

**Rock Valley College Board of Trustees  
Community College District No. 511  
3301 N. Mulford Road, Rockford, IL 61114  
Educational Resource Center, Room 0214, Performing Arts Room**

**Regular Meeting  
July 25, 2023, 5:15 p.m.**

**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. Reconvene Open Session**
- G. General Presentations**
- H. Approval of Minutes**
  - 1. June 13, 2023 Committee of the Whole Meeting
  - 2. June 20, 2023 Special Meeting – Board Professional Development
  - 3. June 27, 2023 Regular Board Meeting and FY2024 Public Budget Hearing
- I. Action Items**
  - 1. Approve Claims Sheet (BR 8057) (Check Register-June 2023)
  - 2. Approve Purchase Report
    - a. Purchase Report-A – FY2023 Amendments (BR 8058-A)
    - b. Purchase Report-B – FY2024 Purchases (BR 8058 -B)
  - 3. Approve Personnel Report (BR 8059)
  - 4. Approve Dual and Articulated Credit Memorandum of Understanding – Belvidere CUSD #100 (BR 8060)
  - 5. Approve Dual and Articulated Credit Memorandum of Understanding – Boylan Catholic High School (BR 8061)
  - 6. Approve Dual and Articulated Credit Memorandum of Understanding – Byron CUSD #226 (BR 8062)
  - 7. Approve Dual and Articulated Credit Memorandum of Understanding – Hononegah CUSD #207 (BR 8063)
  - 8. Approve Dual and Articulated Credit Memorandum of Understanding – Meridian CUSD #223 (BR 8064)
  - 9. Approve Dual and Articulated Credit Memorandum of Understanding – Oregon CUSD #220 (BR 8065)
  - 10. Approve Dual and Articulated Credit Memorandum of Understanding – Rockford Christian High School (BR 8066)
  - 11. Approve Dual and Articulated Credit Memorandum of Understanding – South Beloit CUSD #320 (BR 8067)

12. Approve Dual and Articulated Credit Memorandum of Understanding – Winnebago CUSD #323 (BR 8068)
13. Approve Running Start Intergovernmental Agreement – Belvidere CUSD #100 (BR 8069)
14. Approve Running Start Intergovernmental Agreement – Byron CUSD #226 (BR 8070)
15. Approve Running Start Intergovernmental Agreement – South Beloit CUSD #320 (BR 8071)
16. Approve Running Start Intergovernmental Agreement – Winnebago CUSD #323 (BR 8072)
17. Approve 2023 Facilities Master Plan (BR 8073)
18. Approve Property Sale/Lease Contract with Rockford Public Schools #205 for Stenstrom Center for Career Education (BR 8074)
19. Approve Memorandum of Agreement with RVC Faculty for Dental Hygiene Clinical Instructor (BR 8075)
20. Approve Closed Session Minutes Through May 2023 (BR 8076)

**J. Other Business**

1. New Business
2. Unfinished Business

**K. Updates / Reports**

1. President's Update
2. Leadership Team Updates
3. Trustee Comments
4. ICCTA Report
5. Student Trustee Report
6. RVC Foundation Liaison Report
7. Freedom of Information Act (FOIA) Report

- 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. Date of Next Committee of the Whole Meeting:** August 8, 2023, 5:15 p.m., in Room 0214, known as the Performing Arts Room, in the Educational Resource Center on the main campus.

**O. Date of Next Decennial Committee Meeting:** August 22, 2023, 5:15 p.m., in Room 0214, known as the Performing Arts Room, in the Educational Resource Center on the main campus.

**P. Date of Next Regular Meeting:** August 22, 2023. 5:45 p.m., in Room 0214, known as the Performing Arts Room, in the Educational Resource Center on the main campus.

**Q. Adjourn**

Gloria Cardenas Cudia, Board Chair

**Rock Valley College  
Community College District No. 511  
3301 N. Mulford Road, Rockford, IL 61114**

**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING  
5:15 p.m. Tuesday, June 13, 2023  
MINUTES**

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened in person on Tuesday, June 13, 2023, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Chairperson Trustee Gloria Cardenas Cudia.

**Roll Call**

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

Ms. Gloria Cardenas Cudia	Ms. Kristen Simpson
Ms. Crystal Soltow	Mr. John Nelson; joined the meeting at 5:16 p.m.
Mr. Robert Trojan	Mr. Richard Kennedy
Mr. Juan Nogueta, RVC Student Trustee	

Also present: Dr. Howard Spearman, President; Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Amanda Smith, Vice President of Liberal Arts & Adult Education; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Interim Assistant to the President; Ms. Tracy Luethje, Assistant to the Vice President of Operations; Attorney Joseph Perkoski, Robbins Schwartz.

**Communications and Petitions**

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

**Recognition of Visitors**

There were no visitors to be recognized.

**Adjourn to Closed Session**

At 5:18 p.m., a motion was made by Trustee Trojan, seconded by Trustee Simpson, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) 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. The motion was approved by a unanimous roll call vote.

**Reconvene Open Session**

At 5:55 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

**Review of Minutes**

There were no comments on the minutes from the May 9, 2023, Board of Trustees Committee of the Whole meeting.





2.	Anthology	Leawood, KS	\$ 15,000.00 (2)*
C. Software – (Unrestricted – Foundation: Maintenance Services, Software Support)			
3.	Blackbaud	Charleston, SC	\$ 14,000.00 (3)*
D. Software – (Unrestricted – Foundation: Maintenance Services, Software Support)			
4.	Blackbaud	Charleston, SC	\$ 14,000.00 (4)*
E. Software – (Education Fund, Emergency Preparedness Fund)			
5.	Blackboard, Inc.	Reston, VA	\$ 11,000.00 (5)*
F. Software – (Education Fund, IT Administration, Instructional Services, Software Support)			
6.	CDW-G	Chicago, IL	\$ 35,000.00 (6)*
G. Maintenance – (Education Fund, IT Administration, Maintenance Services, Software Support)			
7.	CDW-G	Chicago, IL	\$ 72,000.00 (7)*
H. Hardware Support – (Educational Fund, IT Administration, Maintenance Services, Software Support)			
8.	CDW-G	Chicago, IL	\$ 17,329.08 (8)*
I. Maintenance – (Education Fund, IT Administration, Maintenance Services, Software Support)			
9.	CDW-G	Chicago, IL	\$ 64,000.00 (9)*
J. Software Maintenance – (Operations and Maintenance Fund, Plant Operations, and Maintenance Administration, Administrative Software)			
10.	Brightly (Formerly Dude Solutions)	Cary, NC	\$ 40,000.00 (10)*
K. Software – (Other Contractual Services: Institutional Research and Perkins Postsecondary Funds)			
11.	Economic Modeling, LLC (Lightcast)	Moscow, ID	\$ 19,500.00 (11)*
L. Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services, Software Support)			
12.	Ellucian	Malvern, PA	\$650,000.00 (12)*
M. Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services, Software Support)			
13.	Entrinsik, Inc.	Raleigh, NC	\$ 30,770.00 (13)*
N. Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services, Software Support)			
14.	Hyland, LLC	Lenexa, KS	\$ 79,000.00 (14)*
O. Software – (Other Contractual Services: Academy for Teaching and Learning Excellence (ATLE) Academic)			
15.	Instructure, Inc.	Salt Lake City, UT	\$160,000.00 (15)*

P. Budget Software – (Other Contractual Services: Financial Services)		
16.	Prophix Software, Inc.	Ontario, Canada \$ 73,000.00 (16)*
Q. Software – (Other Contractual Services: Institutional Research & Planning)		
17.	Qualtrics, LLC	Provo, UT \$ 16,206.75 (17)*
R. Software – (Other Contractual Services: Institutional Research and Planning)		
18.	Watermark Insights	New York, NY \$ 95,000.00 (18)*
S. Software – (College/Program Advertising: Communications)		
19.	Siteimprove	Sacramento, CA 23,871.00 (19)*
T. Tutoring Service – (Educational Fund – Tutoring Center, Instructional Software)		
20.	Upswing	Austin, TX \$ 24,000.00 (20)* NOT TO EXCEED
U. Software – (IT: Maintenance Services, Software Support)		
21.	Carahsoft	Reston, VA \$ 60,000.00 (21)* NOT TO EXCEED
V. Software – (IT: Maintenance Services, Software Support)		
22.	LingK	Danville, CA \$ 10,000.00 (22)*
W. Software – (Marketing: Website Services, Software Support)		
23.	Modern Campus	Camarillo, CA \$ 30,675.00 (23)*
X. Software – (IT: Maintenance Services, Software Support)		
24.	GHA Technologies	Scottsdale, AZ \$ 40,828.00 (24)*
Y. Internet Service – (IT: Maintenance Services, Software Support)		
25.	Northern Illinois University	DeKalb, IL \$ 11,000.00 (25)*

***Purchase Report F - FY 2024 Blanket Purchase Orders:***

Ms. Olson reviewed the blanket purchase orders that had changed or were of a higher dollar amount from the previous year. The information consisted of the vendor, city, state, description, the fiscal year 2023 amount, the fiscal year 2024 projected amount, and comments regarding the expense. Discussion ensued.

**2. Cash and Investment**

Ms. Olson presented the Cash and Investment Report through May 31, 2023. Total operating cash is \$31,326,445. Total operating cash and investments are \$76,503,790. Total capital funds are \$13,085,170. Since April 30, 2023, the change in capital funds has been \$1,754,607. The change in the operating cash and investments since April 30, 2023, was \$1,128,244. Ms. Olson stated that the total operating cash and investment funds were 72.40% of the Fiscal Year 2023 operating budget.

**3. Fiscal Year 2023 Fund Transfer Request**

Ms. Olson presented the FY 2023 Fund Transfer Request. Ms. Olson explained that the Operating Fund Balance is to establish and maintain an operating fund (education fund and operations and maintenance fund) balance of 35%-50% of the following year's budgeted expenses. As of April 30, 2023, the College is estimating an operating fund balance of 48.1%.

The Auxiliary Fund (Fund 05) is defined as accounts for college services where a fee is charged, and the activity is intended to be self-supporting. Due to challenges brought by the COVID pandemic, the Auxiliary Fund (Fund 05) is on track for a net loss for Fiscal Year 2023. The request is for a fund transfer of \$500,000 from Operating Funds (Funds 01 and 02) to Auxiliary Fund (Fund 05) to maintain a positive fund balance. The request will maintain an estimated 47.4% balance.

Rock Valley College has been the recipient of grants under the Higher Education Emergency Relief Fund (HEERF)-Institutional from May 12, 2020, to June 30, 2023, totaling \$12,702,212. The College has been intentional in its use of these funds, and the grant period ends June 30, 2023. There is approximately \$1.7 million remaining that has been designated for projects already approved by the Board of Trustees. However, due to supply chain issues, the funds have not been fully disbursed. The administration has the capacity to utilize the approximate \$1.7 million as a recovery for lost revenue. The lost revenue would be recognized as revenue in the Education Fund (Fund 01). The administration would like to transfer an amount not to exceed \$1,610,000 to Capital (Fund 03) to complete the projects in progress.

The administration would like to recommend that the Board of Trustees approves the College administration's request to allocate \$500,000 from Operating Funds (Fund 01) to the Auxiliary Fund (Fund 05) and to approve the College administration's request to allocate an amount not to exceed \$1,610,000 to Capital (Fund 03) to complete the outstanding projects utilizing the Higher Education Emergency Relief Fund (HEERF) grant funding. Discussion ensued.

#### **4. ESP/PSA/Administration Salaries for 2023-2024 (FY 2024)**

Ms. Olson explained that the Board of Trustees annually approves salary increases for Educational Support Personnel (ESP), Professional Staff Association (PSA), and Administrative employees. The administration would like to recommend the approval of a 3.5% increase to the base salaries of each full-time ESP, PSA, and Administrative employee in grades J to V (formerly grades A to G). The estimated fiscal impact will be \$400,054.

Trustee Nelson asked if the Collective Bargaining Agreements (CBA) were taken into consideration with the request, and Ms. Olson stated that per the CBA, the SSA would receive a 4.0% increase for FY 2024, the Fraternal Order of Police (FOP) were in negotiations, and the Faculty will receive a 1.5% increase plus \$1,500 for FY 2024.

#### **5. Adopting the FY 2024 Final Budget**

Ms. Olson presented the FY 2024 Final Budget for RVC. Ms. Olson stated that the FY 2024 Tentative Budget has been on file and available for public inspection at the Financial Services office from May 24, 2023, until the present. A Notice of Public Hearing was published by Rock Valley Publishing in The Gazette and The Belvidere Republican. The Public Hearing for the FY 2024 Final Budget will be held on June 27, 2023. Ms. Olson stated that there were no changes to the FY 2024 Tentative Budget.

The Administration would like to recommend that the Board of Trustees adopts the FY 2024 Final Budget for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties.

Chairperson Cardenas Cudia asked about publishing in the newspapers, and Ms. Olson explained why the newspapers were chosen. Trustee Trojan inquired why RVC did not publish in the Rockford Register Star, and a discussion ensued. It was agreed that RVC has met the legal requirements for publishing in the papers that were chosen.

#### **6. Certifying Attesting to the Fiscal Year 2024 Final Budget**

Ms. Olson reviewed the draft board report explaining that the Fiscal Year 2024 Tentative Budget was adopted by the RVC Board of Trustees at a regularly scheduled meeting on May 23, 2023, and on June 27, 2023, the Fiscal Year 2024 Final Budget would be reviewed at a Public Budget Hearing. The certificate attesting to the Fiscal Year 2024 Final Budget will be submitted to the Illinois Community College Board (ICCB) upon its approval by the Board of Trustees at its June 27, 2023, regular meeting.

#### **7. Resolution Authorizing Byron Power Station Real Property Tax Assessment Settlement Agreement**

Ms. Olson presented the Resolution Authorizing Byron Power Station Real Property Tax Assessment Settlement Agreement. Ms. Olson stated that a proposed tax agreement has been reached between the taxing bodies and Constellation's Byron Nuclear Power Station. This agreement was negotiated primarily by Byron School District CUSD #266. The

proposed tax agreement with Constellation sets the station's EAV (equalized assessed value) for 2022 through 2027 tax years, along with the corresponding payment to each of the taxing bodies. The proposed agreement sets the total tax liability that would be paid on the Byron Power Plant at \$202 million over the six-year agreement. The College's share of the \$202 million in total tax payments is approximately \$2,132,975. In modeling, the College's tax rate is estimated to be \$0.4266. The agreement also prohibits Constellation from filing any tax protests for those assessment years, and Constellation and the Byron School District will dismiss all litigation at the Property Tax Appeal Board (PTAB), including tax years 2012 through 2019. Neither party has filed nor will file appeals regarding the Byron Station for the purposes of real property taxation for tax years 2020 through 2021.

Trustee Trojan wanted to know where/how the funds would be distributed, and Ms. Olson responded that the funds distribution would be directed by Ogle County, and the funds would go into Fund 04 (Bonds), Fund 11, Fund 03, and Fund 12, and the Fund that would be short from the Levy amount would be Fund 01 (Education Fund). Discussion ensued.

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

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

Mr. Rick Jenks, vice president of operations, presented the Personnel Report for June 2023. There are three appointments; Mr. Anthony Schiassi, Aviation Instructor; Mr. Ethan Olson, Aviation Instructor; and Mr. Jonathan Cole Regnery, Mathematics Instructor. There is one placeholder for a Sociology Instructor.

Trustee Trojan asked if the Aviation Instructors were new or replacements, and Dr. Stewart responded that both were replacements.

#### **2. Facilities Master Plan (FMP) Update**

Mr. Jenks presented the FMP Update and discussed the process that has taken place to date. Mr. Jenks presented the cost of the projects that have been presented to the Board and their order of importance. The Board will receive the 95% plan by June 16, 2023, via email. Paper copies will also be available. Currently, the College has developed the concepts of the buildings and assigned a price to the new construction or remodeling. The projects now need to be ranked by priority, which is based on five factors: 1) Available funding sources; 2) Current needs of the community and college; 3) Emerging trends or programs that industry partners feel are important; 4) Condition of the existing structure and the need for improvement or upgrade; and 5) Need for compliance with building, state, or federal law or regulations. The priority of the projects is: 1) Downtown; 2) CLII; 3) CLII performance; 4) WTC remodel; and 5) Bengt Sjostrom Theatre (BST), airport facility (ACEC), and Athletic Field Sports Facility (AFSF). Discussion ensued.

#### **3. Sublease Agreement Between Rock Valley College and The Workforce Connection**

Mr. Jenks presented the Sublease Agreement between RVC and The Workforce Connection. Mr. Jenks explained that RVC Refugee and Immigrant Services and other employment grants, such as the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator, are housed at 303 N. Main Street, Rockford. The lease agreement with The Workforce Connection provides for a lease of 3,451 square feet. This sublease agreement is not to exceed \$59,840.34.

It is recommended that the Board of Trustees approves the sublease agreement with The Workforce Connection. Trustee Nelson asked if it has been attorney-reviewed, and Mr. Jenks responded yes.

#### **4. Advanced Technology Center (ATC) Phase Two Change Order Status Report**

Mr. Jenks presented the ATC Phase Two Change Orders. Mr. Jenks stated that there are two change orders, one being a credit in the amount of \$285.00 for the removal of a fire extinguisher cabinet. The second change order is in the amount of \$19,220.00 to test the base material and asphalt quality of the ATC parking lot.

#### **5. RVC College Events Calendar**

Mr. Jenks presented the RVC on-campus events calendar for June and part of July and August. Discussion ensued.

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

**Unfinished Business: Decennial Committee Rollout Plan**

Dr. Spearman discussed the rollout plan for the Decennial Committee, the purpose of having a Decennial Committee, and who will be on the committee. Dr. Spearman recommended the Illinois Community College Board (ICCB) Recognition Report, the Higher Learning Commission (HLC) Report, and the Comprehensive Annual Financial Report (CAFR) as topics for the Decennial Committee. Dr. Spearman stated that the reports that RVC looks at annually show accountability and efficiency. Discussion ensued.

**New Business: Open Meetings Act (OMA) Complaint Discussion**

Attorney Joseph Perkoski gave an update on a complaint that was filed regarding an alleged improper discussion during a closed session during the March 28, 2023, closed session Board meeting. Attorney Perkoski stated that it was a proper discussion covered under Section 2 (C)(1) of the Open Meetings Act. The College is responding to the complaint.

**Next Special Board of Trustees Meeting**

The Special Board of Trustees Meeting will be held on June 20, 2023, at 5:15 p.m.; The meeting will be held in Room 2106 in the Jacobs Center for Science and Math (JCSM) on the main campus.

**Next Decennial Committee Meeting**

The Decennial Committee Meeting will be held on June 27, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

**Next Regular Board of Trustees Meeting**

The next Regular Board of Trustees Meeting and FY 2024 Budget Hearing will be held on June 27, 2023, at 5:30 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

**Next Committee of the Whole Meeting**

The next Committee of the Whole Meeting will be held on July 11, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

**Adjourn**

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

Submitted by: Tracy L. Luethje

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Robert Trojan, Secretary

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Gloria Cardenas Cudia, Chairperson

**Illinois Community College District #511  
Rock Valley College  
3301 North Mulford Road  
Rockford, IL 61114  
Jacobs Center for Science and Math (JCSM) Room 2106**

**Board of Trustees Special Meeting – Board Professional Development  
June 20, 2023, 5:15 p.m.**

**MINUTES**

**Call to Order**

The Special meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened on Tuesday, June 20, 2023 in room 2106 of the Jacobs Center for Science and Math on the main campus. Board Chair Gloria Cudia called the meeting to order at 5:15 p.m.

**Roll Call**

The following trustees were present at roll call:

Ms. Gloria Cardenas Cudia	Mr. Bob Trojan
Ms. Kristen Simpson	Mr. John Nelson
Mr. Richard Kennedy	Student Trustee Juan Noguera

The following trustees were absent: Ms. Crystal Soltow, Mr. Paul Gorski.

Board Secretary Trojan announced there was a quorum, and the meeting began.

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President Liberal Arts and Adult Education/Chief Academic Officer; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsy Saucedo, Interim Assistant to the President; Guest Ms. Nancy Sylvester.

**Communications and Petitions (Public Comments)**

No public comments were received.

**Board Governance Training Presentation**

Board Chair Cudia welcomed Ms. Nancy Sylvester who presented training on “Board Governance and Robert’s Rules: Keys to Being a Better Board Member.” Ms. Sylvester provided a brief bio, noting that she is a Certified Professional Parliamentarian and Certified Professional Teacher of Parliamentary Procedure. She is the author of the books *The Complete Idiot’s Guide to Robert’s Rules* and *The Guerrilla’s Guide to Robert’s Rules*, as well as handbooks on parliamentary procedure and effective meetings. Nancy is a retired professor of speech at Rock Valley College where she taught for 31 years.

Using dowel rods as a hands-on activity, Ms. Sylvester demonstrated the Board's role of protecting the public interest by looking ahead three to five years, rather than micro-managing day-to-day operations of the College. Other highlights of her presentation include:

- The 12<sup>th</sup> edition of *Robert's Rules of Order Newly Revised* is the most current version.
- Diversity on a board also means trustees having a variety of skills.
- The Board's job includes selecting, overseeing and reviewing the president of the College.
- The Board–Staff relationship can be illustrated with an hourglass. Board members go through the board chair, while staff and faculty go through the president.
- Trustees should ask tough questions and be a cheerleader and ambassador to the community.
- Rules/policies/procedures can be suspended; bylaws cannot be suspended.
- Unfinished Business, not “Old Business,” is business discussed at a prior meeting but not voted on at the time.
- If there is not a quorum, trustees can discuss issues, but cannot take action with a vote.
- A motion is required for board action.
- A motion is pending while it's being discussed. The board chair should alternate speakers who are for and against a motion.
- Setting a per-person time limit to speak, such as two to three minutes, is recommended. Everyone must know the rule and agree to it.
- The member who made the motion has the first right to speak on the motion.
- The member who made the motion cannot speak against the motion, but may vote against it.
- A motion should not be seconded until the full motion has been stated. The board chair restates the motion right before the vote, announces if the motion passed or failed, then announces the next agenda item. For lengthy closed session motions, the board chair can refer to the title of the motion rather than restate the entire motion.
- A vote is required if a trustee requests that his/her statement is to be included in the meeting minutes.
- The board chair is always called on to vote last to break a potential tie. Historically, the RVC board chair has always voted.
- A trustee who intends to abstain from a vote should not make or second the motion. It is not counted as a no vote.
- Meeting minutes should reflect that there is a quorum.
- Rather than approval of minutes, the chairperson should ask if there are any corrections to the minutes. If none, the chair states that the minutes are approved as printed or “as corrected” and do not require a vote for approval. However, past precedence is that RVC trustees do vote to approve meeting minutes.

### **Discussion/Questions**

- Ms. Sylvester reviewed characteristics of motions described on the handout.
- A time limit can be set for each speaker while debating a motion. Trustees would be allowed to speak two times on any one motion, but everyone who wishes to speak gets a chance first.
- When speakers take too long, listeners lose their attention.
- A motion made “on behalf of the xxx committee, I move to xxx” does not need a second. The Illinois Open Meetings Act prevails.

- Trustees would like to have a meeting to discuss possible changes, including setting a time limit for discussion.

**Date of Next Regular Meeting:** June 27, 2023, 5:15 p.m. Meeting to be held in person in Room 0214, Performing Arts Room (PAR), Educational Resource Center (ERC) on the main campus.

**Date of Next Committee of the Whole Meeting:** July 11, 2023, 5:15 p.m. Meeting to be held in person in Room 0214, Performing Arts Room (PAR), Educational Resource Center (ERC) on the main campus.

**Adjournment**

There being no further business to come before the Board, at 7:05 p.m. a motion to adjourn was made by Trustee Trojan, seconded by Trustee Nelson. The motion was approved by unanimous roll call vote.

Submitted by Ann Kerwitz

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Robert Trojan, Secretary

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Gloria Cardenas Cudia, Board Chair

**Illinois Community College District No. 511  
Rock Valley College  
3301 North Mulford Road  
Rockford, IL 61114  
Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR)**

**June 27, 2023, 5:30 p.m.**

**MINUTES - FISCAL YEAR 2024 PUBLIC BUDGET HEARING**

The Fiscal Year 2024 Public Budget Hearing was called to order at 5:55 p.m. on Tuesday, June 27, 2023, by Board Chair Gloria Cardenas Cudia in Room 0214, known as the Performing Arts Room (PAR,) in the Educational Resource Center (ERC) on the main campus of Rock Valley College. The following members of the Board of Trustees were present at roll call:

Ms. Gloria Cardenas Cudia	Mr. Bob Trojan
Mr. Paul Gorski	Mr. Richard Kennedy
Mr. John Nelson	Ms. Kristen Simpson
Ms. Crystal Soltow	Student Trustee Juan Nogueta

Board Chair Cudia announced that anyone who wished to speak would have an opportunity to do so. Ms. Cudia then introduced Vice President of Finance Ellen Olson who reviewed the Fiscal Year 2024 Final Budget.

Vice President Olson noted the following:

- On May 23, 2023, the Board of Trustees approved the Tentative Budget for FY2024.
- The College published the Notice of Public Hearing as required.
- The budget has been available since May 24, 2023, for public viewing in the Financial Services office and online on the RVC website.
- There have been no changes to the budget.
- The total budget, including contingency is \$131,600,486.
  - Operating Funds: \$70,852,587
  - Non-Operating Funds: \$60,747,899
    - Capital Projects - \$11.9 million
    - Bonds and Interest - \$12.1 million
    - Auxiliary Fund - \$14.8 million
    - Restricted/Grants - \$18.5 million
    - Trust and Agency (Student Clubs) - \$659,000
    - Audit - \$60,000
    - Liability, Protection and Settlement - \$1.7 million
    - Other Post-Employment Benefits (OPEB) - \$180,000
    - State University Retirement System (SURS) - \$500,000

There were no questions from trustees.

Following Vice President Olson's presentation, Board Chair Cudia invited public testimony concerning the FY2024 Final Budget. There were no requests from the public to address trustees.

At 6:00 p.m., a motion was made by Trustee Trojan, seconded by Trustee Gorski, to close the Public Budget Hearing. The motion was approved by unanimous roll call vote, and Chairman Cudia declared the Public Budget Hearing closed.

**Illinois Community College District No. 511  
Rock Valley College  
3301 North Mulford Road  
Rockford, IL 61114  
Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR)**

**June 27, 2023, 5:30 p.m.**

**MINUTES  
ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING**

**Call to Order**

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois convened in Room 0214, known as the Performing Arts Room (PAR), in the Educational Resource Center (ERC) on the main campus of Rock Valley College. Board Chair Gloria Cardenas Cudia called the meeting to order at 6:00 p.m.

**Roll Call**

Ms. Gloria Cardenas Cudia  
Mr. Paul Gorski  
Mr. John Nelson  
Ms. Crystal Soltow

Mr. Bob Trojan  
Mr. Richard Kennedy  
Ms. Kristen Simpson  
Student Trustee Juan Nogueta

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President Liberal Arts and Adult Education/Chief Academic Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Dr. Hansen Stewart, Vice President Industry Partnership and Community Engagement; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsy Saucedo, Interim Assistant to the President; Attorney Joseph Perkoski, Robbins Schwartz.

**Communications and Petitions (Public Comment)**

No public comments were received.

**Recognition of Visitors**

There were no visitors to be recognized.

**Action Item and Notice in Compliance with the Illinois Public Community College Act**

Board Chair Cudia read the full compliance verbiage as stated below and also on the meeting agenda, then called for a motion to approve the employment contract between Rock Valley College and Dr. Howard J. Spearman.

**Action Item and Notice in Compliance with the Illinois Public Community College Act:**

Approval of, and authorization to execute, an employment contract between Rock Valley College and Dr. Howard J. Spearman for the position of President of the College for a term of four academic years commencing on July 1, 2023 through June 30, 2027 at an annual salary of \$250,000 with additional benefits. A complete copy of the proposed contract which the Board will be asked to act upon at the meeting is viewable by electronic link in the electronic version of this agenda to the College's website at <http://www.rockvalleycollege.edu/about/leadership/office-of-the-president> and alternatively available in paper copy form at the Office of the President, Rock Valley College, 3301 North Mulford Road, Rockford, Illinois 61114.

A motion was made by Trustee Trojan, seconded by Trustee Soltow, to approve the employment contract between Rock Valley College and Dr. Howard J. Spearman for the position of President of the College for a term of four academic years commencing on July 1, 2023 through June 30, 2027. There was no discussion.

The motion was approved by majority roll call vote. Trustees Kennedy, Simpson, Soltow, Trojan, and Cudia voted yes. Trustee Gorski passed when first called to vote, then voted yes. Student Trustee Noguera voted yes (advisory). Trustee Nelson voted no.

### **General Presentations**

There were no general presentations.

### **Approval of Minutes**

A motion was made by Trustee Trojan, seconded by Trustee Soltow, to approve the minutes of the May 9, 2023 Committee of the Whole meeting and the May 23, 2023 Regular meeting. There was no discussion. The motion was approved by unanimous roll call vote.

### **Additional Action Items**

#### **1. BR 8048 – Claims Sheet**

The Board Report reads in part: It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from May 1, 2023 to May 31, 2023. The total is \$1,914,163.20.

A motion was made by Trustee Trojan, seconded by Trustee Soltow to approve Board Report 8048. There was no discussion. The motion was approved by unanimous roll call vote.

#### **2a. BR 8049-A – Purchase Report-A – FY2023 Amendments**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8049-A, Purchase Report-A.

\$ 4,000.00	A.	Edward Caceres, Delavan, WI
\$ 3,500.00	B.	Cintas, Cincinnati, OH
\$ 3,500.00	C.	Automatic Fire Systems, Rockford, IL
\$ 5,000.00	D.	CDW, Chicago, IL
\$ 3,000.00	E.	Frinks Sewer Service, Rockford, IL

A motion was made by Trustee Trojan, seconded by Trustee Simpson, to approve Board Report 8049-A. Vice President Olson confirmed that no changes have been made since the June 13 Committee of the Whole meeting. The motion was approved by unanimous roll call vote.

#### **2b. BR 8049-B – Purchase Report-B – FY2023 Purchases**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8049-B, Purchase Report-B.

\$ 24,459.84	A.	Latino Worker Safety Center (LWSC), Hillside, IL
\$ 19,220.00	B.	Geocon Professional Services, Rockford, IL
\$ 12,000.00	C.	Rockford Consulting and Brokerage, Inc., Rockford, IL

A motion was made by Trustee Trojan, seconded by Trustee Soltow, to approve Board Report 8049-B. There was no discussion. The motion was approved by unanimous roll call vote.

**2c. BR 8049-C – Purchase Report-C – FY2024 Purchases**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8049-C, Purchase Report-C.

\$ 57,245.00	A. Meridian, Loves Park, IL
\$ 24,245.28	B. Wilderness Resort, Wisconsin Dells, WI
\$ 16,000.00	C. Illinois Heartland Library System (IHLS), Edwardsville, IL
\$ 15,000.00	D. Indeed, Austin, TX

A motion was made by Trustee Trojan, seconded by Trustee Nelson, to approve Board Report 8049-C. There was no discussion. The motion was approved by unanimous roll call vote.

**2d. BR 8049-D – Purchase Report-D – FY2024 Site Rentals**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8049-D, Purchase Report-D.

\$ 63,000.00	A. The Workforce Connection, Rockford, IL
\$ 156,200.00	B. Illinois Holler LLC, Rockford, IL
\$ 11,500.00	C. Greater Rockford Airport Authority, Rockford, IL

A motion was made by Trustee Trojan, seconded by Trustee Nelson, to approve Board Report 8049-D. There was no discussion. The motion was approved by unanimous roll call vote.

**2e. BR 8049-E – Purchase Report-E – FY2024 Licensing/Software Renewals**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8049-E.

\$ 100,000.00	A. Ad Astra, Overland Park, KS
\$ 15,000.00	B. Anthology, Leawood, KS
\$ 14,000.00	C. Blackbaud, Charleston, SC
\$ 14,000.00	D. Blackbaud, Charleston, SC
\$ 11,000.00	E. Blackboard Inc., Reston, VA
\$ 35,000.00	F. CDW-G, Chicago, IL
\$ 72,000.00	G. CDW-G, Chicago, IL
\$ 17,329.08	H. CDW-G, Chicago, IL
\$ 64,000.00	I. CDW-G, Chicago, IL
\$ 40,000.00	J. Brightly, Cary, NC
\$ 19,500.00	K. Economic Modeling LLC (Lightcast), Moscow, ID
\$ 650,000.00	L. Ellucian, Malvern, PA
\$ 30,770.00	M. Entrinsik, Inc., Raleigh, NC
\$ 79,000.00	N. Hyland LLC, Lenexa, KS
\$ 160,000.00	O. Instructure, Inc., Salt Lake City, UT
\$ 73,000.00	P. Prophix Software Inc., Ontario, Canada
\$ 16,206.75	Q. Qualtrics LLC, Provo, UT
\$ 95,000.00	R. Watermark Insights, New York, NY
\$ 23,871.00	S. Siteimprove, Sacramento, CA
\$ 24,000.00-Not to Exceed	T. Upswing, Austin, TX
\$ 60,000.00-Not to Exceed	U. Carahsoft, Reston, VA

\$ 10,000.00	V. LingK, Danville, CA
\$ 30,675.00	W. Modern Campus, Camarillo, CA
\$ 40,828.00	X. GHA Technologies, Scottsdale, AZ
\$ 11,000.00	Y. Northern Illinois University, DeKalb, IL

A motion was made by Trustee Gorski, seconded by Trustee Trojan, to approve Board Report 8049-E. There was no discussion. The motion was approved by unanimous roll call vote.

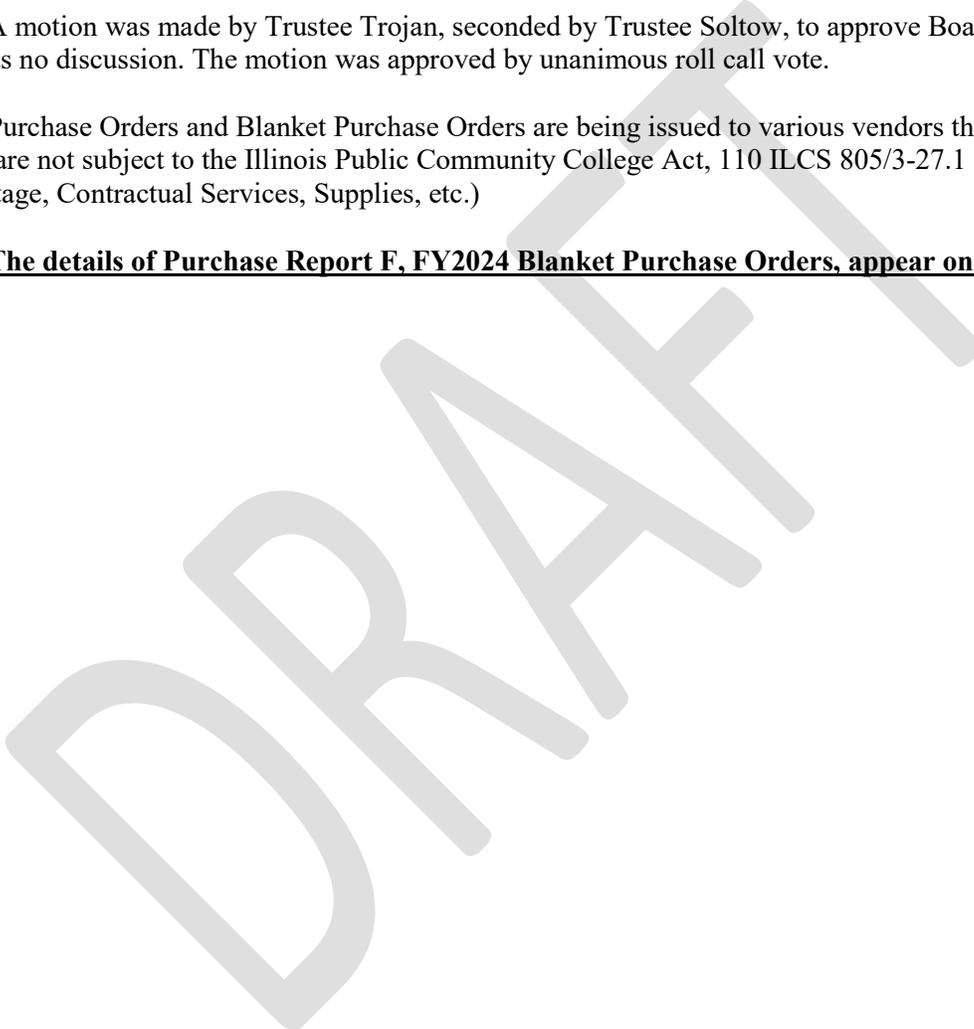
**2f. BR 8049-F – Purchase Report-F – FY2024 Blanket Purchase Orders**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8049-F, Purchase Report F.

A motion was made by Trustee Trojan, seconded by Trustee Soltow, to approve Board Report 8049-F. There was no discussion. The motion was approved by unanimous roll call vote.

Purchase Orders and Blanket Purchase Orders are being issued to various vendors that the College believes are not subject to the Illinois Public Community College Act, 110 ILCS 805/3-27.1 Bid requirements (i.e., Postage, Contractual Services, Supplies, etc.)

**The details of Purchase Report F, FY2024 Blanket Purchase Orders, appear on the next pages.**



<p><b>Purchase Report F</b></p> <p><b>FY24 Blanket Purchase Orders</b></p> <p><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></p> <p>Blanket POs for the Period of 7/1/23 through 6/30/24</p>
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VENDOR	CITY	ST	DESCRIPTION	FY23	FY24	Comments
<u>Health Care Service Corporation</u>	Chicago	IL	Premiums for PPO insurance, Stop loss insurance.	\$7,125,000.00	\$7,700,000.00	Exempt A. Projected pricing from multiple insurance carriers.
<u>Constellation New Energy Gas/Electric</u>	Chicago	IL	Gas and electric service.	\$1,850,000.00	\$2,000,000.00	Exempt L. Consortium pricing and rate increases.
<u>IL Community College (ICC) Risk Management Consortium</u>	Northbrook	IL	Premiums for property and casualty, worker's compensation, malpractice, and athletic insurance paid from Operations, Tort, and Auxiliary Funds.	\$ 885,000.00	\$1,100,000.00	Exempt L. Per the Illinois Joint Purchasing Act, 30 ILCS 525/1, et seq. Projected insurance premiums.
<u>EBM/Morgan Building Maintenance</u>	Elk Grove Village	IL	Custodial services.	\$850,000.00	\$920,000.00	The fifth year of a five-year contract.
<u>American Express</u>	Chicago	IL	P-Card program.	\$700,000.00	\$900,000.00	Pass through for miscellaneous 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.
<u>Guardian</u>	Dallas	TX	Premiums for supplemental life insurance, group life insurance, dental and long term disability insurance.	\$257,000.00	\$600,000.00	Exempt A. Projected pricing from multiple insurance carriers. FY 2023 amount is so much lower because the insurance coverage started mid-year.
<u>OPN Architects</u>	Madison	WI	For design and engineering planning for approved capital projects.	\$305,600.00	\$600,000.00	This is the second year of their contract. RFQ #22-04 Architect of Record.

<b><u>Robbins, Schwartz, Nicholas, Lifton, Taylor</u></b>	Chicago	IL	Legal services, as needed.	<b>\$600,000.00</b>	<b>\$600,000.00</b>	Professional services purchases exemption ILCS 805/3-21.1a.
<b><u>Bodycraft Wellness &amp; Massage</u></b>	Rockford	IL	Instruction of personal wellness Continuing Education classes.	<b>\$202,000.00</b>	<b>\$210,000.00</b>	Exempt A. Revenue received to offset the expenses of classes.
<b><u>OSF Healthcare</u></b>	Peoria	IL	On-site wellness clinic management fees, consumables, and monthly lab fees.	<b>\$210,000.00</b>	<b>\$210,000.00</b>	Exempt A. This is the fifth year of a five-year contract.
<b><u>Condensed Curriculum Intl</u></b>	Fairfield	NJ	Instruction of Health Care Continuing Education classes.	<b>\$180,000.00</b>	<b>\$200,000.00</b>	Exempt A. Increase due to partnership with Workforce Equity Initiative.
<b><u>NICOR Gas</u></b>	Pecatonica	IL	Natural gas supply for satellite campus locations.	<b>\$155,000.00</b>	<b>\$170,000.00</b>	Exempt L. The increase is due to the anticipated price increase of natural gas.
<b><u>Javon Bea Hospital - Rockton</u></b>	Rockford	IL	Instruction and consumable class materials and supplies for the Continuing Education Fire Science, Emergency Medical Services and Emergency Medical Technician classes.	<b>\$130,000.00</b>	<b>\$160,000.00</b>	Exempt A and L.
<b><u>Servio Consulting</u></b>	Frankfort	IL	Consulting on the implementation of the new Customer Relationship Management software.	<b>\$70,000.00</b>	<b>\$160,000.00</b>	Professional services purchases exemption ILCS 805/3-21.1a. This is year three of a five-year agreement. Adding non-credit installation.
<b><u>State Universities Retirement System (SURS)</u></b>	Springfield	IL	Penalty expenses.	<b>\$150,000.00</b>	<b>\$150,000.00</b>	Exempt L.
<b><u>Townsquare Media Rockford LLC / Ignite</u></b>	Cincinnati	OH	Media advertising to support enrollment and college initiatives, Tech Bus and Advanced Technology Center.	<b>\$135,000.00</b>	<b>\$150,000.00</b>	Exempt A and L.

<b><u>Huron Consulting Services LLC (AKA: Studer Education)</u></b>	Chicago	IL	Contractual services to provide leadership and organizational development training and services to the College Leadership team.	<b>\$129,390.00</b>	<b>\$135,000.00</b>	Professional services purchases exemption ILCS 805/3-21.1a.
<b><u>Northern Illinois University</u></b>	DeKalb	IL	RVC Foundation pass-through account for engineering scholarship awards through the Foundation's Engineering Our Future Campaign.	<b>\$110,000.00</b>	<b>\$133,000.00</b>	This is a pass-through expense.
<b><u>Khione Management Services LLC</u></b>	Cicero	IL	Snow removal for the College satellite locations.	<b>\$100,000.00</b>	<b>\$125,000.00</b>	Miscellaneous small commodity purchases. They are not required to be bid as individual or collective purchases. They do not exceed the \$25,000 threshold in 110 ILCS 805/3-27.1. Second one-year renewal of two one-year renewal options.
<b><u>EBSCO Subscription Services</u></b>	Birmingham	AL	Magazines and journals for the Library.	<b>\$110,000.00</b>	<b>\$110,000.00</b>	Exempt L.
<b><u>Helm Service</u></b>	Rockford	IL	Service contract for parts, supplies, and repairs for the heating, ventilation, and air conditioning systems.	<b>\$90,000.00</b>	<b>\$110,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. They do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Sikich LLC</u></b>	Naperville	IL	Audit Services for the College and the Foundation.	<b>\$102,650.00</b>	<b>\$105,000.00</b>	Third year of a three-year contract extension
<b><u>BSN Sports</u></b>	Dallas	TX	Athletic uniforms and sports equipment for the RVC sports teams.	<b>\$100,000.00</b>	<b>\$100,000.00</b>	Miscellaneous small commodity purchases or individual purchases are under \$25,000. They do not need to be bid pursuant to ILCS 805/3-21.1. This is the third year of a five-year agreement.
<b><u>City of Rockford</u></b>	Rockford	IL	Water service for the main campus and satellite campuses.	<b>\$90,000.00</b>	<b>\$95,000.00</b>	Exempt K and L.
<b><u>Commonwealth Edison</u></b>	Chicago	IL	Electric and energy supply bills for the Advanced Technology Center.	<b>\$85,000.00</b>	<b>\$95,000.00</b>	Exempt L.

<b><u>Helm Service</u></b>	Rockford	IL	Electrical parts, repairs, and service.	<b>\$60,000.00</b>	<b>\$90,000.00</b>	Miscellaneous small commodity purchases or individual purchases are under \$25,000. This does not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>KK Stevens</u></b>	Astoria	IL	Printing of the Community and Continuing Education semester course catalogs.	<b>\$89,245.74</b>	<b>\$90,000.00</b>	Fall 2023, Spring 2024, and Summer 2024. Bid #23-11.
<b><u>Schneider Electric</u></b>	Homewood	IL	Security systems hardware and software support.	<b>\$50,000.00</b>	<b>\$90,000.00</b>	Exempt F.
<b><u>Office Pro formerly Mid-City</u></b>	Rockford	IL	Office supplies.	<b>\$80,000.00</b>	<b>\$80,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. They do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Pitney Bowes Reserve Account</u></b>	Pittsburgh	PA	Postage meter funds.	<b>\$60,000.00</b>	<b>\$80,000.00</b>	Exempt K. Postage stamps must be purchased through this vendor in order to be compatible with the postage meter.
<b><u>Postmaster</u></b>	Rockford	IL	Postage for United States Postal Service Bulk mail.	<b>\$60,000.00</b>	<b>\$80,000.00</b>	Exempt K.
<b><u>Rocket Industrial (FKA: Harder Corp)</u></b>	Rockford	IL	Supplies, parts, and repairs for custodial.	<b>\$80,000.00</b>	<b>\$80,000.00</b>	Non-COVID-related supplies. Miscellaneous small commodity purchases or individual purchases that are under \$25,000. This does not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Smith Oil</u></b>	Rockford	IL	Gas for fleet and maintenance vehicles.	<b>\$80,000.00</b>	<b>\$80,000.00</b>	Exempt F. Miscellaneous small commodity purchases for College use or individual purchases that are under \$25,000. Purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Effectv</u></b>	Rockford	IL	Media advertising to support enrollment and college initiatives, Tech Bus, and Advanced Technology Center.	<b>\$65,000.00</b>	<b>\$75,000.00</b>	Exempt A and L.
<b><u>IL Dept. of Employment Security (IDES)</u></b>	Rockford	IL	Unemployment insurance premiums. Paid from Tort Fund.	<b>\$75,000.00</b>	<b>\$75,000.00</b>	Exemption 30 ILCS 525/2. Joint Purchasing Act.

<b><u>Kelly Williamson</u></b>	Rockford	IL	Gas cards for all grant programs.	<b>\$47,000.00</b>	<b>\$75,000.00</b>	Exempt F and L. Miscellaneous small commodity, individual, or collective purchases that do not exceed the \$25,000 threshold do not need to be bid pursuant in 110 ILCS 805/3-27.1.
<b><u>Lamar Companies</u></b>	Rockford	IL	Media advertising to support enrollment and college initiatives, Tech Bus and the Advanced Technology Center.	<b>\$75,000.00</b>	<b>\$75,000.00</b>	Exempt A and L.
<b><u>National Safety Council</u></b>	Itasca	IL	Course materials for Traffic Safety classes.	<b>\$75,000.00</b>	<b>\$75,000.00</b>	Exempt L.
<b><u>Schnucks Market</u></b>	Rockford	IL	Food gift cards for all grant programs.	<b>\$42,400.00</b>	<b>\$75,000.00</b>	Exempt F and L. Miscellaneous small commodity purchases. This is not required to bid as individual or collective purchases as they do not exceed \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>U.S. Department of Homeland Security</u></b>	Laguna Nigel	CA	Reimbursements of application fees to eligible participants applying for the Deferred Action for Childhood Arrivals citizenship initiative against the Illinois Coalition for Immigrant and Refugee Rights Grant.	<b>\$25,000.00</b>	<b>\$75,000.00</b>	Exempt L.
<b><u>Marsh LLC</u></b>	Chicago	IL	Insurance premiums for treasurer bonds, airport liability, aircraft hull & liability. Paid from Operations and Tort Funds.	<b>\$60,000.00</b>	<b>\$66,000.00</b>	Exempt under the Illinois Joint Purchasing Act, 30ILCS 525/1, et seq. This is the final year of a three-year commitment to the Illinois Community College Risk Management Consortium.
<b><u>Gallagher</u></b>	Rolling Meadows	IL	Insurance broker.	<b>\$65,000.00</b>	<b>\$65,000.00</b>	This is the second year of a two-year contract. Per Bid #22-13.

<b><u>Barnes &amp; Noble</u></b>	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.	<b>\$40,000.00</b>	<b>\$58,000.00</b>	Exempt F. Miscellaneous small commodity purchases or individual purchases under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Elsevier/HESI</u></b>	St Louis	MO	Registered Nurse comprehensive assessment and review of programs and the SIMChart software used with the medication computer system by the students. These are all pass-through items that are covered by course fees.	<b>\$48,000.00</b>	<b>\$58,000.00</b>	Professional services purchases. Exemption ILCS 805/3-21.1a.
<b><u>Johnson Controls Fire Protection LP</u></b>	Palatine	IL	Fire alarm testing and repairs.	<b>\$40,000.00</b>	<b>\$56,000.00</b>	Exempt L.
<b><u>Johnson Controls Inc.</u></b>	Rockford	IL	Repair of control systems, as needed.	<b>\$35,000.00</b>	<b>\$55,000.00</b>	Exempt E.
<b><u>Airoldi</u></b>	Oak Creek	WI	Two tractors and two trailers for the Truck Driving Training program.	<b>\$124,000.00</b>	<b>\$50,000.00</b>	RVC needs to find a new company to lease, or RVC may need to purchase trucks. The current contract has expired.
<b><u>Exxon Mobil</u></b>	Rockford	IL	Fuel for the tractor and trailer units used in the Truck Driver Training program.	<b>\$30,000.00</b>	<b>\$50,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>H&amp;H/Air Rite</u></b>	Bettendorf	IA	Heating, ventilation, and air conditioning filters for all buildings.	<b>\$38,000.00</b>	<b>\$50,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Midland Paper</u></b>	Rockford	IL	Printing and copying paper for all RVC locations.	<b>\$50,000.00</b>	<b>\$50,000.00</b>	The pricing remains high due to supply chain issues.

<b><u>CDW-G</u></b>	Seattle	WA	Servers, virtual desktop infrastructure, and network resources hosted in the Azure subscription.	<b>\$13,833.60</b>	<b>\$50,000.00</b>	Exempt F. RVC is expanding the existing Azure platform to replace Amazon Web Service. This is an existing platform. This is pursuant to ILCS 805/3-21.1.
<b><u>Mike Rogers Consulting</u></b>	Rockford	IL	Business Consulting Services for Small Business Development Center owners and entrepreneurs.	<b>\$25,000.00</b>	<b>\$50,000.00</b>	This is a professional services purchase exemption ILCS 805/3-21.1a.
<b><u>Great American Financial Services Corp. formerly Marco Technologies, LLC</u></b>	Rockford	IL	All RVC locations, copier click charges for usage, and lease payments.	<b>\$150,000.00</b>	<b>\$50,000.00</b>	Exempt G. The last two months of the current contract. RVC is currently working on a new bid. This cost includes a two-month extension of the current contract if needed.
<b><u>Ballard Electric</u></b>	Rockford	IL	Cogen, Generator Optimization Asset Model monitoring, programming, services, and repairs.	<b>\$49,000.00</b>	<b>\$49,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Four Rivers Sanitation Authority</u></b>	Rockford	IL	Sanitation services for waste removal for all RVC locations.	<b>\$42,000.00</b>	<b>\$45,000.00</b>	Exempt L.
<b><u>Rock River Disposal</u></b>	Rockford	IL	Trash removal and recycling services.	<b>\$43,000.00</b>	<b>\$45,000.00</b>	Exempt L. The increase is due to pricing increases.
<b><u>University of Illinois (CARLI)</u></b>	Champaign	IL	The Consortium of Academic and Research Libraries in Illinois library resources databases and membership for the RVC Library.	<b>\$47,000.00</b>	<b>\$45,000.00</b>	Exempt L.
<b><u>iFiber</u></b>	Sycamore	IL	Gigabyte transport fee. Maintains fiber lines.	<b>43,600.00</b>	<b>\$43,600.00</b>	Exempt F.
<b><u>Schumacher Elevator</u></b>	Denver	IA	Inspection and repair services for elevators in all RVC locations.	<b>\$40,000.00</b>	<b>43,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.

<b><u>Clearly</u></b>	Pasadena	CA	Local telephone service.	<b>\$42,000.00</b>	<b>\$42,000.00</b>	Exempt L and F.
<b><u>AT&amp;T</u></b>	Dallas	TX	Internet Protocol, Flex, and Completelink, monthly phone bills.	<b>\$40,000.00</b>	<b>\$40,000.00</b>	Exempt L.
<b><u>City of Rockford</u></b>	Rockford	IL	Bulk road salt for all RVC locations.	<b>\$27,000.00</b>	<b>\$40,000.00</b>	Exempt K and L.
<b><u>Disney Advertising</u></b>	Chicago	IL	Streaming ads on Hulu, ESPN Plus, and Disney Plus.	<b>N/A New FY 2024</b>	<b>\$40,000.00</b>	Exempt A and L.
<b><u>Global Water Technology Inc formerly Lakeland Chemical</u></b>	Menomonee Falls	WI	Chemical treatment for boilers, chillers, heating, ventilation, and air conditioning equipment.	<b>\$18,000.00</b>	<b>\$40,000.00</b>	Miscellaneous small commodity purchases. This is not required to bid as individual or collective purchases do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>Verizon Wireless</u></b>	St Louis	MO	Cell phone service, mobile hotspots, and hardware.	<b>\$40,000.00</b>	<b>\$40,000.00</b>	Exempt F. Miscellaneous small commodity purchases. The College uses individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>WREX</u></b>	Rockford	IL	Media advertising to support enrollment and college initiatives.	<b>\$50,000.00</b>	<b>\$40,000.00</b>	Exempt A and L.
<b><u>University of Illinois (iShare)</u></b>	Champaign	IL	Cloud-based library service platform and discovery service. Consortium of Academic and Research Libraries in Illinois FY 2024 iShare assessment.	<b>\$38,000.00</b>	<b>38,000.00</b>	Exempt L.
<b><u>Midwest Library Service</u></b>	Bridgeton	MO	Books for the library collection.	<b>\$45,000.00</b>	<b>\$35,000.00</b>	Exempt L.
<b><u>Network of Illinois Learning Resources in Community Colleges (NILRC)</u></b>	Blanchardville	WI	Multiple library databases, search tools, and membership.	<b>\$27,000.00</b>	<b>\$34,000.00</b>	Exempt F and L.
<b><u>Business Advice &amp; Solutions, LLC.</u></b>	Delavan	WI	Business Consulting Services for Small Business Development Center owners and entrepreneurs.	<b>\$19,000.00</b>	<b>\$32,000.00</b>	This is a professional services purchase exemption ILCS 805/3-21.1a.

<b><u>Jose Gloria</u></b>	Rockford	IL	Business Consulting Services for Small Business Development Center owners and entrepreneurs.	N/A New FY2024	<b>\$32,000.00</b>	This is a professional services purchase exemption ILCS 805/3-21.1a.
<b><u>Latino Worker Safety Center (LWSC)</u></b>	Hillside	IL	Highway Construction Careers Training Program training and certifications.	<b>\$24,459.84</b>	<b>\$32,000.00</b>	This is a professional services purchase exemption ILCS 805/3-21.1a.
<b><u>Balanced Environments Inc. (BEI)</u></b>	Old Mill Creek	IL	Grounds maintenance for Stenstrom Center, Bell School, Aviation, and the Advanced Technology Center properties.	<b>\$30,000.00</b>	<b>\$30,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1. This is the third year of a three-year agreement.
<b><u>John Morrissey Accounting Inc.</u></b>	Rockford	IL	Accounting Services to support the Adult Education grant program.	<b>\$30,000.00</b>	<b>\$30,000.00</b>	This is a professional services purchase exemption ILCS 805/3-21.1a.
<b><u>Miller Bradford &amp; Risberg or M&amp;D Truck and Equipment Sales</u></b>	Rockford	IL	Rental of Case wheel loader, skid steer to assist with the snow removal and other grounds tasks.	<b>\$30,000.00</b>	<b>\$30,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>FrontLine Education</u></b>	Philadelphia	PA	Employee application processing and tracking for Human Resources.	<b>\$28,000.00</b>	<b>\$28,000.00</b>	Exempt F.
<b><u>City of Rockford</u></b>	Rockford	IL	911 service.	<b>\$27,000.00</b>	<b>\$27,000.00</b>	Exempt K and L.
<b><u>BP Roofing Solutions</u></b>	Loves Park	IL	Roofing inspections and repairs.	<b>\$25,000.00</b>	<b>\$25,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Enterprise Rent-A-Car</u></b>	Rockford	IL	Miscellaneous rental service for the athletic teams' travel that is not covered under Van Galder's contract. This is a "Not to Exceed."	<b>\$25,000.00</b>	<b>\$25,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1. This is a second year of a five-year agreement.

<b><u>La Bamba Radio</u></b>	Rockford	IL	Advertising on the local Spanish internet radio.	<b>\$10,000.00</b>	<b>\$25,000.00</b>	Exempt A and L.
<b><u>Lift Works</u></b>	St Charles	IL	Building inspections and maintenance.	<b>\$20,000.00</b>	<b>\$25,000.00</b>	Miscellaneous small commodity purchases. They are not required to bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>MSC Industrial Supply Co.</u></b>	Machesney Park	IL	Miscellaneous parts and tooling of the Advanced Technology Center, Computer Numerical Control program.	<b>\$50,000.00</b>	<b>\$25,000.00</b>	Exempt F and L. Miscellaneous small commodity purchases. This is not required to be bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>Plumbers &amp; Pipe Fitters</u></b>	Rockford	IL	Contract instruction for the Highway Construction Careers Training Programs courses as needed.	<b>\$25,000.00</b>	<b>\$25,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Tru View</u></b>	Melville	NY	Background check services for Human Resources.	<b>\$15,000.00</b>	<b>\$25,000.00</b>	Exempt A. Bid #22-17.
<b><u>WIFR-TV23 and WIFR</u></b>	Rockford	IL	Media advertising to support enrollment and college initiatives.	<b>\$50,000.00</b>	<b>\$25,000.00</b>	Exempt A and L.
<b><u>Rush Power</u></b>	Kirkland	IL	Semi-annual preventative maintenance for the Caterpillar engines in the Co-generation plant.	<b>\$20,000.00</b>	<b>\$22,000.00</b>	Exempt E.
<b><u>Cintas</u></b>	Cincinnati	OH	Rental and cleaning of uniforms for Plant, Operations, and Maintenance.	<b>\$15,000.00</b>	<b>\$20,000.00</b>	Miscellaneous small commodity purchases. They are not required to be bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>Cornerstone OnDemand Inc</u></b>	Santa Monica	CA	Specialized service provider for online training modules available to employees to train remotely.	<b>\$20,000.00</b>	<b>\$20,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.

<b><u>First Student</u></b>	Belvidere	IL	Bus transportation for Upward Bound summer program.	<b>\$15,540.00</b>	<b>\$20,000.00</b>	This is a TRiO Grant program expense. Three quotes were attempted. First Student is the only company available with school buses that can meet the scheduling needs.
<b><u>Illinois Community College Trustees Assoc (ICCTA)</u></b>	Springfield	IL	Membership dues for the College to belong to the Association.	<b>\$20,000.00</b>	<b>\$20,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Reinders Inc</u></b>	Milwaukee	WI	Fertilizer, weed control, and grounds supplies.	<b>\$20,000.00</b>	<b>\$20,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Steiner Electric</u></b>	Loves Park	IL	Electrical parts and supplies.	<b>\$20,000.00</b>	<b>\$20,000.00</b>	Miscellaneous small commodity purchases. They are not required to bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>Wolter Inc</u></b>	Brookfield	WI	Instruction for forklift training in Continuing Education classes.	<b>\$20,000.00</b>	<b>\$20,000.00</b>	Exempt L.
<b><u>HURST Review</u></b>	Brookhaven	MS	Three-day review course for nurses to pass the Natuibak Council Licensure Examination, offered in December for December graduates and in May for May graduates.	<b>\$7,011.00</b>	<b>\$18,500.00</b>	This is a professional services purchase exemption ILCS 805/3-21.1a.
<b><u>Safe Chefs Food Safety Training LLC</u></b>	Des Plaines	IL	Food Safety Manager and Food Handler classes in Continuing Education.	<b>\$17,500.00</b>	<b>\$18,500.00</b>	Exempt L.

<b><u>Johnstone Supply</u></b>	Rockford	IL	Maintenance parts and supplies.	<b>\$18,000.00</b>	<b>\$18,000.00</b>	Miscellaneous small commodity purchases. They are not required to bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>Automatic Fire Systems</u></b>	Rockford	IL	Annual fire pump inspections and testing.	<b>\$13,000.00</b>	<b>\$16,500.00</b>	Exempt E. Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Kanopy</u></b>	San Francisco	CA	Streaming Services for students through Library Services.	<b>\$17,000.00</b>	<b>\$16,000.00</b>	Exempt F and L.
<b><u>Skyline Window Cleaning</u></b>	Machesney Park	IL	Window cleaning, as needed.	<b>\$16,000.00</b>	<b>\$16,000.00</b>	Miscellaneous small commodity purchases. They are not required to be bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>IL Central Management Services (CMS)</u></b>	Springfield	IL	Illinois Century Network internet.	<b>\$15,000.00</b>	<b>\$16,000.00</b>	Exempt L. 30 ILCS 525/2. The Joint Purchasing Act. Miscellaneous small commodity purchases. For academic use or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Adventure Safari Network</u></b>	Byron	IL	Instruction of photography classes in Continuing Education.	<b>\$15,000.00</b>	<b>\$15,000.00</b>	Exempt A. 30 ILCS 525/2. The Joint Purchasing Act. Miscellaneous small commodity purchases for academic use or individual purchases are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Henry Schein Inc</u></b>	West Allis	WI	Supplies used for instruction and small repair items for the Dental Hygiene Clinic equipment.	<b>\$12,000.00</b>	<b>\$15,000.00</b>	Miscellaneous small commodity purchases for academic use or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.

<b><u>Patterson Dental</u></b>	Wood Dale	IL	Supplies used for instruction in the Dental Hygiene Clinic.	<b>\$15,000.00</b>	<b>\$15,000.00</b>	Miscellaneous small commodity purchases for academic use or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Uniform Den East</u></b>	Moline	IL	Uniform Services for the RVC Police Department.	<b>\$15,000.00</b>	<b>\$15,000.00</b>	Miscellaneous small commodity purchases and individual purchases are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>WQRF (MyStateline)</u></b>	Rockford	IL	Media advertising to support enrollment and college initiatives, Tech Bus, and the Advanced Technology Center.	<b>\$15,000.00</b>	<b>\$15,000.00</b>	Exempt A and L.
<b><u>WQRF TV Fox 39</u></b>	Rockford	IL	Media advertising to support enrollment and college initiatives.	<b>\$40,000.00</b>	<b>\$15,000.00</b>	Exempt A and L.
<b><u>YBP</u></b>	Atlanta	GA	Books for the library collection.	<b>\$20,000.00</b>	<b>\$15,000.00</b>	Exempt F and L.
<b><u>Soft Docs</u></b>	Columbia	SC	Program used for printing information from the Colleague software platform.	<b>\$14,000.00</b>	<b>\$14,000.00</b>	Exempt F and L.
<b><u>Northern Illinois University</u></b>	DeKalb	IL	Bandwidth and internet service provider.	<b>\$11,000.00</b>	<b>\$13,000.00</b>	Exempt F. Miscellaneous small commodity purchases for College use. Quotes were obtained. These are not required to be bid as individual or collective purchases as they do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>NAPA Auto Parts</u></b>	Rockford	IL	Parts for Plant, Operations, and Maintenance.	<b>\$12,000.00</b>	<b>\$12,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Nevco</u></b>	St Louis	MO	Advertising on the gymnasium digital scoring tables within the area High Schools.	<b>\$12,000.00</b>	<b>\$12,000.00</b>	Exempt A and L.

<b><u>White Leaf Creative</u></b>	Rockford	IL	Contract instruction for the various Community and Continuing Education courses as needed.	<b>\$12,000.00</b>	<b>\$12,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Comcast</u></b>	Southeastern	PA	Cable modem and gigabyte service.	<b>\$11,400.00</b>	<b>\$11,400.00</b>	Exempt F and L. Miscellaneous small commodity purchases. These are not required to be bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>Elsevier</u></b>	St Louis	MO	Subscription per student. \$99/student/year. Used in all nursing courses to augment lectures and to bring interaction and engagement to the classroom to enhance learning and critical thinking.	<b>N/A New FY 2024</b>	<b>\$11,000.00</b>	The all-in-one health education that is supported by Elsevier is the text that the nursing program uses. Elsevier is using the Osmosis learning platform.
<b><u>Menards</u></b>	Rockford	IL	Building materials for Plant, Operations, and Maintenance repairs and projects.	<b>\$10,000.00</b>	<b>\$11,000.00</b>	Exempt F and L. Miscellaneous small commodity purchases. These are not required to be bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>ACC Business</u></b>	Atlanta	GA	RVC phone service and ethernet access.	<b>\$10,000.00</b>	<b>\$10,000.00</b>	Exempt L. Phone Service.
<b><u>Allied Benefit Systems</u></b>	Chicago	IL	Administration fees for the Flexplus plan.	<b>\$10,000.00</b>	<b>\$10,000.00</b>	Miscellaneous small commodity purchases. These are not required to be bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>Austin Mechanical Sales Inc</u></b>	Rockford	IL	Miscellaneous parts and equipment for Boiler House repairs.	<b>\$9,500.00</b>	<b>\$10,000.00</b>	Exempt F and L. Miscellaneous small commodity purchases. These are not required to be bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.

<b><u>Black Rocket</u></b>	Freehold	NJ	Teaching Science, Technology, Engineering, and Math for Whiz Kids camps and classes	<b>\$8,000.00</b>	<b>\$10,000.00</b>	This is a professional services purchase exemption ILCS 805/3-21.1a.
<b><u>Lowes</u></b>	Rockford	IL	Building materials for Starlight Theatre productions.	<b>\$10,000.00</b>	<b>\$10,000.00</b>	Miscellaneous small commodity purchases. They are not required to be bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>Master Building Solutions</u></b>	Madison	WI	Miscellaneous parts and equipment for Boiler House repairs.	<b>\$10,000.00</b>	<b>\$10,000.00</b>	Exempt F and L. Also, miscellaneous small commodity purchases. They are not required to be bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>Perspectives EAP</u></b>	Chicago	IL	Employee Assistance Program administration.	<b>\$10,000.00</b>	<b>\$10,000.00</b>	Miscellaneous small commodity purchases. They are not required to be bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>Rock River Ford</u></b>	Rockford	IL	Miscellaneous parts and service work for fleet vehicles.	<b>\$8,000.00</b>	<b>\$10,000.00</b>	Exempt F and L. Miscellaneous small commodity purchases. These are not required to be bid as individual or collective purchases, They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>WTVO TV 17</u></b>	Rockford	IL	Media advertising to support enrollment and college initiatives.	<b>\$15,000.00</b>	<b>\$10,000.00</b>	Exempt A and L.
<b><u>Amazon Web Services (AWS)</u></b>	Seattle	WA	Web Application 2.0.	<b>\$55,000.00</b>	<b>\$10,000.00</b>	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.

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

Howard J. Spearman, Ph.D.  
President

**3. BR 8050 – Fiscal Year 2023 Fund Transfer Request**

The Board Report reads in part: It is recommended that the Board of Trustees approves the College administration's request to allocate \$500,000 from Operating Funds (Funds 01) to the Auxiliary Fund (Fund 05) to maintain a positive fund balance. It is further recommended that the Board of Trustees approves the College administration's request to allocate an amount not to exceed \$1,610,000 to Capital (Fund 03) to complete the outstanding projects (IT Infrastructure Project, HVAC Projects, Audio/Hyflex-Student Center Atrium, and IT Application Initiatives) utilizing the Higher Education Emergency Relief Fund (HEERF) grant funding.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8050. There was no discussion. The motion was approved by unanimous roll call vote.

**4. BR 8051 – Adopting the Fiscal Year 2024 Budget**

The Board Report reads in part: It is recommended that the Board of Trustees adopts the Fiscal Year 2024 Final Budget as the budget for the fiscal year beginning on July 1, 2023, for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties.

A motion was made by Trustee Gorski, seconded by Trustee Soltow, to approve Board Report 8051. Vice President Ellen Olson confirmed that the Fiscal Year 2024 Budget is balanced and that future fund transfers may be needed. The motion was approved by unanimous roll call vote.

**5. BR 8052 – Certificate Attesting to the Fiscal Year 2024 Budget**

The Board Report reads in part: It is recommended that the Secretary and Chairperson of the Rock Valley College Board of Trustees attest to the Fiscal Year 2024 Final Budget being a true and correct copy in its legal form.

A motion was made by Trustee Trojan, seconded by Trustee Nelson, to approve Board Report 8052. There was no discussion. The motion was approved by unanimous roll call vote.

**6. BR 8053 – ESP/PSA/Administrative Salaries for 2023-2024 (FY2024)**

The Board Report reads in part: It is recommended that the Board of Trustees approves the following salary increases for non-represented Educational Support Personnel (ESP), Professional Staff Association (PSA) and Administrative employees who are active full-time and continuous part-time (CPT) employees in grades J to V (previously grades A to G).

**Effective July 1, 2023**

- A 3.5% 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, 2023, are not eligible for this pay increase.
- The estimated fiscal impact is \$400,054.00.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8053. There was no discussion. The motion was approved by unanimous roll call vote.

**7. BR 8054 – Resolution Authorizing Byron Power Station Real Property Tax Assessment Settlement Agreement**

The Board Report reads in part: It is recommended that the Board of Trustees approves the Byron Power Station Real Property Tax Assessment Settlement Agreement. **Attorney Reviewed.**

A motion was made by Trustee Nelson, seconded by Trustee Gorski to approve Board Report 8054. There was no discussion. The motion was approved by unanimous roll call vote.

**8. BR 8055 – Sublease Agreement Between Rock Valley College and The Workforce Connection**

The Board Report reads in part: It is recommended that the Board of Trustees approves the sublease agreement with The Workforce Connection for space at 303 N. Main Street, Rockford, IL from July 1, 2023 to June 30, 2024. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Trojan, to approve Board Report 8055. There was no discussion. The motion was approved by unanimous roll call vote.

**9. BR 8056 – Personnel Report**

The Board Report reads in part: It is recommended that the Board of Trustees approves the personnel actions as outlined on the Personnel Report.

A motion was made by Trustee Simpson, seconded by Trustee Soltow, to approve Board Report 8056. There was no discussion. The motion was approved by unanimous roll call vote.

**Other Business**

**1. New Business**

Dr. Spearman announced that the next meeting of the trustees in the ICCTA Northwest Region will be held at Kishwaukee College on September 19. This is the second meeting since the end of the COVID pandemic, as last year's meeting was held at Highland Community College. He added that this is a good opportunity for trustees to meet trustees from other community colleges and to share information. The meeting will include dinner and a tour of the Kishwaukee College campus. More information will be shared as it becomes available.

**2. Unfinished Business**

There was no unfinished business.

**Updates / Reports**

**1. President's Update**

President Howard Spearman provided highlights of his June activities.

- Thanked trustees who attended the ICCTA awards banquet and for participating in the state-required training on June 2. The College submitted several nominations: Board Chair Cudia for the Ray Hartstein Trustee Achievement Award; Vice President Keith Barnes and his team for the 2023 Equity and Diversity Award; RVC Student Alyssa Bird for the Gregg Chadwick Student Service Scholarship Award; and AAR for the Business/Industry Partnership Award.
- Thanked the RVC Foundation for sponsoring a table at the Chef's Table event sponsored by Zion West to raise funds for scholarships. Vice President Keith Barnes and his family cooked some great food for the RVC attendees.
- Thanked trustees for extending his contract. He is pleased that the College has turned things around after his first year and has made some great achievements such as improvements in the employee culture toward a more positive attitude. Affirming his contract also shows trustees' faith in the Cabinet.

**2. Leadership Team Updates**

- Vice President Keith Barnes announced that over 40 participants celebrated the campus Juneteenth celebration on June 20, with Tommy Meeks, founder of Rockford's event, in attendance. Mr. Barnes' department is in the process of completing the application for a HEED award for demonstrating diversity, equity and inclusion on campus.
- Vice President Jim Handley thanked trustees for their support of the compensation study which has been completed. Implementation will be effective July 1.
- Vice President Dr. Hansen Stewart announced that the College has received very positive feedback on the Dual Credit Quality Act training held for 22 high school teachers from 14 schools. In addition, the CNC class completion ceremony was held recently with 10 of 11

completions. Many students received job offers before the course ended, while 41 received NIMS (National Institute for Metalworking Skills) credentials.

- Vice President Heather Snider announced that the new RVC website is now operational. In addition, Summer II enrollment is at 90 percent to budget and Fall enrollment is 72 percent to budget.
- Vice President Ellen Olson reminded trustees to respond to the request from Sikich to complete Form 99 and return it directly to Sikich. She also updated trustees on past issues with the Rockford Register Star and why the College looked elsewhere to place legal notices, particularly the Notice of Public Hearing for the FY2024 budget. Ms. Olson emphasized that the new publications are reaching all counties within the College's district.
- Vice President Rick Jenks made several announcements: 1) Trustees have received the Facilities Master Plan (FMP) draft, which is 95 percent complete, and have been asked to provide feedback to Jenks by July 6. Rollout of the final document will be shared with government officials in the fall. 2) The Request for Qualifications (RFQ) to select an architect for the new Downtown project has been issued, and Trustee Kennedy has agreed to serve on the architect selection committee. Mr. Jenks will provide a review of the process at the July Committee of the Whole meeting with presentations by the finalists at the August 8 Committee of the Whole meeting. Trustees will be asked to approve the selected architect at the August 22 regular board meeting. 3) The College closed on the purchase of the Belvidere property adjacent to the ATC on June 15. 4) Several change orders for the ATC will be presented at the July Committee of the Whole meeting including added outlets and bollards.
- Vice President Dr. Amanda Smith announced that RVC's nursing students had a 100 percent pass rate for the national exam to become an RN. This is outstanding news, as the national average is 80 percent, Illinois is 70 percent, and RVC had 86 percent last year. This is also a testament to the quality of the eight faculty members, seven of whom are new to RVC.
- Vice President Dr. Patrick Peyer thanked trustees for participating in the Heritage Days parade held in Belvidere last weekend. RVC will also be present in Rockford's Fourth of July parade, which will begin at 5:00 p.m. The Tech Bus will be there. Volunteers are reminded not to throw candy at the crowd.

### **3. ICCTA (Illinois Community College Trustees Association) Report**

Trustee Nelson did not have a report.

### **4. Trustee Comments**

- Trustee Gorski was pleased to see the good response at the Belvidere parade. He suggested that trustees should promote the Committee of the Whole to increase staff attendance.
- Trustee Kennedy commended administration's professionalism in getting information to the board and always having answers to his questions.
- Trustee Nelson also commented on the positive response to RVC at the Belvidere parade.
- Trustee Simpson commented on the hourglass illustration used at the board governance training session a few weeks ago. She is concerned that she has to go through the board chair to ask the president a question, and thinks the whole board should discuss it further.
- Trustee Soltow commented that she enjoyed the Chef's Table event, adding that it was very well done and Vice President Barnes did a great job as RVC's chef.
- Trustee Trojan commented that he was a judge for the recent Fast Pitch contest sponsored by EIGERlab held at Rockford University. He asked if RVC had been contacted to host the event and encouraged staff to host it at RVC next year.
- Board Chair Cudia noted how much she enjoyed attending the RAMM (Rockford Association for Minority Management) scholarship banquet held June 16 and commended Jessica Jones, longtime chairman of the event, for her hard work. Ms. Cudia added her congratulations to the staff and volunteers at Starlight Theatre, as she has heard good reports from the community about the performances. She encouraged trustees to email her with their feedback to the board training on how they might function more efficiently.

**5. Student Trustee Report**

Student Trustee Juan Nogueta reported on remaining performances at Starlight Theatre, activities of the Diversity, Equity and Inclusion Department, and on new executive board members for Student Life clubs. He added that the First Year Experience personnel hosted a workshop “Where does time go? How to manage your time” on June 21 to help students develop better time management skills.

**6. RVC Foundation Liaison Report**

Trustee Trojan reported that the Foundation’s board did not meet this month.

**7. Freedom of Information Act (FOIA) Report**

The Freedom of Information Act (FOIA) report was accepted as presented.

**Closed Session**

At 7:12 p.m., a motion was made by Trustee Trojan, seconded by Trustee Soltow, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) 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.

The motion was approved by majority roll call vote. Trustees Gorski, Kennedy, Simpson, Soltow, Trojan and Cudia voted yes. Trustee Nelson voted no. Student Trustee Nogueta voted yes (advisory).

**Reconvene Open Meeting**

At 7:57 p.m., a motion was made by Trustee Trojan, seconded by Trustee Gorski, to reconvene the open meeting. The motion was approved by unanimous roll call vote. No action was taken as a result of closed session.

**Next Meeting**

The next Committee of the Whole meeting will be held on Tuesday, July 11, 2023 at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

The next Regular meeting will be held on Tuesday, July 25, 2023 at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

**Adjournment**

At 7:59 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by unanimous voice vote.

Submitted by Ann L. Kerwitz

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Robert Trojan, Secretary

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Gloria Cardenas Cudia, Chairperson

## Claims Sheet

**Recommendation:**

It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from June 1, 2023 to June 30, 2023.

The total is \$2,611,170.02.

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Howard J. Spearman, Ph.D.  
President

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

**Purchase Report-A - FY2023 Amendments**

Recommendation: Board approval for items marked with an asterisk

A. Food - (Food: Upward Bound Summer Program)

**Mary’s Market Café & Bakery                      Rockford, IL                      \$ 867.00\*(1)**

1. This expense covers meals for the Upward Bound Summer Program participants and covers July through September 2022 and June 2023. The increase is needed to cover additional breakfasts and lunches at the end of June 2023.

Original approved amount    \$ 9,600.50  
 Increase requested                \$    867.00  
 New total expenditure            \$10,467.50

FY2023 Grant Expense

B. Maintenance Supplies – (Plant Operations and Maintenance)

**Airgas USA, LLC    Rockford, IL    \$3,000.00\*(2)**

2. This expense is due to carryover of FY2022 expenses into FY2023. We need to increase the FY2023 amount to close out all existing FY2023 expenses. This will ensure that FY2023 expenses are paid within the current fiscal year.

Original approved amount    \$ 8,500.00  
 Increase requested                \$ 3,000.00  
 New total expenditure            \$11,500.00

FY2023 Budgeted Expense

C. Books & Binding Costs- (Materials: Library)

**Midwest Library Service    Bridgeton, MO    \$1,200.00\*(3)**

3. This expense is for books for the library collection and covers July 1, 2022, through June 30, 2023. The increase is needed to cover the remaining Midwest Library invoices at the end of June 2023.

Original approved amount    \$45,000.00  
 Increase requested                \$ 1,200.00  
 New total expenditure            \$46,200.00

FY2023 Budgeted Expense  
 Original Board Report BR #7938-F

**Purchase Report-A - FY2023 Amendments**

D. Service - (Telephone Service Charges: IT Telecommunications)

**Stratus Networks** **Peoria Heights, IL** **\$5,400.00\*(4)**

4. This increase is for the College’s Long Distance and T-1 analog lines for the emergency communication system. The vendor refused all requests not to increase costs. This resulted in higher-than-expected expenses.

Original approved amount \$26,300.00  
Increase requested \$ 5,400.00  
New total expenditure \$31,700.00

FY2023 Budgeted Expense  
Original Board Report BR #8027-A

E. Service - (Telephone Service Charges: IT Telecommunications)

**Central Management Systems** **Peoria Heights, IL** **\$2,800.00\*(5)**

5. This expense is for the college internet service fees. This expense is due to carryover of FY2022 expenses into FY2023. We need to increase the FY2023 amount to close out all existing FY2023 expenses. This will ensure that FY2023 expenses are paid within the current fiscal year.

Original approved amount \$15,000.00  
Increase requested \$ 2,800.00  
New total expenditure \$17,800.00

FY2023 Budgeted Expense  
Original Board Report BR #7938-F

Purchase Report-A - FY2023 Amendments

F. Service - (College / Program Advertising: Marketing)

**Townsquare Media** **Rockford, IL** **\$6,000.00\*(6)**

6. This expense is for the college advertising and marketing on local media. This expense is due to carryover of FY2022 expenses into FY2023. We need to increase the FY2023 amount to close out all existing FY2023 expenses. This will ensure that FY2023 expenses are paid within the current fiscal year.

Original approved amount \$135,000.00  
Increase requested \$ 6,000.00  
New total expenditure \$141,000.00

FY2023 Budgeted Expense  
Original Board Report BR #7938-F

G. Food - (Purchase for resale: Theater)

**Pepsi Cola Company** **Loves Park, IL** **\$2,396.86\*(7)**

7. This expense is for the concessions at Starlight Theatre during FY2023. This expense is a pass-through expense for the sale of Pepsi products during performances.

Original approved amount \$ 8,500.00  
Increase requested \$ 2,396.86  
New total expenditure \$10,896.86

FY2023 Budgeted Expense

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

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

**Purchase Report-B - FY2024 Purchases**

Recommendation: Board approval for items marked with an asterisk

A. Charter Bus Service – (Auxiliary Enterprise Funds)

<b>Windstar Lines Bus Company</b>	<b>Carroll, IA</b>	<b>\$50,000.00*(1)</b>
		<b>Not to Exceed</b>

1. This expense is for bus transportation for the Rock Valley College (RVC) Athletic Teams that Van Galder cannot accommodate. Van Galder was awarded the contract resulting from Bid #23-08. Due to scheduling, they cannot always accommodate the teams' needs. Windstar was the second lowest submittal received.

FY2024 Budgeted Expense

B. Fire Pump Controllers – (Capital Site Improvement – Plant Operations & Maintenance)

<b>Automatic Fire Systems, Inc</b>	<b>Machesney Park, IL</b>	<b>\$141,600.00*(2)</b>
Nelson Fire Protection	Machesney Park, IL	\$ 227,175.00

2. This expense replaces five (5) existing fire pump controllers and the associated sensing lines across the main campus. These pumps have reached their end of life, and replacement parts are unavailable. Bid #23-15 for the fire pump panel replacement was opened on June 22, 2023, and received two (2) responses. The contract also includes three alternates that will enable the replacement of fire pump controllers at three (3) additional campus locations. The design team reviewed responses, and Automatic Fire Systems, Inc. was deemed the lowest responsible bidder.

FY2024 Budgeted Expense

C. TDT Lease – (Rental Equipment – Non-Credit Programs)

<b>Central Truck Leasing (CTI)</b>	<b>Loves Park, IL</b>	<b>\$90,000.00*(3)</b>
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3. This expense is for the lease of two (2) new Kenwood semi-tractor trucks for the Truck Driver Training (TDT) Program. Rock Valley College originally went out for bid to lease trucks with Bid #23-12 and has yet to receive a response. In speaking with our current truck provider, it was determined that they could no longer insure the trucks due to inexperienced drivers operating the vehicles. An extensive search was conducted to determine the most economical solution. RVC's current vendor is continuing the existing lease but has limited our extension to only a few months. This new lease meets all the requirements for the TDT Program in the time frame necessary.

FY2024 Budgeted Expense

**Purchase Report-B - FY2024 Purchases**

D. ATC Signage – (Maintenance Services & Equipment – Plant Operations & Maintenance)

<b>Image Signs</b>	<b>Rockford, IL</b>	<b>\$16,734.00*(4)</b>
Corpro	Loves Park, IL	\$ 17,760.00
Smart Signs	Rockford, IL	\$ 34,404.00

4. This expense is for upgrading the Advanced Technology Center (ATC) monument sign on the corner of US Business Route 20 and Big Thunder Boulevard. The current sign does not illuminate and has no Rock Valley College branding. This project will convert all four existing panels into LED lighting and install backlit flex faces and a new stretch wrap with Rock Valley College branding.

FY2024 Budgeted Expense

E. ATC Furniture (Capital Expense – Plant Operations & Maintenance)

<b>Krueger International (KI)</b>	<b>Green Bay, WI</b>	<b>\$25,846.48*(5)</b>
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5. This expense is for classroom furniture for the Advanced Technology Center (ATC) simulation lab and for the existing metrology classroom, which did not receive furniture during the initial construction project. This is our standard classroom furniture for ATC. Krueger International is the vendor that provided all the existing furniture for the ATC. To have uniform classroom furniture, these items must be ordered from the same vendor.

FY2024 Budgeted Expense

**Purchase Report-B - FY2024 Purchases**

F. Elevator Repair (Maintenance Services Buildings – Plant Operations & Maintenance)

**Schumacher Elevator Company                      Denver, IA                      \$12,238.00\*(6)**

6. This expense is for the labor and materials to replace the packing around the cylinder of the hydraulic jack on the Educational Resource Center (ERC) creek-side elevator. The packing is failing and not holding the correct pressure. This project is beyond the scope of the existing preventative maintenance contract. Schumacher is our current unit bidder for elevator maintenance.

FY2024 Budgeted Expense

G. Software – (Education Fund – Canvas)

**Blackboard Inc    Reston, VA    \$15,000\*(7)**

7. Annual agreement for ALLY software program that functions as the Americans with Disability Act (ADA) digital accessibility platform for Canvas, the RVC Learning Management System (LMS).

FY 2024 Budgeted Expense

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

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

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FY 2024 Budgeted Expense

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

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

**Personnel Report**

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

**A. Appointments**

Kenosha R. Holland, Dental Hygiene Clinical Instructor, Full-time Faculty (FT), Lane I, Step 6, \$65,344 effective July 1, 2023.

David Dosier, Sociology Instructor, Full time Faculty (FT), Lane V, Step 10, \$75,541, effective August 19, 2023.

Vicki Brust, Project Manager, Full Time, ADM, Grade Q, \$87,964, effective July 26, 2023.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

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

**Personnel Report**

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\_\_\_\_\_, Sociology Instructor, Full-time Faculty (FT), Lane \_\_, Step \_\_, \$ \_\_\_\_\_  
effective August 19, 2023.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

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

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)  
Between Belvidere Community Unit School District #100 and Rock Valley College**

**Background:** The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career, and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

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

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. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Belvidere Community Unit School District #100 as dual credit for the 2023-2024 academic year.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Belvidere Community Unit School District #100, beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

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

Attachments: Dual and Articulated Credit Memorandum of Understanding - Belvidere Community Unit School District #100

**Dual and Articulated Credit  
Memorandum of Understanding between  
Rock Valley College and Belvidere School District 100**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 20 day of June, 2023 between Belvidere School District 100 ("School District"), located at 1201 5<sup>th</sup> Avenue, Belvidere, Illinois 61008 and Rock Valley College ("RVC" or "the 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 and Articulated 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 and Articulated Credit 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 School 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. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
  - 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 June for fall semester and year-long courses, and November for the spring semester courses, 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 Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, 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 for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all 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 *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. 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, to include peer review visits to the School District on an annual basis. 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;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, 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;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit 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; and
- p. 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 guidance on appropriate placement of students using multiple measures;
- g. 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.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. 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;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also 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 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
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. 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 dual credit 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. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
  - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
  - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
  - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.

15. 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 and/or articulated 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.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

Dr. Cassandra Schug

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## Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Belvidere School District 100 as dual credit effective during this Agreement:

<b>Dual Credit Courses</b>
ATM 106 – Advanced Automotive Technology/Introduction to Electrical System/Power Trn
EDU 224 – Introduction to Teaching
MEC 110 – Electrical Systems I
MEC 130 – Robotics and Automation I
MEC 140 – Advanced Manufacturing I
MKT 288 - Customer Relations
PCT 110 – Network Essentials
PCT 270 – Introduction to UNIX/Linux

The following Belvidere School District 100 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	Successful Completion of ATM 106
Introduction to Business	BUS 101	Successful Completion of additional business course
Computer Applications	CIS 102	Successful Completion of 3 credits of any CIS, PCT, or WEB
Introduction to Early Childhood	ECE 100	Successful Completion of EDU 224
DC Networking and Coding/A+ Essentials	PCT 262	Successful Completion of PCT 110 or PCT 270
Human Disease and Medical Terminology	HLT 110	Successful Completion of NAD 101 or 6 credits of BIO
Intro to Drafting/CAD and Print Reading	MET 100	Successful Completion of MET 110

## Appendix B Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

## 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 Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. 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.
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.

## Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course 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 Online Enrollment Form within the first week of class.
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, and by no later than one year after the student's 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. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)  
Between Boylan Catholic High School and Rock Valley College**

**Background:** The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

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

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 Boylan Catholic High School as dual credit for the 2023-2024 academic year.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Boylan Catholic High School, beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

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

Attachments: Dual and Articulated Credit Memorandum of Understanding - Boylan Catholic High School

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this \_\_\_\_ day of June, 2023 between Boylan Catholic High School ("School District"), located at 4000 St. Francis Drive, Rockford, Illinois 61103 and Rock Valley College ("RVC" or "the 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 and Articulated 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 and Articulated Credit 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 School 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. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
  - 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 June for fall semester and year-long courses, and November for the spring semester courses, 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 Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, 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 for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all 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 *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. 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, to include peer review visits to the School District on an annual basis. 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;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, 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;
- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
  - o. Ensure that all students enrolled in courses for college credit 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; and
  - p. 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 guidance on appropriate placement of students using multiple measures;
  - g. 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.
  - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
  - i. 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;
  - j. Review this MOU annually for accuracy and pricing; and
  - k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also 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 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
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. 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 dual credit 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"

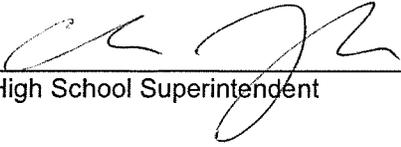
and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

14. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
  - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
  - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
  - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.

15. 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 and/or articulated 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.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

 6/5/23  
\_\_\_\_\_  
High School Superintendent                      Date

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

CHRIS ROZANSKI

\_\_\_\_\_

\_\_\_\_\_  
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

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

## 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 Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. 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.
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.

## Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course 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 Online Enrollment Form within the first week of class.
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, and by no later than one year after the student's 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. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)  
Between Byron Community Unit School District #226 and Rock Valley College**

**Background:** The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career, and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

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

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. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Byron Community Unit School District #226 as dual credit for the 2023-2024 academic year.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Byron Community Unit School District #226 beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

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

Attachments: Dual and Articulated Credit Memorandum of Understanding - Byron Community Unit School District #226

**Dual and Articulated Credit**  
**Memorandum of Understanding between**  
**Rock Valley College and Byron Community School District**  
**226**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this \_\_\_\_ day of June, 2023 between Byron Community School District 226 ("School District"), located at 696 North Colfax Street, Byron, Illinois 61010 and Rock Valley College ("RVC" or "the 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 and Articulated 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 and Articulated Credit 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 School 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. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.

- 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 June for fall semester and year-long courses, and November for the spring semester courses, 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 Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, 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 for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all 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 *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. 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, to include peer review visits to the School District on an annual basis. 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;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, 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;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit 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; and
- p. 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 guidance on appropriate placement of students using multiple measures;
- g. 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.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. 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;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also 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 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
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. 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 dual credit 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. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
  - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
  - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
  - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.
  
15. 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 and/or articulated 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.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.



## Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Byron Community School District 226 as dual credit effective during this Agreement:

<b>Dual Credit Courses</b>
ATM 106 – Advanced Automotive Technology/Introduction to Electrical System/Power Train
BUS 130 - Entrepreneurship Principles
CIS 102 - Introduction to Computers and Information Systems
EDU 224 - Introduction to Education
ENG 101 – Composition I
HLT 110 – Medical Terminology
HST 141 – Western Civilization I
MTH 220 – Elements of Statistics
NAD 101 – Nursing Aide
SPN 203 – Intermediate Spanish
SPN 204 – Continuation of Intermediate Spanish

The following Byron Community School District 226 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>
Auto 1, 2, 3, 4, 5, 6	ATM 105	Successful completion of ATM 106
Introduction to Business	BUS 101	

## Appendix B Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

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 Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification (“EVR”) process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. 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.
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.

## Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course 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 Online Enrollment Form within the first week of class.
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, and by no later than one year after the student's 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. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)  
Between Hononegah Community High School District #207 and Rock Valley College**

**Background:**

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

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

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. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Hononegah Community High School District #207 as dual credit for the 2023-2024 academic year.

**Recommendation:**

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Hononegah Community High School District #207 beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

Attachments: Dual and Articulated Credit Memorandum of Understanding - Hononegah Community High School District #207

**Dual and Articulated Credit**  
**Memorandum of Understanding between**  
**Rock Valley College and Hononegah Community High School**  
**District 207**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 21<sup>st</sup> day of June, 2023 between Hononegah Community High School District 207 ("School District"), located at 307 Salem Street, Rockton, Illinois 61072 and Rock Valley College ("RVC" or "the 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 and Articulated 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 and Articulated Credit 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 School 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. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
  - 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 June for fall semester and year-long courses, and November for the spring semester courses, 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 Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, 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 for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all 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 *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. 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, to include peer review visits to the School District on an annual basis. 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;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, 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;
- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual

Credit course section;

- o. Ensure that all students enrolled in courses for college credit 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; and
- p. 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 guidance on appropriate placement of students using multiple measures;
- g. 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.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. 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;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education

("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also 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 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
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. 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 dual credit 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.





## Appendix A Dual Credit Courses

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

<b>Dual Credit Courses</b>
ATM 106 – Introduction to Automotive Electrical Systems & Powertrains
EGR 101 – Introduction to Engineering
GAT 110 – Introduction to Photoshop
GAT 115- Digital Design & Illustration
GAT 178 – Introduction to Graphic Arts Technology
WEB 101 – Programming Related to the Internet

The following Hononegah 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>
Introduction to Brake & Chassis Systems	ATM 105	Successful completion of ATM 106
Introduction to Graphic Arts	GAT 101	Successful completion of GAT 178

## Appendix B Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 277). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

## 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 Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. 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.
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.

## Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course 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 Online Enrollment Form within the first week of class.
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, and by no later than one year after the student's 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. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)  
Between Meridian Community Unit School District #223 and Rock Valley College**

**Background:**

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

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

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. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Meridian Community Unit School District #223 as dual credit for the 2023-2024 academic year.

**Recommendation:**

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Meridian Community Unit School District #223 beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

Attachments: Dual and Articulated Credit Memorandum of Understanding - Meridian Community Unit School District #223

**Dual and Articulated Credit**  
**Memorandum of Understanding between**  
**Rock Valley College and Meridian School District 223**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this \_\_\_\_ day of June, 2023 between Meridian School District 223 ("School District"), located at 207 West Main Street, Stillman Valley, Illinois 61084 and Rock Valley College ("RVC" or "the 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 and Articulated 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 and Articulated Credit 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 School 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. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
  - 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 June for fall semester and year-long courses, and November for the spring semester courses, 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 Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, 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 for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all 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 *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. 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, to include peer review visits to the School District on an annual basis. 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;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, 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;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit 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; and
- p. 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 guidance on appropriate placement of students using multiple measures;
- g. 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.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. 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;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also 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 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
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. 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 dual credit 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"

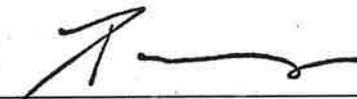
and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

14. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
  - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
  - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
  - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.

15. 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 and/or articulated 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.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

 5-30-23  
\_\_\_\_\_  
High School Superintendent Date

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

 6/15/22  
\_\_\_\_\_  
BOE President MCUSD#223 Date

BOE President MCUSD#223 6-15-23  
\_\_\_\_\_  
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>
BIO 106 – Environmental Biology
BIO 107 – Environmental Biology Lab
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

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

## 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 Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. 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.
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.

## Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course 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 Online Enrollment Form within the first week of class.
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, and by no later than one year after the student's 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. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)  
Between Oregon Community Unit School District #220 and Rock Valley College**

**Background:**

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

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

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. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Oregon Community Unit School District #220 as dual credit for the 2023-2024 academic year.

**Recommendation:**

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Oregon Community Unit School District #220, beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 20<sup>th</sup> day of June, 2023 between Oregon Community Unit School District 220("School District"), located at 206 S. 10<sup>th</sup> Street, Oregon, IL 61061 and Rock Valley College ("RVC" or "the 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 and Articulated 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 and Articulated Credit 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 School 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. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
  - 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 June for fall semester and year-long courses, and November for the spring semester courses, 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 Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, 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 for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all 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 *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. 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, to include peer review visits to the School District on an annual basis. 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;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, 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;
- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;

- o. Ensure that all students enrolled in courses for college credit 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; and
- p. 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 guidance on appropriate placement of students using multiple measures;
- g. 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.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. 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;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also 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 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
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. 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 dual credit 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. The School District will allow high school students who do not otherwise meet the College's academic eligibility

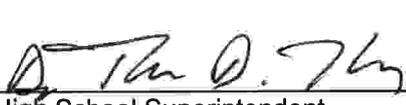
requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.

- a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
- b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
- c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.

15. 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 and/or articulated 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.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

\_\_\_\_\_  
  
High School Superintendent

  
Date

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

\_\_\_\_\_  
Date



6/20/23

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 Oregon School District as dual credit effective during this Agreement:

<b>Dual Credit Courses</b>
LIT 141 – Film and Literature
LIT 144 – Exploring Literature: Fiction

## Appendix B Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

## 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 Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification (“EVR”) process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. 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.
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.

## Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course 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 Online Enrollment Form within the first week of class.
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, and by no later than one year after the student's 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. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)  
Between Rockford Christian Schools and Rock Valley College**

**Background:** The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career, and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

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

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. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Rockford Christian Schools as dual credit for the 2023-2024 academic year.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Rockford Christian Schools beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

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

Attachments: Dual and Articulated Credit Memorandum of Understanding - Rockford Christian Schools

**Dual and Articulated Credit**  
**Memorandum of Understanding between**  
**Rock Valley College and Rockford Christian High School**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 23rd day of June, 2023 between Rockford Christian Schools ("School District"), located at 1401 N. Bell School Rd, Rockford, Illinois 61107 and Rock Valley College ("RVC" or "the 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 and Articulated 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 and Articulated Credit 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 School 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. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
  - 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 June for fall semester and year-long courses, and November for the spring semester courses, 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 Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, 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 for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all 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 *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. 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, to include peer review visits to the School District on an annual basis. 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;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, 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;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit 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; and
- p. 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 guidance on appropriate placement of students using multiple measures;
- g. 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.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. 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;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also 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 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
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. 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 dual credit 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. The School District will allow high school students who do not otherwise meet the College’s academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
  - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
  - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
  - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College’s standards.
  
15. 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 and/or articulated 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.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

Dr. Jahna Duda

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\_\_\_\_\_  
High School Superintendent                      6.23.23                      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 Rockford Christian High School as dual credit effective during this Agreement:

<b>Dual Credit Courses</b>
CIS 102 – Intro to Computers & Info Systems
COM 130 – Intro to Mass Communication
COM 140 – Writing for Multimedia
GAT 110 – Introduction to Photoshop
GAT 115 – Introduction to Illustrator
LIT 140 – The Bible as Literature
PHL 260 - Philosophy of Religion

## Appendix B

### Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

## 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 Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification (“EVR”) process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. 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.
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.

## Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course 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 Online Enrollment Form within the first week of class.
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, and by no later than one year after the student's 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. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)  
Between South Beloit Community Unit School District #320 and Rock Valley College**

**Background:**

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

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

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. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at South Beloit Community Unit School District #320 as dual credit for the 2023-2024 academic year.

**Recommendation:**

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and South Beloit Community Unit School District #320 beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

Attachments: Dual and Articulated Credit Memorandum of Understanding - South Beloit Community Unit School District #320

**Dual and Articulated Credit  
Memorandum of Understanding between  
Rock Valley College and South Beloit Community Unit School  
District 320**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 13th day of June, 2023 between South Beloit Community Unit School District 320 ("School District"), located at 850 Hayes Avenue, South Beloit, Illinois 61080 and Rock Valley College ("RVC" or "the 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 and Articulated 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 and Articulated Credit 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 School 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. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.

- 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 June for fall semester and year-long courses, and November for the spring semester courses, 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 Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, 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 for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all 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 *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. 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, to include peer review visits to the School District on an annual basis. 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;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, 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;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit 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; and
- p. 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 guidance on appropriate placement of students using multiple measures;
- g. 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.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. 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;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also 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 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
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. 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 dual credit 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. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
  - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
  - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
  - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.
  
15. 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 and/or articulated 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.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

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*Scott Fisher*

High School Superintendent

6-13-23

Date

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Rock Valley College President

Date

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*Susan Bennett*

Board of Education

6/27/23

Date

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Rock Valley College Board of Trustees

Date

## Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at South Beloit Community Unit School District 320 as dual credit effective during this Agreement:

<b>Dual Credit Courses</b>
ENG 101 – Composition I
ENG 103 – Composition II

## Appendix B

### Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

## 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 Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. 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.
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.

## Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course 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 Online Enrollment Form within the first week of class.
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, and by no later than one year after the student's 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. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)  
Between Winnebago Community Unit School District #323 and Rock Valley College**

**Background:** The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career, and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

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

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. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Winnebago Community Unit School District #323 as dual credit for the 2023-2024 academic year.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Winnebago Community Unit School District #323 beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

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

Attachments: Dual and Articulated Credit Memorandum of Understanding - Winnebago Community Unit School District #323

**Dual and Articulated Credit  
Memorandum of Understanding between  
Rock Valley College and Winnebago School District 323**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this \_\_\_\_ day of June, 2023 between Winnebago School District 323 ("School District"), located at 304 East McNair Road, Winnebago, Illinois 61088 and Rock Valley College ("RVC" or "the 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 and Articulated 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 and Articulated Credit 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 School 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. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
  - 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 June for fall semester and year-long courses, and November for the spring semester courses, 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 Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, 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 for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all 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 *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. 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, to include peer review visits to the School District on an annual basis. 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;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, 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;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
  - o. Ensure that all students enrolled in courses for college credit 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; and
  - p. 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 guidance on appropriate placement of students using multiple measures;
  - g. 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.
  - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
  - i. 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;
  - j. Review this MOU annually for accuracy and pricing; and
  - k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also 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 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
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. 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 dual credit 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. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
  - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
  - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
  - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.
  
15. 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 and/or articulated 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.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.



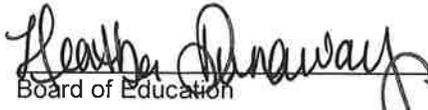
6/12/2023

High School Superintendent  
JOHN SCHWUCHOW

Date

Rock Valley College President

Date



6/12/2023

Board of Education  
HEATHER DUNAWAY, PRESIDENT

Date

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

## Appendix B Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 277). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

## 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 Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. 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.
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.

## Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course 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 Online Enrollment Form within the first week of class.
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, and by no later than one year after the student's 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. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 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 repeated courses, textbooks, and course supplies. The District's financial assistance helps reduce college costs for students and their families.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Belvidere Community Unit School District #100, effective July 25, 2023, for classes beginning August 21, 2023. **Attorney Reviewed.**

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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 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 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 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 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 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 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, 2024. 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.

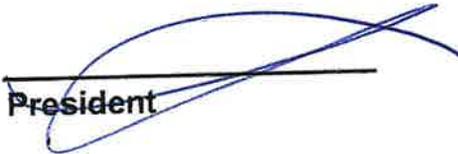
I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each

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**

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

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

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

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

June 20, 2023  
\_\_\_\_\_  
**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 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 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 2023-2024**  
**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	Personal Trng II-Concepts&Appl	3	RVCRS Personal 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-216	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>				
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>
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's Mobile Dev	4	RVCRS Program iOS Apple's 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	Continuatin of Begng French	4	RVCRS Continuatin of Begng French 102	1
GRM-101	Beginning German	4	RVCRS Beginning German 101	1
GRM-102	Continuatin of Begng German	4	RVCRS Continuatin 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

**Life Sciences**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
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

**Mathematics**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
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

**Physical Sciences**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
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	0.5
CHM-240	General Biological Chemistry	3	RVCRS General Biological Chemistry 240	1
GEL-101	Introduction to Geology	4	RVCRS Introduction to Geology 101	0.5
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	1
PGE-102	Physical Geography With Lab	4	RVCRS Physical Geography With Lab 102	0.5
PGE-240	Global Climate Change	3	RVCRS Global Climate Change 240	1
PHY-201	Mechanics and Heat	5	RVCRS Mechanics and Heat 201	1
PHY-202	Waves/ElectLight & Modm Phys	5	RVCRS Waves/ElectLight & Modm 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 Geography 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

**2023-2024 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 (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 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 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 approves the Running Start Intergovernmental Agreement with Byron Community Unit School District #226, effective July 25, 2023 for classes beginning August 21, 2023. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

Attachment: Intergovernmental Agreement: Running Start - Byron Community Unit School District #226

**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 226 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, 2024. 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: [crocelli@robbins-schwartz.com](mailto:crocelli@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.

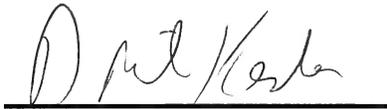
**WHEREFORE,** the Parties by their respective officers have executed this Agreement on the dates set forth below.

**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 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 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 2023-2024**  
**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	
<b>Business</b>					
<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**

<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>
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	

<b>Engineering and Technology</b>					
<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>
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	
<b>Humanities / Fine Arts</b>					
<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>
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

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requirement
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
<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>	<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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**2023-2024 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 (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 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 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 repeated courses, textbooks, and course supplies. The District's financial assistance helps reduce college costs for students and their families.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with South Beloit Community Unit School District #320, effective July 25, 2023, for classes beginning August 21, 2023. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

Attachment: Intergovernmental Agreement: Running Start – South Beloit Community Unit School District #320

**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, 2024. 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@robbsinschwartz.com](mailto:jperkoski@robbsinschwartz.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.

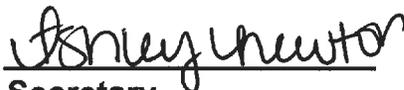
**WHEREFORE**, the Parties by their respective officers have executed this Agreement on the dates set forth below.

**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**

**Date** 6/27/23

\_\_\_\_\_  
**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 2023-2024 Running**  
**Start Courses Approved to be taken at an RVC Campus**

**2023-2024 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 (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 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 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 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, 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 approves the Running Start Intergovernmental Agreement with Winnebago Community Unit School District #323, effective July 25, 2023, for classes beginning August 21, 2023. **Attorney Reviewed.**

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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, 2024. 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.

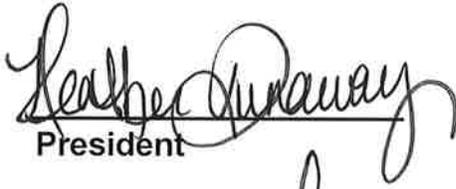
I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same

instrument. Counterparts may be exchanged in PDF format by email.

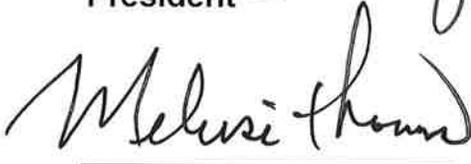
**WHEREFORE**, the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education  
Winnebago School  
District No. 323  
Winnebago County,  
Illinois**

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

  
\_\_\_\_\_  
President

\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

6/12/2023  
\_\_\_\_\_  
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 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 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 2023-2024**  
**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
<b>Business</b>					
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
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**Communications**

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

**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	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 Prgrmg.	4	RSCIS-180	Intro to Visual Basic Prgrmg.	.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 C	.5 Elective
ECE-105	Observation and Assessment of Young Children	3	RSECE-105	Observation and Assessment of You	.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	RSEDU-202	Children's Literature	.5 Elective
EDU-224	Introduction to Education	3	RSEDU-224	Introduction to Education	.5 Elective
EDU-234	Intro Technology for Teachers	3	RSEDU-234	Intro Technology for Teachers	.5 Elective
EDU-244	Students With Disabilities	3	RSEDU-244	Students With Disabilities	.5 Elective
FRN-101	Beginning French	4	RSFRN-101	Beginning French	.5 Elective
FRN-102	Continuatn of Begng French	4	RSFRN-102	Continuatn of Begng French	.5 Elective
GRM-101	Beginning German	4	RSGRM-101	Beginning German	.5 Elective
GRM-102	Continuatn of Begng German	4	RSGRM-102	Continuatn 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

**Life Sciences**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
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

**Mathematics**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
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>					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
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>					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
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>					

### 2023 Facilities Master Plan (FMP) Update

**Background:** In 2021, Rock Valley College completed a two-year review of the Facilities Master Plan (FMP), and this plan was submitted to the Illinois Community College Board (ICCB) to meet the College’s legal requirements. After completion of the 2021 Facilities Master Plan, it was determined by the Board of Trustees that due to the COVID-19 pandemic and changes in the College’s leadership, the plan needed to be updated. In 2022, the Board authorized Rock Valley College (RVC) leadership to revisit the plan and make any necessary changes.

Working through an FMP committee and utilizing the College’s architect of record, RVC has updated the 2021 plan to reflect changes in the overall vision of the College. This plan has been shared with both the College Community and the Board of Trustees and is now complete.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the changes to the Facilities Master Plan as updated in the 2023 Facilities Master Plan, allowing for submission of those updates to the Illinois Community College Board (ICCB).

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Howard J. Spearman, Ph.D.  
President

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

Facilities Master Plan Information  
Rock Valley College Board of Trustees Regular Meeting  
July 25, 2023

The Updated 2023 Facilities Master Plan will be available for review at the following link:

<https://rockvalleycollege.edu/about/leadership/strategic-plan>

**Sale of the Stenstrom Center for Career Education (SCCE)**

**Background:** In 2022, the Rock Valley College (RVC) administration began discussing the sale of the Stenstrom Center for Career Education (SCCE) to Rockford Public School District 205 (RPS 205). Currently, the SCCE building is housing only the Truck Driver Training (TDT) and Automotive Technology programs. The building needs many improvements in order to continue operations in the building, and the current RVC programs operating in the building are scheduled to be housed in the new RVC Downtown site.

Under the sale agreement, the College would sell the SCCE building to RPS 205 for \$1.00. RVC would move TDT to the Advanced Technology Center (ATC), and RPS 205 would allow the College to continue occupying the SCCE building for the Automotive program until August of 2025 with a one-year extension option. RPS 205 would not charge any rent to RVC, and RVC would be responsible for only its share of utilities.

Additionally, the current lease for the existing RVC Downtown site expires in August 2025. Programs currently housed in the current site will eventually move to the new Downtown site. Should the construction of the new Downtown site not be completed by August 2025, RPS 205 is holding a space for RVC should there be a need to temporarily move the existing RVC Downtown campus.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the sale of the SCCE building to RPS 205 and the lease agreement incorporated in the Real Estate Sale Contract as Exhibit B. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

Attachment: Real Estate Sale Contract, Lease Agreement (Exhibit B of the contract)

**REAL ESTATE SALE CONTRACT**

THIS REAL ESTATE SALE CONTRACT (the "Contract") is made as of the date last executed below on the signature page of this Contract, between COMMUNITY COLLEGE DISTRICT 511, an Illinois public community college district d/b/a ROCK VALLEY COLLEGE (the "College" and "Transferring Party") and BOARD OF EDUCATION OF THE ROCKFORD PUBLIC SCHOOLS, DISTRICT #205, WINNEBAGO-BOONE COUNTIES, ILLINOIS, an Illinois public school district (the "District" and "Purchaser"). The College and District are sometimes referred to individually as a "Party", and collectively as the "Parties."

**Recitals**

**WHEREAS**, the College is the owner in fee simple of a certain parcel of land and building on the real property comprising approximately 14.81 acres, commonly known as The Stenstrom Center for Career Education, located at 4151 Samuelson Road, Rockford, Illinois 61109, with PIN # 16-17-101-009, legally described in Exhibit A to this contract (the "College Property").

**WHEREAS**, the Parties wish to transfer ownership of the College Property to the District in accordance with the terms contained herein.

**WHEREAS**, this Agreement is being entered pursuant to Article VII, Section 10 of the Illinois Constitution, the Intergovernmental Cooperation Act 5 ILCS 220/2 and pursuant to the Local Government Property Transfer Act, 50 ILCS 605/1, *et seq.*

**NOW, THEREFORE**, in consideration of the above Recitals, which are incorporated herein, and the terms and conditions of the Contract, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Transfer of College Property. For the purchase price of One and No/100 Dollars (\$1.00), and subject to the terms and conditions of this Contract, College agrees to transfer, and District agrees to accept from College, College's interest in the College Property together with all privileges, rights and appurtenances thereto. The purchase price shall be paid, plus or minus proration as set forth in this Contract, in cash at the time of Closing, as hereinafter defined. When used in this Agreement, College Property includes all improvements and fixtures, if any, located on the College Property. College further warrants that College owns and agrees to transfer to the District the following: all heating, plumbing, electrical systems and fixtures; water heater; attached carpet; all planted vegetation; furnaces; air-conditioners; security system; and all other furniture, furnishings, fixtures, equipment and other tangible personal property installed, located or situated on and used in connection with the management, operation, or repair of the College Property, including without limitation the those items listed on Exhibit C. The

Parties agree that certain trade equipment including lifts, alignment racks, automotive equipment, and welding equipment machines as further specified in Exhibit D shall remain the property of the College.

2. Inspection Period. This Contract is contingent on each Purchaser's determination that the College Property is suitable for the District's intended use. Notwithstanding any provision of the Contract to the contrary, Purchaser, its agents, contractors, and consultants, shall have sixty (60) days after the Date of this Contract ("Inspection Period") in which to undertake, at Purchaser's expense, any and all inspection, studies, investigations, and other evaluations of and concerning the College Property, its physical and environmental conditions, and its intended use as Purchaser, in Purchaser's sole and absolute discretion, deems appropriate. Transferring Party agrees to cooperate with Purchaser in connection with Purchaser's efforts, and for those purposes. If, during the Inspection Period, Purchaser, in its sole discretion, determines that the College Property is not suitable for its needs, Purchaser shall have the right to terminate the Contract by providing Notice in writing to the Transferring Party.

3. Costs; Prorations; Credits.

3.1 The District shall pay all costs, including the cost of the title examination for the College Property, and the issuance of the Title Commitment (as defined in Paragraph 4.1) for the College Property, the title insurance premium for the title insurance policy for the College Property issued to District pursuant to the Title Commitment in the amount of \$700,000.00, and any state and county transfer, grantor, documentary stamp or similar taxes applicable to this transaction, if any, for the College Property. The District further agrees to pay for recording the deeds for the College Property if not exempt by local or state law and the cost for any special endorsements it chooses to purchase other than the Extended Coverage Endorsement as defined in Paragraph 4.1, which endorsement is to be paid by the District. The District shall pay any escrow and closing charges. Each party will bear its own attorney's fees that it has heretofore incurred in connection with or arising out of the matters set forth herein except as otherwise set forth above.

3.2 The College shall confirm that the College Property is exempt from any general real estate taxes. If the College Property is subject to general real estate taxes, the Transferring Party shall pay the general real estate taxes of the College Property through the day preceding the Closing in full prior to Closing to the extent that such taxes are ascertainable.

3.3 The Transferring Party shall take, or cause to be taken, final readings as of Closing for all utilities at the College Property and shall pay all such charges through the Closing Date.

#### 4. Title.

4.1 The Transferring Party shall convey marketable and insurable title for the College Property to the District. The College Property shall not be subject to any (i) mortgage, deed to secure debt, deed of trust, security agreement, judgment, lien or claim of lien, or any other title exception or defect that is monetary in nature. The Transferring Party hereby agrees to pay and satisfy of record any such title defects or exceptions prior to or at Closing at the Transferring Party's expense, or (ii) any leases, except those specifically provided herein, rental agreements or other rights of occupancy of any kind, whether written or oral (the items described in (i) and (ii) are hereinafter referred collectively as the "Seller Defects"). The Transferring Party shall, at the District's expense, and within thirty (30) days after the Date of this Contract, deliver to Purchaser an Owner's title insurance commitment ("Title Commitment"), issued by Title Underwriters Agency ("Title Company") covering the College Property and naming Purchaser as the proposed insured together with legible copies of all documents shown as exceptions in the Title Commitment, showing merchantable title subject only to the following permitted exceptions: all accrued taxes, fees and special assessments not yet due and payable and credited to Purchaser at Closing; building setbacks, use and occupancy restrictions, conditions and covenants of record; zoning laws and ordinances; easements for the use of public utilities; and roads and highways ("Permitted Title Exceptions"). In addition, the Title Commitment must include Extended Coverage Endorsement (unless such coverage cannot be provided by a Title Company). As to any title exceptions or defects other than Permitted Title Exceptions affecting the relevant Property, Purchaser shall have fourteen (14) Business Days after receipt of the Title Commitment to give Notice to the Transferring Party of any objections of Purchaser. If Purchaser fails to give any Notice to the Transferring Party by such date, Purchaser shall be deemed to have waived this right to object to any exceptions or defects. If Purchaser does give the other Notice of objection to any title exceptions or defects, the Transferring Party shall have the right for a period of thirty (30) Business Days after such Notice to cure or satisfy all Seller Defects. If the Transferring Party fails or elects not to cure any unpermitted title exceptions or defects, then Purchaser may elect to close the transaction and take title, subject to such exception, or to terminate this Contract. Purchaser shall have the right at any time to waive any objections that it may have made and thereby to preserve this Contract in effect. So long as this Contract remains in effect, the Parties agrees not to alter or encumber in any way the title to the relevant Properties. Purchaser shall pay its own costs of the extended coverage endorsement.

4.2 As used in Subparagraph 4.1, "insurable title" shall mean title insurable at standard rates by the Title Company with a standard ALTA (Form 1992, without a creditor's rights exclusion) extended coverage Contract Purchaser's title insurance policy.

4.3 The Closing shall be a "New York style" closing, and the title insurance

policy to be issued to Purchaser for the College Property shall be effective and in force at the time of delivery. Any costs associated with said closing shall be equally shared by the Parties.

5. Closing. The closing or settlement ("Closing") of the transaction contemplated by this Contract shall be within thirty (30) days of the end of the Inspection Period pursuant to Paragraph 2 of this Contract, or as mutually agreed to by the Parties. Closing shall be at the Title Company's offices located at 1235 North Mulford Road Suite 105, Rockford IL 61107 at a time mutually convenient to the parties.

6. Right of Entry. From and after the date of this Contract, the Transferring Party hereby grants the Purchaser, its representatives and agents, the right to enter upon the College Property to: (1) examine, inspect and test the feasibility and adaptability of the College Property for the Purchaser's intended use, and (2) collect all information that is necessary or appropriate in connection with this Contract, or for the intended use of the College Property, upon Notice and approval of the Transferring Party, not to be unreasonably withheld. (All of the foregoing examinations, inspections, studies and tests being hereinafter referred to as the "Studies", and the Party undertaking the studies hereinafter referred to as "Initiating Party".) All such Studies are to be made at Initiating Party's expense. Initiating Party agrees to repair any damage caused to the College Property as a result of the Studies, and to indemnify, defend and hold harmless the other from and against any claims, demands, losses, liabilities, settlements, damages, costs or expenses resulting from Initiating Party's carrying out the Studies. Initiating Party shall not cause or allow any lien claim to be filed against the College Property as a result of said Studies, and shall remove any such claims so filed within ten (10) days following its filing of record.

7. Notice. Each Notice ("Notice") provided for under this Contract must comply with the requirements of this Paragraph. Each Notice shall be in writing and sent by (i) depositing it with the United States Postal Service or any official successor thereto, certified or registered mail, return receipt requested, with adequate postage prepaid, or (ii) special courier service (e.g., Federal Express), addressed to the appropriate Party (and marked to a particular individual's attention if so indicated) as hereinafter provided. Each Notice shall be effective upon the date of delivery. Each Notice shall also be accompanied by email delivery at the addresses identified below. Rejection or other refusal by the address to accept, or the inability of the United States Postal Service to deliver because of a changed address of which no Notice was given, shall be deemed to be the receipt of the Notice sent. The Notices shall be addressed to:

IF TO COLLEGE: Rock Valley College  
Attention: Rick Jenks  
3301 N. Mulford Road  
Rockford, Illinois 61114

E-Mail: [r.jenks@rockvalleycollege.edu](mailto:r.jenks@rockvalleycollege.edu)

with a copy to: Robbins Schwartz  
Attention: Matthew J. Gardner  
55 W. Monroe Street Suite 800  
Chicago, Illinois 60603  
E-Mail: [mgardner@robbins-schwartz.com](mailto:mgardner@robbins-schwartz.com)

IF TO  
DISTRICT: Rockford Public School #205  
Attn: Gregory Brown  
501 7<sup>th</sup> St.  
Rockford, Illinois 61104  
E-Mail: [Gregory.Brown@rps205.com](mailto:Gregory.Brown@rps205.com)

with a copy to: District No. 205  
Attn: General Counsel  
501 7th Street  
Rockford, IL 61104

*and*

Thomas J. Lester  
Allen Galluzzo Hevrin Leake, LLC  
839 North Perryville Road, Suite 200  
Rockford, IL 61107  
E-Mail: [tlester@aghllaw.com](mailto:tlester@aghllaw.com)

8. Closing Documents. At Closing, Transferring Party shall deliver or cause to be delivered to the Purchaser the following:

- (i) A recordable Special Warranty Deed fully executed by the Transferring Party conveying the College Property to the Purchaser, subject only to Permitted Title Exceptions;
- (ii) Owner's policy of title insurance in the amount of \$700,000.00 (the "Title Policy"), issued by the Title Company pursuant to the Title Commitment at the District's expense in accordance with this Agreement, subject only to Permitted Title Exceptions, with extended coverage;
- (iii) Evidence satisfactory to Purchaser and the Title Company that the person or persons executing the Closing documents on behalf of the

Transferring Party have full right, power and authority to do so;

- (iv) Certificate of Non-Foreign Status executed by Transferring Party;
- (v) An executed Gap Undertaking (as required by the Title Company);
- (vi) An executed ALTA Statement (as required by the Title Company);
- (vii) A Closing Statement;
- (viii) All required Transfer Tax Declarations (though the Parties agree that this transaction is not subject to the Real Estate Transfer Tax pursuant to 35 ILCS 200/31-45);
- (ix) All closing costs as required herein;
- (x) A Bill of Sale for any personal property being transferred; and
- (xi) Such other instruments as may be reasonably necessary to affect the conveyance of the relevant Properties in accordance with this Contract.

9. Default and Remedies. If the Transferring Party fails or refuses to convey the College Property in accordance with the terms of this Contract or otherwise perform its obligations hereunder, and such failure or refusal is not cured within fifteen (15) days after Notice from Purchaser, then Purchaser shall have the right to specific performance, or any and all other rights and remedies available at law or in equity for Transferring Party's breach.

10. Entire Agreement. This Contract is contingent upon each Parties' approval of a lease agreement substantially conforming to the terms of the form attached hereto and incorporated herein Exhibit B ("Lease Agreement"). In the event that either Party fails to execute the Lease Agreement, this Contract shall be null and void. Other than the Lease Agreement, this Contract constitutes the entire agreement of the Parties and may not be amended except by written instrument executed by both Parties.

11. Interpretation. The paragraph headings are inserted for convenience only and are in no way intended to interpret, define, or limit the scope of content of this Contract or any provision thereof. If any Party is made up of more than one person or entity, then all such persons and entities shall be included jointly and severally, even though the defined terms of such Party is used in the singular in this Contract. If any right of approval or consent by a Party is provided for in this Contract, the Party shall exercise the right promptly, in good faith and reasonably, unless this Contract expressly gives such Party

the right to use its sole discretion. The term "Business Day" shall mean Monday through Friday, excluding holidays recognized by the state government of the State of Illinois. If any time period under this Contract ends on a day other than a Business Day, then the time period shall be extended until the next Business Day. If a time period under this Contract is five (5) days or less, it shall mean five (5) Business Days.

12. Possession; Risk of Loss. Transferring Party shall deliver actual possession of the College Property at Closing. The College Property shall, on the date of Closing, be in the same condition as of the Date of this Contract. The Parties hereto agree that Transferring Party, with respect to the College Property, is transferring the College Property in "AS IS-WHERE IS" condition and that the Transferring Party, except as otherwise provided herein, is providing no warranties with regards to the College Property.

13. Applicable Law. This Contract shall be construed and interpreted in accordance with the laws of the State of Illinois.

14. Additional Agreements. The Transferring Party warrants, represents and agrees with respect to the College Property that:

14.1 The Transferring Party is the respective owner of the College Property as of the Date of this Contract, as set forth in Exhibit A.

14.2 The Transferring Party is not a "foreign person" as defined in Paragraph 1445 of the Internal Revenue Code and is therefore exempt from the withholding requirements of said Paragraph.

14.3 The Transferring Party represents and warrants that it has no actual knowledge, nor has it received any written notice, of any actual or pending litigation or proceeding by any organization, person, individual or governmental agency against it with respect to the College Property or any portion thereof or with respect thereto; and the Transferring Party has no actual knowledge, nor has it received any written notice, of any violations of law, municipal or county ordinances, or other legal requirements with respect to the College Property (or any part thereof) or with respect to the use or occupancy of the College Property.

14.4 College hereby represents and warrants, that, to the best of its knowledge, (i) no activity was conducted on the College Property that produced any Hazardous Substance in violation of any Environmental Laws (defined below) and other laws, ordinances, orders, rules and regulations having jurisdiction over College ("Legal Requirements"); (ii) no Hazardous Substances were stored at the College Property in a manner or location in violation of any Environmental Laws and other Legal Requirements. For purposes of this Contract, the term "Hazardous Substances," as used in this Contract means pollutants, contaminants, toxic or hazardous wastes, or any other substances, the

presence or use of which is regulated, restricted or prohibited by any federal, state or local law, ordinance or other statute of a governmental or quasi-governmental authority relating to pollution or protection of the environment ("Environmental Law").

14.5. The Transferring Party represents and warrants that it is not party to, and the College Property is not subject to, any contract, lease, license or other contract, written or oral, that cannot be terminated at Closing. Purchaser shall not become subject to or bound by any contract, lease or license which it shall not have specifically agreed in writing to accept.

14.6 Between the date hereof and the Closing, no part of the College Property will be alienated, encumbered or transferred in favor of or to any party whatsoever.

14.7 The Transferring Party is the owner of the College Property and has the authority to enter into this Contract and is transferring good and marketable title to Purchaser.

14.8 The Transferring Party further covenants and agrees that it will refrain from any and all action from now until Closing which might or could cloud title to the College Property.

14.9 The obligations of each Party under this Contract are subject to the condition that the warranties and representations of Transferring Party in this Paragraph 14 and all subparagraphs are true and correct as of the Date of Closing. If, due to a change in facts or circumstances, either Party is not able to affirm its warranties and representations, the Purchaser shall have the option either to terminate or accept the College Property subject to the change in facts or circumstances. Subject to the preceding sentence, the Transferring Party shall affirm its warranties and representations in this Paragraph 14 and all subparagraphs at (and as of the Date of) Closing, and they shall survive Closing and expire two (2) years after the Purchaser has taken possession of the College Property.

15. Condemnation. In the event, prior to Closing, a condemnation or eminent domain suit is filed against the College Property, or any substantial portion thereof, the Purchaser hereto shall have the option, within thirty (30) days after receipt of Notice of same to: (i) rescind this Contract, in which case all sums paid by Purchaser and any interest earned thereon shall be paid to Purchaser, and this Contract shall be null and void and all obligations hereunder shall terminate; or (ii) elect to close this transaction and, in such event, all proceeds from the eminent domain suit shall belong to Purchaser.

16. Casualty Loss. If prior to Closing, the College Property, or any portion thereof, are damaged by fire or other casualty, the Purchaser shall have the right, upon Notice to Transferring Party, delivered within ten (10) Business Days after Purchaser

receives Notice of such loss or damage, to terminate this Contract, in which case neither Party hereto shall have any further rights, obligations or liability hereto. The Transferring Party shall forthwith deliver Notice to the Purchaser of the occurrence of any fire or other casualty with respect to the College Property.

17. Date of Contract. As used herein, the phrase "Date of this Contract" shall mean the date on which the Contract is signed by the last of the Parties.

18. Counterpart Execution. This Contract may be executed in separate counterparts. It shall be fully executed when each Party whose signature is required has signed at least on (1) counterpart, even though no one (1) counterpart contains the signature of all the Parties.

19. Authority. The parties executing this document on behalf of College and District do so only in their official capacity and shall incur no personal obligation or liability.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties hereto have hereunto set their hands and seals the date first written above.

**COLLEGE:**

**Board of Trustees of  
Rock Valley College**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

**DISTRICT:**

**ROCKFORD PUBLIC SCHOOLS,  
DISTRICT 205**

By: *Denise Pearson*  
President, Board of Education

Dated: 6.27.2023

**ATTEST:**

*Jane Stanford*  
Secretary, Board of Education

Dated: 6.27.2023

**BOARD APPROVED**  
**JUN 27 2023**  
**Rockford Public Schools**

**EXHIBIT A**

**[Legal Description – College Property]**

***Abbreviated Legal Description:*** BEG PT 325.47 FT E OF NW COR NW1/4 E 460.89 FT S 50 FT W 34.89 FT S 159.37 E 102.79 FT S 60.23 FT W 6.11 FT S 1022.04 FT TO N LN VAC BONANZA WAY W 278.31 FT SW 243.21 FT N 513.09 FT E 66.45 FT N 112.71 FT W 65.55 FT N 267.2 FT W 18.1 FT TH N 464.45 FT TO POB PT NW1/4 SEC 17-43-1 SEC: 17 TWP: 43 RANGE: 2 ACRES: 14.81A

***(not to be used as a recordable legal description)***

**EXHIBIT B**

**[Lease Agreement]**

## LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made as of the date last executed below on the signature page of this Lease, concurrently with the REAL ESTATE SALE CONTRACT of even date herewith (the "College-District Contract") by and between COMMUNITY COLLEGE DISTRICT 511, an Illinois public community college district d/b/a ROCK VALLEY COLLEGE (the "College") and BOARD OF EDUCATION OF THE ROCKFORD PUBLIC SCHOOLS, DISTRICT #205, WINNEBAGO-BOONE COUNTIES, ILLINOIS, an Illinois public school district (the "District" and collectively with the College, the "Parties").

### Recitals

**WHEREAS**, the College is transferring certain property described in the College-District Contract to the District;

**WHEREAS**, the College requires use of additional space to carry out its educational programs;

**WHEREAS**, both Parties recognize the leasing of space set forth herein to the College as being necessary consideration to effectuate the College-District Contract; and

**WHEREAS**, the Parties expect the rights and obligations set forth in this Lease to be temporary and should the need for long-term leasing arrangements be necessary, the Parties will negotiate the contractual requirements for such lease in good faith.

**NOW, THEREFORE**, in consideration of the above Recitals, which are incorporated herein, and the terms and conditions of the Contract, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

#### **1. Lease of Transferred Property and Other Property to College.**

1.1 Truck Driver Training Program. Following the Closing of the transactions referenced in the College-District Contract, with the District taking title of the College's Property at 4151 Samuelson Road, Rockford, Illinois, also known as the Stenstrom Center for Career Education ("SCCE"), the District agrees that it shall rent to the College, at no cost other than as otherwise set forth herein and for College's exclusive use and enjoyment, certain space in the SCCE, as set forth more fully in Exhibit 1 by reference to this Section 1.1. The College shall use such space to facilitate its Truck Driver Training Program and shall be required to vacate this space on or before August 19, 2023.

#### 1.2 Automotive/E Vehicle Program.

(a) Following the Closing of the transactions referenced in the College-District Contract, the District agrees that it shall rent to College, at no cost other than as otherwise

set forth herein and for College's exclusive use and enjoyment, certain space in the SCCE, as set forth more fully in Exhibit 1 by reference to this Section 1.2, which further includes the two outside fenced, secure vehicle storage areas located on the south side of SCCE. The College shall use rooms 429, 431, and 435 (the "Welding Lab") as reflected on Exhibit 1 to facilitate its Welding Program, while the College shall use the remainder of the rooms set forth in Exhibit 1 by reference to this Section 1.2 (not including the Welding Lab) (the "Automotive Space") to facilitate its Automotive/E Vehicle Program.

(b) The College shall be required to vacate the Welding Lab on or before September 30, 2023. The College shall be required to vacate Automotive Space on or before August 31, 2025 ("Automotive Expiration Date") unless the College duly executes the Automotive Option set for in Section 1.2(c), below.

(c) Provided the College is not in default of any term, covenant or condition of this Lease as determined pursuant to the Default Process in Section 7.2, College shall have the option to extend the Automotive Expiration Date for a period of one (1) additional year (the "Automotive Option"), to commence on the date immediately succeeding the Automotive Expiration Date. The College must exercise this Automotive Option, if at all, by giving District written notice of College's intention to do so at least six (6) months prior to the Automotive Expiration Date, time being of the essence herein.

1.3 Relay Site. District agrees that it shall allow the College, at no cost other than as otherwise set forth herein, to have non-exclusive use of certain space in the SCCE tower to facilitate the College's relay of fiberoptic internet cables and related services to the College's airport facility. The College shall also have non-exclusive use of the cage area located in the SCCE and rack space in room 163, as set forth more fully in Exhibit 1 by reference to this Section 1.3, to store equipment. The Chief Information Officers of each party shall work together in good faith to establish and designate a methodology for sharing the space referred to in this Section 1.3 to ensure that any shared use by the District or any third-party shall not negatively impact the College's use of the space. The College shall have non-exclusive use of the space identified on Exhibit 1 and shall be required to vacate this space on or before May 1, 2025.

1.4 Wilson Aspire.

(a) District agrees that it shall rent to College, at no cost other than as otherwise set forth herein, certain space in the Wilson Aspire Building located at 520 N. Pierpont Ave. Rockford Illinois 61101 ("Wilson Aspire"), as more fully set forth in Exhibit 2 by reference to this Section 1.4. College agrees that it shall, at its sole cost and expense, be responsible for acquiring and making all necessary arrangements for telephone, internet, cable, and data network utilities, which shall be separately metered and paid directly by College. The College shall use such space for classroom instruction and other College purposes that were previously located in the College's downtown Rockford campus and shall be required to vacate this space on or before August 31, 2025 ("Wilson Expiration Date") unless College duly executes the Wilson Option set for in Section 1.4(b), below.

(b) Provided College is not in default of any term, covenant or condition of this Lease as determined pursuant to the Default Process in Section 7.2, College shall have the option to extend the Wilson Expiration Date for a period of one (1) additional year (the "Wilson Option") to commence on the date immediately succeeding the Wilson Expiration Date. College must exercise this Wilson Option, if at all, by giving District written notice of College's intention to do so at least six (6) months prior to the Wilson Expiration Date, time being of the essence herein.

(c) In the event the College determines, in its sole and absolute discretion, that it no longer requires the Premises at Wilson Aspire, it shall in good faith provide notice of such fact to the District and the Parties agree to enter into any amendment or other agreement relating to the termination of this Section 1.4.

1.5 Certain Terms. The spaces identified in Section 1.1 – 1.4 and Exhibits 1 and 2 that are being rented to College under the terms of this Lease shall be referred to herein, collectively and individually, depending on context, as the "Premises". College's use of each Premises as further specified in Section 1.1 – 1.4 shall be referred to as the "Permitted Use". The SCCE building and Wilson Aspire building shall be referred to herein as the "Buildings" or each individually as "Building".

1.6 As-Is. College agrees that College is familiar with the condition of both the Premises and the Buildings, and College hereby accepts the Premises on an "AS-IS," "WHERE-IS" basis. College acknowledges that neither District, nor any representative of District, has made any representation as to the condition of the Premises or its suitability for College's intended use other than as expressly set forth herein. College acknowledges and agrees that College has made its own inspection of the Premises and District has no obligation to make any repairs, replacements, or improvements (whether structural or otherwise) of any kind or nature in connection with preparing the Premises for College's occupancy, unless such repairs, replacements, or improvements are necessary due to District's negligence or misconduct.

1.7 Use. The Premises shall be used only for the applicable Permitted Use and for no other purpose. Use of the Premises is subject to all covenants, conditions, and restrictions of record. College shall not use or occupy the Premises: (a) for any unlawful purpose; (b) in any way that will violate the certificate of occupancy for the Premises or the Buildings; (c) in a way that will constitute waste, nuisance, or unreasonable annoyance to District or any other user of the Buildings; or (d) in a way that may increase the cost of, or invalidate, any policy of insurance carried on the Buildings. The District acknowledges that the Permitted Uses include career programming and training of heavy equipment and machinery such as tractor trailers and other commercial vehicles, welding equipment, engines and other tools, machines, and equipment all of which the College will be permitted to use.

1.8 Compliance with Law.

1.8.1 College and the District, at their own cost and expense, shall comply with

all federal, state, county or municipal laws, ordinances, orders, codes, regulations or requirements applicable to the Premises or their specific use or occupancy of the Premises.

1.8.2 In the event that any improvements, repairs, or renovations are necessary to comply with any accessibility laws (including but not limited to the Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Act Amendments Act of 2008, and the regulations promulgated thereunder), ordinances (including zoning ordinances and land use requirements), building codes, school regulations (including any required by the Illinois State Board of Education or the Regional Office of Education), the District shall be required to perform and pay for such improvements, repairs, or renovations in a reasonable manner, *provided that* no violation of Section 1.8.3 is found to have occurred. The Parties agree that the District is solely responsible for these improvements, repairs, or renovations as the owner of the Premises, and shall not seek reimbursement from, or otherwise claim that the College is liable.

1.8.3 College represents and warrants that College has not received written notice from any governmental agency or otherwise of any existing violations of any federal, state, county or municipal laws, ordinances, orders, codes, regulations or requirements affecting the SCCE Building which have not been cured.

1.9 Rules and Regulations. College shall comply, and shall cause all College Parties to comply, with any reasonable District policies, rules and regulations pertaining to the use and occupancy of the Building or Premises that are specifically provided to the College (the "Rules and Regulations"). District may at any time adopt new Rules and Regulations or modify or eliminate existing Rules and Regulations as District shall deem necessary or appropriate so long as such new or modified Rules and Regulations do not unreasonably interfere with the College's Permitted Uses or rights under this Lease. In the event of any conflict or inconsistency between the provisions of this Lease and any of the Rules and Regulations, the provisions of this Lease shall control.

1.10 Hazardous Materials. College hereby represents and warrants that (i) no activity will be conducted on the Leased Premises that will produce any Hazardous Substance, except for such activities that are part of the ordinary course of College's Permitted Use, provided said Permitted Use is conducted in accordance with all Environmental Laws and other laws, ordinances, orders, rules and regulations now in effect or enacted subsequent to the date hereof by state, federal, municipal or other agencies or bodies having jurisdiction over College ("Legal Requirements"); (ii) the Premises will not be used in any manner for the storage of any Hazardous Substances except for the temporary storage of such materials that may be used in the ordinary course of Tenant's Permitted Use (the "Permitted Materials"), provided such Permitted Materials are properly stored in a manner and location that complies with all Environmental Laws and other Legal Requirements; (iii) Tenant will not permit any Hazardous Substances to be brought onto the Premises, except for the Permitted Materials, and if so brought or found located thereon, the same must be promptly removed with proper disposal, and all required cleanup procedures must be diligently undertaken in accordance with all Environmental Laws and other Legal

Requirements. The term "Hazardous Substances," as used in this Lease means pollutants, contaminants, toxic or hazardous wastes, or any other substances, the presence or use of which is regulated, restricted or prohibited by any federal, state or local law, ordinance or other statute of a governmental or quasi-governmental authority relating to pollution or protection of the environment ("Environmental Law").

## **2. Common Areas.**

During the term of this Lease, the College has a non-exclusive right to access the vestibules, elevators, hallways, stairways, restrooms, parking lots, driveways, and sidewalks at SCCE and Wilson Aspire identified in Section 1 (the "Common Areas") for their intended uses. Except as may be otherwise provided expressly in this Lease, College shall not have the right to use the roof, electrical closets, janitorial closets, mechanical rooms, or any other non-common or non-public area at SCCE and Wilson Aspire. College and its personnel and student population shall not be permitted to access or use any Common Area or other portion of SCCE or Wilson Aspire that is or might be occupied by the District's student population. In accordance therewith, College personnel shall enter the Premises only using entry and exit points as directed and approved by District. The District agrees to construct or install means that would separate the District's student population from the College's personnel and student population in a manner and as further determined by District in its sole discretion. These measures should restrict the ability of the College's personnel and students from entering the District space that is occupied by the District's student population. The District agrees to also construct bathroom facilities that are ADA compliant to be used by College personnel and students and will not be accessible by District personnel and students. All construction required by this Section shall be substantially complete prior to August 31, 2024.

Unless caused by College's or College Parties' negligence or intentional misconduct, the District shall provide and pay for all repairs and maintenance of Common Areas and any work relating to the structure, systems, or functioning of the Premises and Buildings, including, but not limited to, roof, masonry, structural, parking lot, and sidewalk repairs or improvements, HVAC work, electrical work, fire protection work, plumbing work, mechanical work, and/or any other work relating to the structure, systems, or functioning of the Premises and Buildings ("Capital Improvements"). If the District requires any Capital Improvements, the District shall provide reasonable notice of such work to the College and coordinate with the College to minimize disruption to the College's operations.

## **3. Rent.**

The College shall not be required to pay any rent for the lease of the Premises except as otherwise set forth herein.

## **4. Utilities.**

4.1 The District shall be responsible for maintaining and paying utility providers for all utilities for the Premises that are not separately metered, including, but not limited to,

electricity, gas, water, sewer, and, to the extent applicable, telephone, internet, and cable services. The College shall reimburse the District on a monthly basis for the College's proportional share, based upon the SCCE Proportionate Occupancy and Wilson Aspire Proportionate Occupancy, of the District's monthly costs of utilities that are not separately metered and incurred by the District at each the SCCE Building and Wilson Aspire Building. For purposes of this Lease, the College's proportional share of each Building is as follows:

4.1.1 "SCCE Proportionate Occupancy" is 25%.

4.1.2 "Wilson Aspire Proportionate Occupancy" is 8%.

The College shall have no obligation to pay any utilities for either Building until the College occupies any portion of such Building and such obligation shall terminate when the College irrevocably vacates the particular Building. If the College vacates only a portion of the SCCE Building, the Parties shall meet in good faith to re-apportion the proportional share identified in Section 4.1.1.

4.2 The College agrees not to waste electricity or water. If the District believes there is waste and misuse of any utilities the District shall give written notice to the College of the alleged waste and misuse of utilities along with documentation to support the alleged waste and misuse including but not limited to historical utility costs for the Premises. If the College continues waste and misuse the utilities, the District may request the College reimburse the District for the excessive costs of providing the utility to the Premises. If the College disagrees with the District's assessment the Parties shall work in good faith to retain a mutually agreeable neutral third-party mediator to hold a mediation within thirty (30) days of the College receiving the official request for reimbursement. Both parties agree they will abide by the mediator's decision on the matter.

4.3 District shall have no liability to College for any damages or personal injuries to any person directly or indirectly resulting from any interruption or curtailment whatsoever in utilities and other services.

## **5. Insurance.**

5.1 Each Party shall maintain the following insurance coverage throughout the term of this Lease. Each Party shall procure and maintain through an insurance company licensed to conduct business in Illinois insurance policies with the coverage and limits as specified below, and by endorsement shall cause the other party to be included as an additional insured on such policies, on a primary and noncontributory basis. This additional insured requirement does not apply to workers' compensation insurance. The commercial general liability policy shall, by endorsement, provide contractual liability coverage including the indemnity obligations provided in this Lease. Each such policy shall include, by endorsement, a requirement of at least 30 days' written notice to the other party prior to any termination, cancellation or material amendment to that policy. The type and minimum limits of insurance required are as follows:

<u>Type</u>	<u>Limits</u>
Commercial General Liability:	
Per Occurrence:	\$1,000,000
General Aggregate - Property:	\$5,000,000
Employers Liability	
Each Accident:	\$1,000,000
Each Employee – Disease:	\$1,000,000
Automobile Liability:	\$5,000,000 (combined single limit)
General Umbrella Excess Liability	\$5,000,000
Workers' Compensation:	Statutory Minimum

5.2 If any policy or coverage is written as "claims made" then coverage must be maintained for four (4) years after termination of this Lease. Notwithstanding the existence of required insurance, College agrees it is responsible for injury and damage to persons and property including such damages as may exceed the limits set forth above, resulting from its own negligence and the negligence of its owners, employees, agents and representatives and further for the negligence of others under College's direction and control when arising from or in any way related to the bid and resulting contract and College's performance of its contract obligations.

5.3 Each Party shall furnish the other Party with a certificate or certificates of insurance showing that the insurance required above is in effect.

## **6. Indemnity.**

6.1 Indemnity of District. Except to the extent resulting from the gross negligence or willful misconduct of District, College shall indemnify, defend, and hold District, its Board of Education, in their official and individual capacities, administrators, officers, employees, agents, contractors, successors and assigns, harmless from and against any and all third-party claims, losses, costs, liabilities, damages, and expenses, including penalties, fines, and reasonable attorneys' fees, incurred in connection with or arising directly or indirectly from: (a) any breach or default by College in the performance of any of its obligations under this Lease; (b) any injury or death to persons or damage to property occurring within or about the Premises arising from the College's negligence or willful misconduct; or (c)

the use or occupancy of the Premises by College, any College Parties, or any person occupying the Premises through College.

6.2 Indemnity of College. Except to the extent resulting from the gross negligence or willful misconduct of College or any College Party, District shall indemnify, defend, and hold College, its Board of Directors, in their official and individual capacities, administrators, officers, employees, agents, contractors, successors and assigns harmless from and against any and all third-party claims, losses, costs, liabilities, damages, and expenses, including penalties, fines, and reasonable attorneys' fees, incurred in connection with or arising directly or indirectly from: (a) third party claims for injury to or death of any person or persons in any Common Area of the Building or the Premises (but with respect to the Premises only to the extent to which the same shall result from the negligence or willful misconduct of District); or (b) any breach by District of any covenant or condition of this Lease.

6.3 Survival. The terms of this Section shall survive the expiration or sooner termination of this Lease.

## 7. Termination.

7.1 No Cause Termination. The College may terminate this Lease for any reason by providing thirty (30) days written notice to the District.

7.2 Default Termination. In the event that either Party has materially breached this Lease, the non-breaching Party may terminate this Lease only by following the following process ("Default Process"): (a) the non-breaching party shall provide written notice to the other Party of the breach and allowing the Party in breach thirty (30) days to cure; (b) except for a Party's obligation to make any payment hereunder, if the Party in breach has not cured after thirty (30) days, the Parties shall work in good faith to retain a mutually agreeable neutral third-party mediator to hold a mediation within thirty (30) days of the end of the cure period to determine whether there was a material breach of the Lease that was not cured; and (c) if the third-party mediator determines that a material breach occurred that was not cured, the non-breaching Party may terminate this Lease immediately.

7.3 District Suspension and Termination. Without prejudice to any other rights or remedies it may have under the law or this Lease, in the event that District determines in its reasonable discretion that College or College Parties has jeopardized the safety or health of any District student or students, the District shall further be entitled to deliver written notice of its intent to suspend the College's right to occupy the Premises ("Suspension Notice"). The District's Suspension Notice shall provide College with information as to the facts and circumstances which prompted District's provision of Suspension Notice ("Cause of Suspension") and the District's requested remediation of the Cause of Suspension (ex. the removal of a certain individual from the Premises) ("Requested Remediation"), and the parties shall meet in good faith as soon as reasonably possible, and in no event later than 48 hours after the Suspension Notice, to

address the safety and health concerns, Cause of Suspension, and come to a mutual agreement regarding the Requested Remediation ("Agreed Remediation"). If the parties fail to reach an agreement within 48 hours following the Suspension Notice, the District may initiate the Default Process in Section 7.2, commencing immediately with sub-part (b). If the third-party mediator determines that the College has jeopardized the health or safety of the District's students, the District shall have the right to suspend the College's right to occupy the Premises until the College cures the conditions causing the safety and health concerns ("H/S Cure"). Notwithstanding the foregoing, during the period after the Suspension Notice, including throughout the Default Process, and until the third-party mediator's determination and completion of any H/S Cure, as applicable, the College will abide by the Requested Remediation or, if applicable, Agreed Remediation.

7.4 Condition upon Surrender. Upon expiration or earlier termination of the Lease, for whatever reason, College shall quit and surrender the Premises to District. The Premises shall be surrendered to District vacant, in the same condition as when the College took possession of the Premises normal wear and tear excepted. College shall remove all of College's equipment and personal property, and all telecommunications equipment installed by or on behalf of College after the commencement of the Lease. College shall repair any damage to the Premises caused by the College, including any damage caused by such removal. The College shall have no obligation to perform any action which constitutes an improvement, including but not limited to painting walls which have not been painted or changed since the commencement of the Lease. If College fails to repair any damage caused by the removal of its property, College shall reimburse District for all costs and expenses incurred by District in making any repairs and replacements to the Premises. Any property not removed by College shall be deemed abandoned and, if District so elects, deemed to be District's property, and may be retained or removed and disposed of by District in such manner as District shall determine. The College shall not be responsible for the cost of removing or disposing of any abandoned property. The provisions of this Section shall survive the expiration or earlier termination of this Lease.

## **8. Repairs and Maintenance.**

8.1 The College, at College's expense, shall keep the interior portions of the Premises in good condition and repair during all times that it occupies such Premises, and shall provide and pay for any repair, replacement, or maintenance that becomes necessary due to the College's occupation and use of the Premises. Any repairs or maintenance shall be completed with materials of similar quality to the original materials.

8.2 The District shall provide and pay for all repairs and maintenance of Common Areas and any work relating to the structure, systems, or functioning of the Premises and Buildings, including but not limited to repairs and maintenance for the boilers and HVAC systems, air filtration systems, and water treatment. The District shall be responsible for any repairs such as broken tile, windows, lighting fixtures, or doors in the Premises that were not caused by the College or its invitees.

8.3 The District shall provide for janitorial and snow removal services for the Buildings (“Cleaning and Snow Services”). The District shall invoice the College for 1/3 of the District’s cost of such Cleaning and Snow Services for the SCCE Building, and 1/4 of the District’s cost of such Cleaning and Snow Services for the Wilson Aspire Building. The College shall have no obligation to pay for Cleaning and Snow Services for either Building until the College occupies any portion of such Building and such obligation shall terminate when the College irrevocably vacates the particular Building. College shall pay all District invoices net thirty (30) days.

## **9. Alterations and Improvements.**

The College may make alterations to the interior portions of the areas that it will occupy pursuant to Section 1 of this Lease, including but not limited to signage, paint, wall hangings, and other alterations or building improvements (including any build-out necessary for the operation of its programs) (“Alterations”), subject to the approval of the District which shall not be unreasonably withheld. The College shall be responsible for the cost of any Alterations and shall ensure that no liens are encumbered on the District’s property due such work. All Alterations shall be performed and completed in accordance with plans and specifications provided to District at least forty-five (45) days prior to the commencement of such work (and approved by District). The College shall be required to return the properties to the District in the same condition as existed upon the College taking possession of such properties, unless in approving any Alterations, the District specifically stipulates in writing that such Alterations may remain in the property upon termination of the Lease. The Parties agree that notwithstanding the forgoing, normal wear and tear of the rented properties is excepted, and the College shall not be responsible for such wear and tear related repairs.

Prior to District allowing its students to use the SCCE Building, the District shall complete the build-out of restrooms for use of the College’s personnel, students, and invitees, and which comply with all applicable building and accessibility codes and laws.

## **10. Personal Property.**

The College may provide and install, and shall maintain in good condition, all trade fixtures, personal property, equipment, furniture and moveable partitions (“College Owned Property”) required in the conduct of its educational programs and administrative services in the Premises. Except as otherwise set forth herein, all of the College Owned Property and any alterations not affixed to the District’s property shall, during and after the term of this Lease, remain the College’s property unless otherwise agreed to between the Parties. The College is solely responsible for procuring and maintaining insurance covering the College Owned Property, and the District has no obligation to provide such insurance. It is the sole responsibility of College to safeguard all College Owned Property.

## **11. Quiet Enjoyment.**

So long as the College performs all of its obligations in this Lease, except for the Premises identified in Section 1.3, the College shall peaceably have, hold and enjoy the exclusive

use of the Premises without hindrance, ejection or disturbance by the District or any other person lawfully claiming through or under the District. The Parties agree that the College shall have the right to use the Premises for certain career programming and training as set forth in the Permitted Uses and in Section 1.7 of this Lease.

**12. Background Investigation.**

If any of the College's employees has direct, daily contact with any of District' students, the College shall perform a criminal background check in accordance with Section 10-21.9 of the School Code before said employee shall be allowed at the Premises or Buildings.

**13. District Access.**

District shall have the right to enter the Premises, upon not less than forty-eight hours' notice (which may be telephonic), to: (a) inspect the Premises; (b) supply any service to the Premises; (c) determine whether College is complying with its obligations under this Lease; and (g) alter, improve, or repair the Premises, any building systems, or any other portion of the Building if such alteration, improvement, or repair is necessary and the District takes such action to minimize any interference with the College's use of the Premises. District shall not be required to provide prior notice of entry in the event of an emergency.

**14. Notice.**

Each Notice ("Notice") provided for under this Lease must comply with the requirements of this Paragraph. Each Notice shall be in writing and sent by (i) depositing it with the United States Postal Service or any official successor thereto, certified or registered mail, return receipt requested, with adequate postage prepaid, or (ii) special courier service (e.g., Federal Express), addressed to the appropriate Party (and marked to a particular individual's attention if so indicated) as hereinafter provided. Each Notice shall be effective upon the date of delivery. Each Notice shall also be accompanied by email delivery at the addresses identified below. Rejection or other refusal by the address to accept, or the inability of the United States Postal Service to deliver because of a changed address of which no Notice was given, shall be deemed to be the receipt of the Notice sent. The Notices shall be addressed to:

IF TO COLLEGE: Rock Valley College  
Attention: Rick Jenks  
3301 N. Mulford Road  
Rockford, Illinois 61114  
E-Mail: [r.jenks@rockvalleycollege.edu](mailto:r.jenks@rockvalleycollege.edu)

with a copy to: Robbins Schwartz  
Attention: Matthew J. Gardner  
55 W. Monroe Street Suite 800  
Chicago, Illinois 60603

E-Mail: [mgardner@robbins-schwartz.com](mailto:mgardner@robbins-schwartz.com)

IF TO  
DISTRICT: Rockford Public School #205  
Attn: Gregory Brown  
501 7<sup>th</sup> St.  
Rockford, Illinois 61104  
E-Mail: [Gregory.Brown@rps205.com](mailto:Gregory.Brown@rps205.com)

with a copy to: District No. 205  
Attn: General Counsel  
501 7th Street  
Rockford, IL 61104

*and*

Thomas J. Lester  
Allen Galluzzo Hevrin Leake, LLC  
839 North Perryville Road, Suite 200  
Rockford, IL 61107  
E-Mail: [tjlester@aghlaw.com](mailto:tjlester@aghlaw.com)

#### **15. Damage, Destruction, Condemnation.**

In the event the Premises or the Building is damaged or destroyed by fire or any other casualty regardless of the cause or is condemned or taken by any governmental authority, to the extent that more than fifty percent (50%) is damaged, destroyed, or lost, the District shall have the right to terminate this Lease without any consideration or damages payable to College. Any consideration, awards, insurance proceeds, etc. paid related to such event shall belong solely to District and College waives any rights thereto. If District elects to repair such damage and restore the Premises or the Building, this Lease shall remain in full force and effect. If the damage, destruction, or loss is less than fifty percent (50%), the District and College shall discuss in good faith whether to terminate this Lease.

#### **16. Assignment and Subletting.**

Neither College nor any sublessee or assignee of College, directly or indirectly, voluntarily or by operation of law, shall enter into an Assignment of this Lease or a Sublease of the Premises without District's prior written consent in each instance, which consent may be withheld or granted in District's sole discretion. An "Assignment" means any sale, assignment, encumbrance, mortgage, pledge, or other transfer or hypothecation of all or any part of the Premises or College's leasehold estate hereunder. A "Sublease" means any subletting of the Premises, or any portion thereof, or permitting the Premises to be occupied by any Person other than College. Any Assignment or Sublease that is not in compliance with this Section shall be void.

**17. Severability, Waiver.**

If any provision of this Lease is determined by a court of competent jurisdiction to be invalid or unenforceable then the remainder of this Lease shall not be affected by such determination, and each and every other provision of this Lease shall remain valid and enforceable to the fullest extent permitted by law. The failure of either Party to enforce at any time any of the provisions of this Lease, or the failure to require at any time performance by the other Party of any of the provisions of this Lease, shall in no way be construed to be a present or future waiver of such provisions, nor in any way affect the ability of either party to enforce each and every such provision thereafter.

**18. Entire Agreement.**

The Parties intend this Lease, and the College-District Contract referenced herein, be the entire and complete expression of their understandings, and College-District Contract and this Lease supersedes any and all prior and contemporaneous agreements or understandings relating to its subject matter. **TO THE EXTENT ANY TERM OR CONDITION, OTHER THAN THOSE OF SECTION 1 OF THIS LEASE, CONFLICT WITH THE COLLEGE-DISTRICT CONTRACT, THE TERMS OF THE COLLEGE-DISTRICT CONTRACT SHALL CONTROL.**

**19. Amendments.**

This Lease may only be amended, modified, or supplemented by an agreement in writing duly executed by both District and College.

**20. Force Majeure.**

Each Party shall be excused from liability for the failure or delay in performance of any obligation under this Lease by reason of any event beyond such Party's reasonable control including but not limited to Acts of God, fire, flood, explosion, earthquake, or other natural forces, civil or military authority, terrorists, war, civil unrest, accident, any strike or labor disturbance, shortage or inability to obtain critical material or supplies, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, or any other event similar to those enumerated above and beyond the Parties' control.

Such excuse from liability shall be effective only to the extent and duration of the event(s) causing the failure or delay in performance and provided that the Party has not caused such event(s) to occur and continues to use diligent, good faith efforts to avoid the effects of such event and to perform the obligation.

**21. Governing Law.**

This Lease shall be subject to and interpreted under the laws of the State of Illinois. The Parties agree that jurisdiction and venue in any action brought by any party pursuant to

this Lease shall lie in any Federal or State court located Winnebago County, Illinois. By execution and delivery of this Lease, each Party irrevocably submits to the jurisdiction of such courts for itself and in respect of its property with respect to such action. The Parties irrevocably agree that venue would be proper in such court, and hereby waive any objection that such court is an improper or inconvenient forum for the resolution of such action.

**22. Mediator Selection and Cost.**

In the event a mediator is required pursuant to the terms of this Agreement, the Parties will have five (5) days from the date they are to cease direct negotiations to submit to each other a written list of three (3) acceptable qualified attorneys not affiliated with either Party to serve as the mediator. Within five (5) days from the date the list is received, the Parties will rank the mediators in numerical order of preference and exchange the rankings. If one or more names are on both lists, the person sharing the highest ranking between the Parties will be designated as the mediator. If no mediator has been selected under this procedure, the Parties agree jointly to request the Trial Court Administrator of the 17th Judicial Circuit Court, Winnebago County (the "Administrator") to supply within five (5) days a list of three (3) potential qualified attorneys to serve as the mediator. Within five (5) days from the date the list is delivered by the Administrator, the Parties will again rank the proposed mediators in numerical order of preference and will simultaneously exchange the list and will select as the mediator the individual receiving the highest combined ranking. If the mediator is not available to serve, they will proceed to contact the mediator who was next highest in ranking until they are able to select a mediator. The Parties will bear their respective costs incurred in connection with any mediation except that the Parties will share equally the fees and expense of the mediator and the costs of obtaining the facility for the mediation.

[Signature Page Follows]

**IN WITNESS WHEREOF**, the Parties hereto by their duly authorized representatives have executed this Lease effective as of the date first above written.

**COLLEGE:**

**Board of Trustees of  
Rock Valley College**

By: \_\_\_\_\_

**DISTRICT:**

**ROCKFORD PUBLIC SCHOOLS,  
DISTRICT 205**

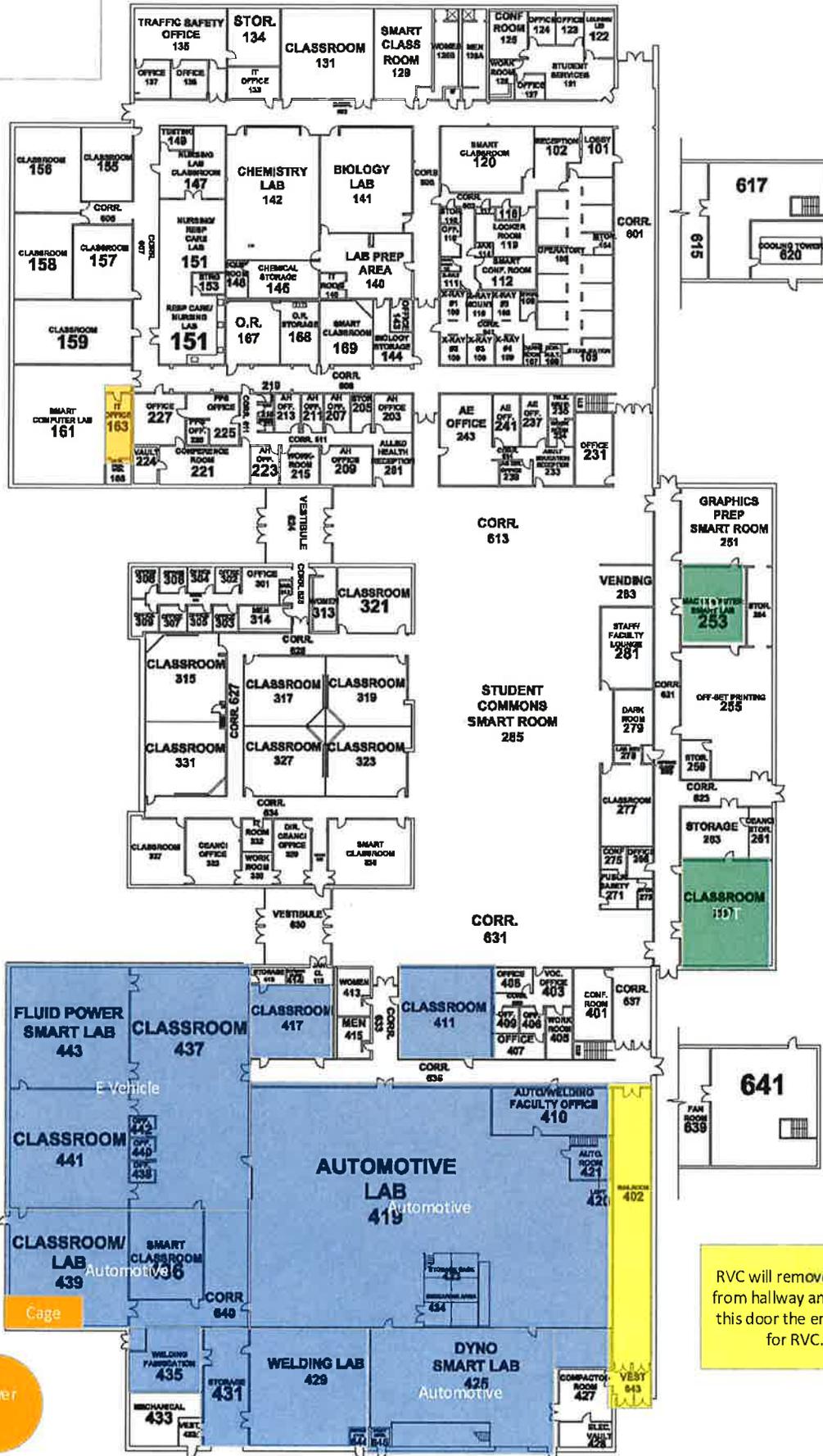
By:   
President, Board of Education

**ATTEST:**

  
Secretary, Board of Education

**BOARD APPROVED**  
**JUN 27 2023**  
Rockford Public Schools

# RPS 205 and RVC Lease Agreement Exhibit One



Truck Driver Training Section 1.1

Automotive/E Vehicle Section 1.2

Tower, Cage, and IT Rack Space Section 1.3

Tower

Automotive will also need both caged in areas located in the south parking for vehicle storage.

RVC will remove items from hallway and make this door the entrance for RVC.

## SAMUELSON ROAD CENTER (SCCE)



**EXHIBIT C**

**College Tangible Personal Property Transferred to District**

- All classroom furniture

## **EXHIBIT D**

### **College Trade Equipment Retained by College**

- All vehicle lifts utilized in the automotive program.
- All tools and tool boxes utilized in the automotive program or contained in the space that is being leased by RVC from RPS 205
- All welders, chop saws, equipment, and tools utilized by the welding program.
- All vehicle balancers and alignment lifts utilized in automotive program.
- All IT equipment including projectors, computers, conference or remote learning equipment in the space that is being leased by RVC from RPS 205.
- All spare motors or other educational materials in the space that is being leased by RVC from RPS 205.
- All RVC network switches.
- All flat screen television sets.
- All projectors.
- All network phones.
- All filing cabinets located in the space that is being leased by RVC from RPS 205.
- All other existing small equipment, parts, furniture, or tools located in the space that is being leased by RVC from RPS 205.

**Memorandum of Agreement – Faculty Association  
Dental Hygiene Clinical Instructor Position**

**Background:**

On August 16, 2021, the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association entered into a Collective Bargaining Agreement (CBA) for 2021 - 2026.

On June 28, 2022, RVC entered into a Memorandum of Agreement to establish a one-year pilot program to assess the addition of a Dental Hygiene Clinic Coordinator position, with the intent of making the position permanent if the College deemed the pilot program successful. The Memorandum of Agreement was amended on January 24, 2023, to reflect the revised dates of the agreement to be August 13, 2022 through August 11, 2023.

Rock Valley College and the Faculty Association wish to transition the position that was started during the pilot program to become a permanent position. As this position is incorporated into the Collective Bargaining Agreement, the title is modified slightly to a Dental Hygiene Clinical Instructor, which is more reflective of the faculty position. This position will support the skills training of students, preparing them to be successful in supporting the community.

While the pilot program was to remain in effect until August 11, 2023, the College is recommending that the temporary position end early, effective June 30, 2023. The Dental Hygiene Clinical Instructor will become a permanent position effective July 1, 2023, in order to maintain consistency with other 12-month faculty positions.

**Recommendation:**

It is recommended that the Board of Trustees approves the Memorandum of Agreement adding the position of Dental Hygiene Clinical Instructor to the Rock Valley College Faculty Association's 2021-2026 Collective Bargaining Agreement. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

Attachment: Memorandum of Agreement for Faculty Association – Dental Hygiene Clinical Instructor Position

**MEMORANDUM OF AGREEMENT**  
**DENTAL HYGIENE CLINICAL INSTRUCTOR POSITION**

This **MEMORANDUM OF AGREEMENT** (the “MOA”) entered into this 25th day of July, 2023 by and between the **BOARD OF TRUSTEES OF ROCK VALLEY COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 511** (the “College”) and the **ROCK VALLEY COLLEGE FACULTY ASSOCIATION LOCAL 6211, IFT-AFT** (the “Association”) (collectively, the “Parties”) to facilitate the incorporation of the position of a Dental Hygiene Clinical Instructor into the full-time faculty bargaining unit.

**WITNESSETH**

**WHEREAS**, the Association is the sole and exclusive bargaining representative for the College’s faculty members, librarians and clinical skills nursing instructors;

**WHEREAS**, the College and the Association are parties to a collective bargaining agreement with a current term of August 16, 2021 through the last day of the Summer II Session in 2026 (the “CBA”);

**WHEREAS**, on the 28<sup>th</sup> day of June 2022, the Parties entered into a Memorandum of Agreement related to the creation of a one-year pilot program to test the addition of a Dental Hygiene Clinic Coordinator position to the Dental Hygiene Program, with the intent of making the position permanent, if the College deemed the pilot program to be successful;

**WHEREAS**, per the June 28, 2022, MOA, the Parties established an ad-hoc committee composed of equal representation of faculty and administration, to monitor the pilot program and address the evaluation of the pilot program. During the one-year pilot program, the committee met, approximately, every three months to evaluate the status and success of the program.

**WHEREAS**, per a January 24, 2023, Amendment to the June 28, 2022, MOA, the Dental Hygiene Clinic Coordinator has been employed on a temporary basis, from August 13, 2022, through August 11, 2023, with a minimum workload of 40 hours per week for 43 weeks, in order to allow one full academic year to evaluate the pilot program.

**WHEREAS**, the Parties wish to incorporate the position of a Dental Hygiene Clinical Instructor into a permanent, full-time, faculty bargaining unit position, effective July 1, 2023.

**WHEREAS**, a job description for the Dental Hygiene Clinical Instructor position is attached hereto as Exhibit A;

**NOW, THEREFORE**, in consideration of the mutual covenants and understandings herein, the Parties agree as follows:

**1. Incorporation of Recitals**

The foregoing recitals shall be considered a part of this MOA and shall be binding upon the Parties.

**2. Definition of Bargaining Unit**

The parties agree to submit the following bargaining unit definition to the Illinois Educational Labor Relations Board for use in the IELRB's Certification of Representative:

**Included:**

- All full-time faculty members with nine-month employment contracts who have a standard academic year workload of 28-32 contact hours and/or contact hour equivalents; and
- any full-time faculty members hired into existing or new faculty positions; and
- nursing lab/simulation faculty with nine-month employment contracts whose regularly scheduled hours are 40 hours per week during the standard academic year; and
- professional reading specialists, math specialists, communications specialists, and dental hygiene clinical instructors who currently have twelve-month employment contracts, and whose regular assigned workload is forty (40) hours per week for 43 weeks; and
- the regular full-time librarian positions of Reference Coordinator, Technical Services Coordinator, Instructional Librarian, Systems Librarian and Outreach Coordinator/Archivist who currently have twelve-month employment contracts, and whose regular assigned workload is forty (40) hours per week for 43 weeks.

**Excluded:**

All classified employees and any supervisory, managerial, confidential, short-term or part-time academic employees as defined by Section 2 of the Illinois Educational Labor Relations Act.

**3. Inclusion in the Unit**

The Parties agree to create a new faculty position titled, Dental Hygiene Clinical Instructor. The Parties further agree to the job description for the Dental Hygiene Clinical Instructor, attached hereto as Exhibit A and incorporated herein. The Dental Hygiene Clinical Instructor faculty position shares a community of interest with the full-time faculty positions, sufficient to allow this new position to be included in the full-time faculty bargaining unit. Accordingly, the position of Dental Hygiene Clinical Instructor will be included in the bargaining unit effective July 1, 2023, and will be subject to the terms and conditions of employment set forth in the CBA.

**4. Amendment and Addition of Collective Bargaining Agreement Provisions.**

The Parties further agree to amend the current CBA to facilitate inclusion of the Dental Hygiene Clinical Instructor position into the full-time faculty bargaining unit solely by modifying and/or adding Sections 1.3.4 and 6.2.4, respectively, which will read as shown in Exhibit B attached hereto and made a part hereof.

**5. Assessment and Evaluation of Dental Hygiene Clinical Instructor**

The Parties agree that the position of Dental Hygiene Clinical Instructor shall be assessed and evaluated pursuant to the evaluation procedures set forth in Section 5.9 of CBA for faculty members.

**6. Non-Precedential**

The Parties acknowledge and agree that this MOA is entirely non-precedential and will not constitute binding precedent or evidence of the status quo for purposes of bargaining any successor contracts or with respect to either party's interpretation of the CBA.

**7. Effect of MOA**

The Parties acknowledge and agree that except for the amendments provided for herein, this MOA does not otherwise modify or amend the current contract language of the CBA. All provisions of the CBA not addressed herein will remain in full force and effect for the duration of the CBA.

**8. Effective Date**

This MOA is effective immediately upon execution.

**IN WITNESS WHEREOF**, the Parties have caused this Memorandum of Agreement to be executed by the signatures of their authorized representatives as set forth below.

**BOARD OF TRUSTEES OF  
ROCK VALLEY COLLEGE, COMMUNITY  
COLLEGE DISTRICT NO. 511**

**ROCK VALLEY COLLEGE FACULTY  
ASSOCIATION LOCAL 6211, IFT-AFT**

By: \_\_\_\_\_  
Chair, Board of Trustees

By:  \_\_\_\_\_  
Union President

Date: \_\_\_\_\_

Date: 7-13-23 \_\_\_\_\_

By: \_\_\_\_\_

# **Exhibit A**

TO MEMORANDUM OF AGREEMENT BETWEEN  
ROCK VALLEY COLLEGE BOARD OF TRUSTEES  
AND  
ROCK VALLEY COLLEGE FACULTY ASSOCIATION, IFT-AFT LOCAL  
JULY 25, 2023

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**Position Title:** Dental Hygiene Clinical Instructor

**Dept:** Dental Hygiene

**Employee Status:** Full-time (twelve-month)

**Type:** Faculty

**FLSA:** Exempt

**Issued:** June 28, 2022

**Revised:** July 25, 2023

**To save time applying, Rock Valley College does not offer sponsorship of job applicants for employment-based visas for this position at this time.**

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## **Reporting Relationships**

**Reports to:** Dean of Nursing & Allied Health

**Supervision Exercised:** Functional supervision may be exercised over students.

## **Job Summary**

Teach assigned clinical and dental hygiene lab skills to first- and second-year students. Validate lab/clinical skills and support student learning. Provides student-learning support to increase student retention. Oversees and maintains the logistics of the dental hygiene clinic to include, but not limited to: inventory management, equipment management, and compliance with healthcare regulations.

**Essential Duties and Responsibilities** include the following. Related duties may be assigned.

## **Clinical Instruction (Pre-Clinic Lab, Clinic I, Interim Clinic, Clinic II, and Clinic III)**

- Plan and supervise student clinical experience as assigned for the Dental Hygiene Program.

- Collaborate with clinical lead faculty for clinical learning activities.
  - Evaluate and advise students regarding clinical performance and assign grades.
  - Facilitate clinical skill learning using simulators, peer patients, community patients, and other modalities.
- Teach skills for all levels of the Dental Hygiene Program for Fall, Spring, and Summer clinic courses.
- Evaluate student performance in clinical skill competency/validation activities.

### **Student Retention:**

- Support Pre-Clinic Lab Lead and Clinic leads.
  - Assist students with clinical deficiencies.
  - Assist with developing lab and clinical assignments.
  - Instruct students in the proper use of lab equipment where appropriate.
- Conduct clinic/lab remediation/tutoring for dental hygiene students consistently not meeting competency levels.
- Available to meet individually with students for skills improvement activities outside of the students' class/clinic times.

### **Clinic Logistics**

- Maintain OSHA & HIPAA records, including facilitating training of faculty, staff, and students
- Keep up to date on CDC, ADA, and ADHA guidelines
- Ensure equipment and/or labs are properly maintained to comply with the Commission on Dental Accreditation (CODA).
- Maintain clinic water lines.
- Maintain equipment inventory where appropriate.
- Oversee and implement the infection control protocols in the program to ensure students, staff, faculty, and patient safety.
- Budget: responsible for ordering and maintaining supplies. Assist with annual budget planning with the Chair (Program Director) and Dean.
- Establish and maintain rapport with vendor representatives.
- Research and compare supply and equipment costs with vendors for the best pricing.
- Research and obtain quotes for equipment and capitol department requests.
- Assist in developing lab policy/procedures related to pandemic.
- Assist with developing lab policies for the Dental Hygiene Program.
- Participate in the Dental Hygiene Program Committee meetings.
- Develop clinical education videos to support student learning.
- Maintain Dental Materials Lab supplies and equipment.

### **Simulators**

- Together with the lead course faculty, develop simulation-learning activities that meet course objectives for each dental hygiene course.
- Set up simulators, equipment, and supplies.
- Demonstrate to students the proper use and maintenance of the simulators.
- Lead debriefing sessions with students.

## **Related Duties**

- Participate in curriculum revisions.
- Attend and participate in conferences related to teaching area; membership in appropriate professional organizations is recommended.
- Keep informed of current trends and development in the dental hygiene profession.
- Complete teaching methodology courses or training
- Attend required meetings (faculty, division, in-service training, etc.)
- Assist in short-range and long-range planning.
- Participate in division, college, advisory committees, and community activities.
- Assist in calibrating clinical faculty; develop calibration videos
- Participate in program development, planning, and review.
- Assist chair with program accreditation activities as assigned.
- Maintain communication with peers and serves as a resource in area of clinical specialization.
- Act as dental hygiene club advisor and assist in fundraising

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Qualifications**

5 years or longer clinical experience

Bachelor's degree required

Master's degree preferred

Teaching experience preferred

### **Work Environment**

While performing the duties of this job, the employee regularly works in clinical setting.

### **Physical Demands**

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

## **Exhibit B**

### **Section 1.3.4 Bargaining Unit**

#### **Included:**

- All full-time faculty members with nine-month employment contracts who have a standard academic year workload of 28-32 contact hours and/or contact hour equivalents; and
- any full-time faculty members hired into existing or new faculty positions; and
- nursing lab/simulation faculty with nine-month employment contracts whose regularly scheduled hours are 40 hours per week during the standard academic year; and
- professional reading specialists, math specialists, communications specialists, and dental hygiene clinical instructors who currently have twelve-month employment contracts, and whose regular assigned workload is forty (40) hours per week for 43 weeks; and
- the regular full-time librarian positions of Reference Coordinator, Technical Services Coordinator, Instructional Librarian, Systems Librarian and Outreach Coordinator/Archivist who currently have twelve-month employment contracts, and whose regular assigned workload is forty (40) hours per week for 43 weeks.

#### **Excluded:**

All classified employees and any supervisory, managerial, confidential, short-term or part-time academic employees as defined by Section 2 of the Illinois Educational Labor Relations Act.

### **Section 6.2.4 Dental Hygiene Clinical Instructor**

The usual workload for the Dental Hygiene Clinical Instructor is 40 hours per week for 43 weeks. The workload will be staggered within the year and during the day to meet the needs of the College and students. The responsible administrator will schedule the Dental Hygiene Clinical Instructor accordingly.

**Closed Session Minutes Through May 2023**

**Background:** In accordance with the Illinois Open Meetings Act, the Board of Trustees of Community College District No. 511 is required to review the minutes and verbatim recordings of all closed meetings at least semi-annually. After such review, the Board in open session must determine whether or not there is a need for confidentiality to exist as to all or part of the written minutes.

At the request of the Board of Trustees, Attorney Joseph Perkoski (in consultation with the Board's chair) has made such a review of said closed meeting minutes and recommends the Board of Trustees approves the following:

**Recommendation:**

1. That the minutes of the closed session meetings of November 15, 2022 through May 9, 2023 shall be approved.
2. That the need for confidentiality still exists for the closed meeting minutes for the period of November 15, 2022 through May 9, 2023.
3. That the verbatim recordings shall be maintained pursuant to an existing litigation hold on College records.
4. That minutes identified in this document shall continue to be confidential until further action of the Board of Trustees.
5. That the Board's legal counsel shall, after consulting with the Board's chair, have the ability to review any closed session meeting minutes that the Board previously approved to remain confidential, to respond to any Freedom of Information Act request, litigation discovery requests, or as otherwise required by court order, and to produce any said closed session meeting minutes or parts thereof where the need for confidentiality no longer exists.

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Joseph J. Perkoski  
Board Attorney

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

**Rock Valley College Student Trustee Report**  
**Juan Noguera, Student Trustee**  
**Board of Trustees Meeting, July 25, 2023**

1. In preparation for the end of summer, Starlight Theater announces its final production dates. The productions include *Oliver* (July 26-30), *Cinderella* (August 2-6), and *Stinky Cheese Man* (August 10-12). Unfortunately, dates for *Footloose* and *In the Heights* have already come to an end.
2. The Student Life Department is set to host a summer time recreational event for RVC students. On July 26 from 6-8pm, the student life department will host a skate night at Skateland.
3. I would like to acknowledge the tremendous work and positive impact RVC students have within our college and the community. Each Wednesday in June, July and August, the front desk student ambassadors support RVC students by walking their class schedule with them.
4. RVC alumni and former student trustee Mr. Ryan Russell has been selected as the Illinois Student Veteran Leader of the Year. The award ceremony will take place Wednesday, July 26 at 1:00 p.m. in the Student Center Atrium. In addition, two RVC alumni, Jayden Newson and Alyssa Bird, have been featured on the RVC website. I highly encourage all to read their amazing stories, as they can serve as a source of inspiration. It is noteworthy to keep in mind that these two individuals were also the 2023 commencement speakers.
5. On Monday, July 17, the College hosted a Disability Pride Month movie screening in the ERC, followed by an open discussion. These types of events truly help RVC students witness how the College puts into action the DEI pillar of the Strategic Plan.
6. The First Year Experience office hosted a New Student Welcome event this past Thursday, July 20. I've had the opportunity to speak with current and new RVC students who have participated in these welcome events and they all shared the positive impact it has made in their personal college experience.

**Rock Valley College Board of Trustees**  
**Freedom of Information Act Report**  
**June 15 – July 15, 2023**

Date Received	FOIA#	Requestor	Request	Response Date
6/16/2023	2023-25	Rick Hall	<ul style="list-style-type: none"> <li>• Employment verification of Matthew Cole</li> <li>• Employment date(s)</li> <li>• Job title(s)</li> <li>• Courses taught from January 2021 – present</li> <li>• Bi-weekly/monthly/annual salary/wages from January 2021 to present</li> </ul>	completed 6/23/2023
6/16/2023	2023-26	Muhammad Aleem, General Account Agency	<ul style="list-style-type: none"> <li>• The most recent actual ComEd utility bills generated within the last 30 days in PDF format for (ALL) Rock Valley College locations.</li> <li>• The direct contact information of the authorized public employee responsible for contact with the ComEd customer account representative.</li> <li>• The most recent Retail Electric Service Supplier bills generated within the last 30 days in PDF format for (ALL) Rock Valley College locations.</li> <li>• The current "Sole Source Procurement Contract" for the purchase of energy.</li> <li>• The direct contact information of the responsible public employee who has the authority to make decisions regarding the current "Sole Source Procurement Contract" for the purchase of energy.</li> </ul>	completed 6/23/23
6/30/2023	2023-27	Cam Rodriguez, Better Government Association	<p>Request for the following for full- and part-time employees, including athletics:</p> <ul style="list-style-type: none"> <li>• Last name</li> <li>• First name</li> <li>• Middle name (or initial, if available)</li> <li>• Suffix (if available)</li> <li>• Title</li> <li>• Department</li> <li>• Annual Base Salary</li> <li>• Overtime, holiday pay, bonus compensation, and any other additional payments made to employees, excluding costs such as insurance, pension or benefit payments</li> <li>• Start date</li> </ul>	completed 7/17/2023
7/6/2023	2024-01	Nathan Hoff	Rock Valley's Parameters for all job assignments in the Boiler House department. Fitness to duty standards for all Boiler House job assignments.	completed 7/17/2023 (w/ extension)
7/11/2023	2024-02	Kristi Upton, Acme Research	Public spending, including both capital and operating expenditures, for payments made by or on behalf of Rock Valley College during fiscal year 2023. Specifically, for any payee, other than an employee or student, who was paid a cumulative totally amount of \$10,000 or more, we seek the payee name, address, and the cumulative total dollar amount paid to the subject payee over the relevant time period.	completed 7/18/2023