to 6 weeks for decision
OEM Alignment	<ul style="list-style-type: none">• Hewlett Packard fully engaged with Burwood throughout process to establish optimal pricing and solution
Supply Chain Constraints	<ul style="list-style-type: none">• Recommended solution has an extended ETA. Every day matters to ensure RVC maximize available funding

Future State Design Details

Business Impact	Feature/Functionality	Technical Details
Increased Application Performance and End User Experience and Improved Reliability	Bandwidth increases between buildings on campus will provide end users with an added capacity which will increase end-user experience	<ul style="list-style-type: none">• Two Core Switches can support uplink speeds of 100Gb• Solution provides 80Gb link of Core backplane speeds, 40Gb per link, 80X improvement over the current solution• Redundant Core switches and uplinks built into the design
Increased Security and Limited Network Outages	Redesigned architecture and introduction of segmentation will limit network issues to one location and increase security	<ul style="list-style-type: none">• 10G uplinks (redundant)• One logical link improves speeds by 20X over the current solution, two 10G physical links per stack• Additional VLANs will allow further traffic segregation, which will limit security access to individual VLANs reducing exposure for the College
Future-Proof Network Design	Network devices are designed to expand capacity as new wireless and wired technologies are introduced	<ul style="list-style-type: none">• Hardening for future Wi-Fi solutions due to the power consumption of up to 60W• All new switch stacks support POE+ and mGig (2.5 and 5Gbps)

Future State Design Details Continued

Business Impact	Feature/Functionality	Technical Details
Increase Network Uptime	Dual power supplies will ensure network devices are up and running even in the event of a power issue	<ul style="list-style-type: none">• Protection during unforeseen outages
Increased Operational Efficiency	Centralized management solution will allow for better ease of management from IT resources	<ul style="list-style-type: none">• AI-powered insights. Discover and classify all connected endpoints, including IoT devices, using built-in learning and dynamic profiling techniques.
Scalability	Network infrastructure built to allow for expansion without redesign	<ul style="list-style-type: none">• Allows or expansion up to 10 switching to enhance resiliency

Cost Summary

SOLUTION	HARDWARE	SOFTWARE AND SUPPORT	TOTAL LIST PRICE	NO BID PRICING	FUNDING SOURCE
Full Refresh with 3-year Software and Support	\$4,524,464.00	\$304,654.00	\$4,829,118.00	\$2.4M	HEERF
Full Refresh with 1-year Software and Support	\$4,524,464.00	\$112,828.00	\$4,637,292.00	\$2.3M	HEERF
No CL II with 3-year Software and Support	\$4,219,321.00	\$281,119.00	\$4,500,440.00	\$2.25M	HEERF
No CL II with 1-year Software and Support	\$4,219,321.00	\$104,112.00	\$4,323,433.00	\$2.15M	HEERF
Professional Services Burwood				\$348,000	HEERF / Capital
Implementation Services Bid			\$180,000		FY23 Capital



Rock Valley College

Questions?

**Abused and Neglected Child Reporting; Minors On Campus
Second Reading**

BACKGROUND: Rock Valley College has an existing Board Policy 2:10.030 for Abused and Neglected Child Reporting to comply with the Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/1 *et seq.*).

The current policy does not capture important requirements contained in Article II of the Juvenile Court Act of 1987 (JCA) (705 IKLCS 405/2-1 *et seq.*), which stipulates that if a mandated reporter has reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, that a mandated reporter must immediately report to the Department of Children and Family Services (DCFS). Furthermore, the current policy also does not specify expectations regarding attended and unattended minors on campus, regardless of whether or not the minor is officially enrolled in a program on campus. The revised policy captures the requirements of the JCA as well as expectations pertaining to unattended minors on campus.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision of Board Policy 2:10.030 Abused and Neglected Child Reporting to expand the policy to include provisions outlined in the Juvenile Court Act of 1987 (JCA) (705 IKLCS 405/2-1 *et seq.*) and expectations related to minors on campus, and be renamed Abused and Neglected Child Reporting; Minors on Campus.
Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Revised Board Policy 2:10.030 Abused and Neglected Child Reporting; Minors on Campus

ABUSED AND NEGLECTED CHILD REPORTING; MINORS ON CAMPUS

Rock Valley College shall fully comply with the Abused and Neglected Child Reporting Act (“ANCRA”) (325 ILCS 5/1 *et seq.*) and Article II of the Juvenile Court Act of 1987 (“JCA”) (705 ILCS 405/2-1 *et seq.*).

Mandated Reporters: ANCRA provides that all personnel of institutions of higher education are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services (“DCFS”) whenever there is **reasonable cause** to believe that a child with whom they have contact in their professional capacity may be **abused or neglected**.

Students enrolled in an academic program leading to a position as a childcare worker, school service personnel, and/or education degree are also mandated reporters pursuant to ANCRA.

In addition to the mandated reporting requirements under ANCRA, under the requirements of Article II of the JCA, which addresses the responsibilities of supervision of a minor and their welfare, if a mandated reporter has reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, as those terms are defined under Article II of the JCA, that mandated reporter must immediately report to DCFS.

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to ANCRA.

Immunity for Good Faith Reports: ANCRA provides immunity for anyone who makes a report in good faith.

No Retaliation: Retaliation against any employee, student, volunteer, or other individuals who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ANCRA is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion, and/or other sanctions.

Procedures to implement this policy will be published through the College’s Human Resources Department and made available in that office, the Student Development office, and the College’s website.

Minors on Campus: The College recognizes that minors may accompany adults during visits to campus. Rock Valley College's practice is to be respectful and supportive of the families and children of students, employees, and visitors. As an institution of higher education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students and the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the

campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

In general, the College does not supervise minors outside of officially sanctioned programs and activities, and neither the College nor its employees, agents, or students may accept responsibility to do so on behalf of the College. It is the position of the College that non-enrolled minors represent a potential disruption to the learning environment. The College accepts neither responsibility nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus. Responsibility and liability lie completely with the minor's parent or responsible adult.

Non-enrolled minors are not permitted in classrooms or other student work areas. Minors shall not be routinely present at an employee's workplace or accompany a student to his/her classes (e.g., office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the employee's supervisor or a faculty member on an emergency basis and for a specified period of time. If such an exception is granted, the parent or accompanying adult shall be solely responsible for the minor while the minor is present on campus.

No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the college, in campus buildings, on campus grounds, or in a vehicle.

Unattended minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g., child's age, address, behavior, etc.).

[Link to Administrative Procedure for this Policy](#)

Reference:	Board Report 6926
Implemented:	August 28, 2012
Revised:	April 8, 2014

**ABUSED AND NEGLECTED CHILD REPORTING;
MINORS ON CAMPUS**

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Rock Valley College shall fully comply with the Abused and Neglected Child Reporting Act ("ANCRA") (325 ILCS 5/1 *et seq.*) and Article II of the Juvenile Court Act of 1987 ("JCA") (705 ILCS 405/2-1 *et seq.*).

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Mandated Reporters: ANCRA provides that all personnel of institutions of higher education are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services ("DCFS") whenever there is **reasonable cause** to believe that a child with whom they have contact in their professional capacity may be **abused or neglected**.

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Students enrolled in an academic program leading to a position as a childcare worker, school service personnel and/or education degree are also mandated reporters pursuant to ANCRA.

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In addition to the mandated reporting requirements under ANCRA, under the requirements of Article II of the JCA, which addresses the responsibilities of supervision of a minor and their welfare, if a mandated reporter has reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, as those terms are defined under Article II of the JCA, that mandated reporter must immediately report to DCFS.

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to ANCRA.

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Immunity for Good Faith Reports: ANCRA provides immunity for anyone who makes a report in good faith.

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No Retaliation: Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ANCRA is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion and/or other sanctions.

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Procedures to implement this policy will be published through the College's Human Resources Department and made available in that office and the Student Development office and on the College's website.

Minors on Campus: The College recognizes that minors may accompany adults during visits to campus. It is the practice of Rock Valley College to be respectful and supportive of the families and children of students, employees, and visitors. As an institution of

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higher education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students as well as the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

In general, the College does not supervise minors outside of officially sanctioned programs and activities and neither the College nor its employees, agents, or students may accept responsibility to do so on behalf of the College. It is the position of the College that non-enrolled minors represent a potential disruption to the learning environment. The College accepts neither responsibility nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus. Responsibility and liability lie completely with the minor's parent or responsible adult.

Deleted: , nor are non-enrolled minors allowed in the classroom or other student work areas

Non-enrolled minors are not permitted in classrooms or other student work areas. Minors shall not be routinely present at an employee's workplace or accompany a student to his/her classes (e.g. office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the employee's supervisor or a faculty member on an emergency basis and for a specified period of time. If such an exception is granted, the parent or accompanying adult shall be solely responsible for the minor while the minor is present on campus.

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No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the college, in campus buildings, on campus grounds or in a vehicle.

Deleted: In addition to the requirements for "mandated reporters" under ANCRA, under the requirements of the Juvenile Court Act of 1987 (JCA) (705 ILCS 405/2-3(1)(d)-(e)), which addresses the responsibilities of supervision of a minor and their welfare, the "mandated reporter" must report to the Department of Child and Family Services (DCFS). A minor is defined as any child under the age of 14 years old for purposes of this policy. ¶

Unattended minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g. child's age, address, behavior, etc.).

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[Link to Administrative Procedure for this Policy](#)

Reference: Board Report 6926
Implemented: August 28, 2012
Revised: April 8, 2014; [October 25, 2022](#)

**Criminal Background Investigation
Second Reading**

BACKGROUND:

Rock Valley College has an existing Board Policy 3:20.030 for Criminal Background Investigations. Conducting a pre-employment background check for new hires is a crucial safeguard to protect students, employees, and the community visiting the campus.

The current Board Policy indicates that the Police Department is responsible for conducting the background investigation. Rock Valley College utilizes a third party vendor that specializes in performing the searches. These firms have the technology to conduct the searches locally, nationally, and internationally (when appropriate). At present, only one member of the Police Department engages with the criminal background check vendor. The administration of Rock Valley College wishes to transfer this responsibility to the Human Resources department. Moving the responsibility to the Human Resources department will allow for fewer handoffs of information between Human Resources and the Police Department, greater control of the applicants' private information, and quicker turn-around time for background checks to be completed.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the revision of Board Policy 3:20.030 so that Human Resources will oversee the completion of criminal background checks. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Revised Board Policy 3:20.030 Criminal Background Investigation

CRIMINAL BACKGROUND INVESTIGATION

Consistent with the *Campus Security Enhancement Act of 2008*, 110 ILCS 12/1 et seq., Rock Valley College will conduct a criminal background investigation prior to employing any individual. Applicants are required to complete the Criminal Background Investigation Authorization and Waiver form. Employees who transfer or are promoted may be subject to background investigations as determined by the Vice President of Human Resources or designee.

All criminal background investigations will be conducted by the Rock Valley College Human Resources department.

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Implemented: March 24, 2009

Revised: April 8, 2014

Deleted: ; October 25, 2022

ROCK VALLEY COLLEGE 2022 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
October					
10/03/22	1st Generation Speaker Series - SC 1200, 2pm	x	x		x
10/04/22	First Tuesday Lecture - SC Atrium, 12pm	x	x		x
10/04/22	Baseball Game - Baseball Field, 2pm	x	x	x	x
10/05/22	LGBTQ + History Month Kick-off - SC Atrium, 12pm	x	x		
10/05/22	Women's Soccer Game - Soccer Field, 2pm	x	x	x	x
10/05/22	Men's Soccer Game - Soccer Field, 4pm	x	x	x	x
10/05/22	IACAC College Fair - PEC Gym, 6pm	x	x		x
10/06/22	Phlebotomy Pinning Ceremony - SC Atrium, 6pm	x	x		x
10/07/22	Phi Theta Kappa Leadership Conference - SC Atrium, 12pm	x	x		
10/07/22	Softball Game - Softball Field, 2pm	x	x	x	x
10/08/22	Phi Theta Kappa Leadership Conference - SC Atrium, 8am	x	x		
10/08/22	Making Strides Against Breast Cancer Walk - PKLT 10, 8am	x	x		x
10/08/22	Men's Soccer Game - Soccer Field, 12pm	x	x	x	x
10/08/22	Women's Soccer Game - Soccer Field, 2pm	x	x	x	x
10/09/22	Softball Game - Softball Field, 12pm	x	x	x	x
10/09/22	Baseball Game - Baseball Field, 12pm	x	x	x	x
10/10/22	New Student Visit Day, SC Atrium, 8am	x	x		x
10/10/22	RVC's Birthday Bash - BST Tent, 2pm	x	x		
10/11/22	Volleyball Game, PEC Gym, 6pm	x	x	x	x
10/12/22	Wellness Wednesday - SC Atrium, 12pm	x	x		x
10/13/22	Manufacturing Day - ATC Flex Area, 8am	x	x		x
10/14/22	ISS Male Minority Leadership Conference - Stenstrom, 8am	x	x		x
10/14/22	Volleyball Game, PEC Gym, 11am & 1pm & 5pm	x	x	x	x
10/14/22	Phi Theta Kappa Induction Ceremony - SC Atrium, 7pm	x	x		x
10/15/22	Women's Soccer Game - Soccer Field, 12pm	x	x	x	x
10/15/22	Men's Soccer Game - Soccer Field, 2pm	x	x	x	x
10/16/22	RVC WBB JUCO Jamboree - PEC Gym, TBA	x	x	x	x
10/16/22	Illinois Walk for Wishes - Walking Path, 9am	x	x		x
10/17/22	State University Transfer Day - ERC PAR, 8:30am	x	x		x
10/18/22	Men's Soccer Game - Soccer Field, TBA	x	x	x	x
10/19/22	PICU College Fair - SC Atrium, 10am	x	x		x
10/19/22	Volleyball Game, PEC Gym, 6pm	x	x	x	x
10/20/22	RVC Alumni and Retiree Breakfast - SC Atrium, 8am	x			x
10/20 - 10/22	Rocky Horror Show - BST Stage, 8pm	x	x		x
10/22/22	Men's Basketball Jamboree - PEC Gym, TBA	x	x	x	x
10/24 - 10/26	Allies for Inclusion Exhibit - SC Atrium, 9am	x	x		
10/24/22	Volleyball Game, PEC Gym, 6pm	x	x	x	x
10/25/22	Mole Day Celebration - JCSM, 10am	x	x		
10/25/22	Men's Basketball Game - PEC Gym, TBA	x	x	x	x
10/26/22	Volleyball Game, PEC Gym, 6pm	x	x	x	x
10/27/22	WEI Skilled Trades Career Fair, SCCE Commons, 2pm	x	x		x
10/27 - 10/29	Rocky Horror Show - BST Stage, 8pm	x	x		x
10/28/22	Women's Basketball Game - PEC Gym, 6pm	x	x	x	x
10/29/22	Men's Bowling Conference - TBA, 10:45am	x	x	x	x
10/30/22	Men's Bowling Conference - TBA, 10:45am	x	x	x	x
10/31/22	Rocky Horror Show - BST Stage, 12am	x	x		x

ROCK VALLEY COLLEGE 2022 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
November					
11/01/22	Rocky Horror Show - BST Stage, 12am	x	x		x
11/01/22	First Tuesday Lecture - SC Atrium, 12pm	x	x		x
11/01/22	Women's Basketball Game - PEC Gym, 5:30pm	x	x	x	x
11/01/22	Men's Basketball Game - PEC Gym, 7:30pm	x	x	x	x
11/02/22	2022 ATC Career Fair - ATC Flex Area, 2pm	x	x		x
11/03/22	HCCTP Graduation Ceremony - ERC PAR, 2pm	x	x		x
11/01/22	Women's Basketball Game - PEC Gym, 5:30pm	x	x	x	x
11/01/22	Men's Basketball Game - PEC Gym, 7:30pm	x	x	x	x
11/03/22	Women's Basketball Game - PEC Gym, 5pm	x	x	x	x
11/05/22	Women's Basketball Game - PEC Gym, 1pm	x	x	x	x
11/09/22	Wellness Wednesday - SC Atrium, 12pm	x	x		x
11/11/22	New Student Visit Day, SC Conference Rooms, 8am	x	x		x
11/11/22	Veterans Day Celebration - SC Atrium, 10am	x	x		x
11/15/22	Women's Basketball Game - PEC Gym, 5pm	x	x	x	x
11/15/22	Men's Basketball Game - PEC Gym, 7pm	x	x	x	x
11/17/22	Wild Ones Monthly Meeting - PEC 0110, 6pm				x
11/18/22	DEI Digital Badge Foundation Level Training - SC Atrium, 8am	x			
11/18/22	International Student Showcase - SCCE Commons, 6pm	x	x		x
11/22/22	Women's Basketball Game - PEC Gym, 5pm	x	x	x	x
11/22/22	Men's Basketball Game - PEC Gym, 7pm	x	x	x	x
December					
12/01/22	Women's Basketball Game - PEC Gym, 5pm	x	x	x	x
12/01/22	Men's Basketball Game - PEC Gym, 7pm	x	x	x	x
12/03/22	Women's Basketball Game - PEC Gym, 1pm	x	x	x	x
12/03/22	Men's Basketball Game - PEC Gym, 3pm	x	x	x	x
12/08/22	Wellness Wednesday - SC Atrium, 12pm	x	x		x
12/11/22	Men's Basketball Game - PEC Gym, 1pm	x	x	x	x
12/16/22	Women's Basketball Game - PEC Gym, 6pm	x	x	x	x