

**Rock Valley College**  
**Community College District No. 511**  
**3301 N Mulford Road, Rockford, IL 61114**  
**COMMITTEE OF THE WHOLE MEETING**  
**Educational Resource Center, Performing Arts Room, Room 0214**  
**5:15 p.m. Tuesday, October 3, 2023**  
**AGENDA**

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Review of Minutes:** Committee of the Whole September 12, 2023
- F. General Presentations:**
- G. Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**
  - 1. 14<sup>th</sup> Day Census Enrollment Data Brief and Student Profile
  - 2. Early College Agreements
    - Dual and Articulated Credit Memorandum of Understanding (MOU)
      - Pecatonica Community Unit School District #321
    - Running Start Intergovernmental Agreement (IGA)
      - Pecatonica Community Unit School District #321
  - 3. Early College Enrollment Summary Update
  - 4. Division II Athletics Scholarship Update
- H. Finance Discussion: Board Liaison Trustee Trojan**
  - 1. Purchase Report(s) (A, B )
  - 2. Cash and Investment Report
  - 3. 2023 Tax Levy and Setting the Date for the Truth-In-Taxation Hearing
  - 4. Illinois Paid Leave for All Workers Act
- I. Operations Discussion: Board Liaison Trustee Kennedy**
  - 1. Rock Valley College Events Calendar
- J. Other Business: Unfinished Business/New Business**
- K. 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.
- L. Reconvene Open Session**
- M. Special Board of Trustees Meeting:** October 17, 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.
- N. Next Decennial Committee Meeting:** October 24, 2023, at 5:15 p.m.; The meeting will be held in room 1300 at the Advanced Technology Center (ATC), 1400 Big Thunder Blvd., Belvidere, IL. *Change of location for this meeting only.*
- O. Next Regular Board of Trustees Meeting:** October 24, 2023, at 5:45 p.m.; The meeting will be held at the Advanced Technology Center (ATC), 1400 Big Thunder Blvd., Belvidere, IL. *Change of location for this meeting only.*
- P. Next Committee of the Whole Meeting:** November 7, 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.
- Q. Next Regular Board of Trustees Meeting:** November 21, 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.
- R. 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, September 12, 2023**  
**MINUTES**

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened in person on Tuesday, September 12, 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 Gloria Cardenas Cudia.

**Roll Call**

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

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

Also present: Dr. Howard J. Spearman, President; Dr. Amanda Smith, Vice President of Liberal Arts and Adult Education; 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; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Assistant to the President; Ms. Tracy Luethje, Executive 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**

Dr. Howard Spearman recognized Pamela Lopez-Fettes, executive director of Growth Dimensions Economic Development based in Belvidere, IL.

**General Presentations**

Dr. Howard Spearman, president of Rock Valley College, introduced Ms. Lopez-Fettes. Ms. Lopez-Fettes presented the Economic Development Partners in Education presentation. Ms. Fettes stated that Growth Dimensions provides a progressive and cooperative environment that improves the quality of life by fostering economic opportunity and personal growth. With economic development partners throughout Belvidere-Boone County, Growth Dimensions is advancing a coordinated economic development strategy to create jobs, promote community assets, and stimulate capital investment through business retention and attraction efforts. Discussion ensued.

**Review of Minutes**

There were no comments on the minutes from the August 8, 2023, Board of Trustees Committee of the Whole meeting.

**Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**

**1. Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the enrollment update. Ms. Snider stated that the enrollment figures have changed since the enrollment update was run. Ms. Snider

explained that the College had finished the enrollment verification process and the schedule adjustment period and that as of September 12, 2023, RVC was 3% above budget for Fall and 1% above budget overall. Trustee Trojan asked if the figures Ms. Snider presented were credit hours, and he wanted to know what the non-credit hours would look like, especially certificates. Ms. Snider stated that the enrollment numbers include certificates for college credit and can be applied toward an associate degree. Discussion ensued.

**2. Community College Cooperative Agreement**

Dr. Patrick Peyer, vice president of student affairs, presented on the Community College Cooperative Agreement. Dr. Peyer stated that RVC participates in the Comprehensive Agreement Regarding the Expansion of Educational Resources (C.A.R.E.E.R.) with other Illinois community colleges. The agreement is regulated by the Illinois Community College Board (ICCB) and is designed to provide expanded educational opportunities only for Associate of Applied Science (AAS) degrees and certificate programs not offered by RVC. Dr. Peyer presented the numbers of outgoing and incoming students who took advantage of the C.A.R.E.E.R. Agreement, as well as the estimated revenue differential for FY2022 and FY2023. Discussion ensued.

**3. Early College Items**

As an introduction to the Early College items on the agenda, Dr. Hansen Stewart, vice president of industry partnerships and community engagement, provided an overview of the Dual and Articulated Credit, Running Start, and Senior Semester programs and agreements with the area high school districts.

To provide consistency across school districts and align with the Dual Credit Quality Act, RVC developed the Dual and Articulated Credit Memorandum of Understanding (MOU) to utilize districts offering dual credit for high school courses. These dual credit courses are taught by qualified high school instructors and are designed to allow eligible students to receive college credit in high school.

Running Start is a formal program that allows qualified students to attend 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 the requirements for both a high school diploma and an RVC associate degree simultaneously or a one-year program that meets the requirements for both a high school diploma and one year of RVC credit courses simultaneously.

The Senior Semester Program allows qualified district students to attend RVC for their final high school semester of senior year. Students take dual credit courses that meet the requirements for both a high school diploma and one semester of RVC credit courses simultaneously. All programs will be administered through the Early College office at RVC in conjunction with the high schools enrolled in the program.

- Dual and Articulated Credit MOU Rockford Public School District No. 205**
- Running Start Intergovernmental Agreement (IGA) Rockford Public School District No. 205**
- Senior Semester Program Rockford Public School District No. 205**

**Finance Discussion: Board Liaison Trustee Trojan**

**1. Purchase Reports**

Ms. Ellen Olson, vice president of finance, presented the purchase reports.

***Purchase Report A – FY2024 Purchases:***

- A. Fire Extinguishers – (Contractual Services – Risk Management)
  - 1. A-Fire Extinguisher Sales and Service                      Rockford, IL                      \$ 10,998.00 (1)\*
  
- B. Telehealth Service – (Contractual Services – Personal Success Counseling)
  - 2. BetterMynd, Inc.    Buffalo, NY                      \$ 17,500.00 (2)\*
  - Talk Campus    Bristol, UK                      N/A
  - Talkspace    New York, NY                      N/A

C. Volvo Truck – (Automotive – Non-Credit Programs)		
3.	CIT Trucks, LLC.	Normal, IL \$ 77,745.12 (3)*
D. Stage Lighting Supplies – (Materials and Services – Starlight Theatre)		
4.	Full Compass	Madison, WI \$ 10,000.00 (4)* Not to Exceed
E. Repair Materials – (Repair Materials and Supplies – Plant Maintenance)		
5.	Home Depot	Rockford, IL \$ 10,000.00 (5)* Not to Exceed
F. Online Proctoring Software – (Other Contractual Services – Online Learning)		
6.	Honorlock	Boca Raton, FL \$ 12,000.00 (6)*
G. Plow and Salt Spreader – (Vehicle Equipment – Plant Maintenance)		
7.	K-Kap Toppers, Inc.	Rockford, IL \$ 19,035.00 (7)*
	Scott's RV	Rockford, IL \$ 20,720.39
H. Ford F150 Truck – (Automotive – RVC Police Department)		
8.	Morrow Brothers Ford	Greenfield, IL \$ 56,539.00 (8)*
I. Lift Gates – (Vehicle Equipment – Plant Maintenance)		
9.	NWC Body Works	Elk Grove, IL \$ 20,225.00 (9)*
	Scott's RV	Rockford, IL \$ 28,005.00
	K-Kap Toppers, Inc.	Rockford, IL \$ 33,715.00
J. Telecommunications – (Telephone Service Charges – Information Technology)		
10.	Stratus Networks	Peoria Heights, IL \$ 21,000.00 (10)* Not to Exceed
K. Multi-Function Copiers – (Contractual Services – General Institution Copiers/Printing)		
11.	TBD	TBD \$ TBD (11)*
L. Inlet Catch Basin Repairs – (Capital – Plant Operations and Maintenance)		
12.	TBD	TBD \$ TBD (12)*
M. Architect Firm – (Other Contractual Services – Downtown Campus)		
13.	Demonica Kemper Architects (DKA)	Chicago, IL \$ 3,000,000 (13)*
	OPN Architects	Madison, WI
	Cordogan Clark	Aurora, IL
	Saavedra Group Architects (SGA)	Rockford, IL
	Holabird & Root, LLC.	Chicago, IL
	Ollmann Ernest Martin (OEM)	Belvidere, IL

Not to Exceed

Discussion ensued on items E, G, I, J, K, L, and M. Trustee Nelson said that K-Kap Toppers, Inc. is a client of his, and he will not vote on Item G or Item I.

Board Chair Cardenas Cudia recognized and thanked Trustee Kennedy for his leadership and participation in working with the committee and selecting the architect for the RVC Downtown Campus.

## 2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through August 31, 2023. Total operating cash is \$39,928,454. Total operating cash and investments are \$85,365,989. Total capital funds are \$18,758,217. Since July 31, 2023, the change in capital funds is \$765,018. The change in the operating cash and investments since July 31, 2023, is \$3,261,170. Ms.

Olson stated that the total operating cash and investment funds were 79.53% of the Fiscal Year 2024 operating budget. Discussion ensued.

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

### **1. Personnel Report**

Mr. Jenks presented the Personnel Report for September 2023. There is one placeholder for the Dean of Career and Technical Education, and there are no departures. Mr. Jenks stated that there will be a red-lined report for the Regular Board meeting as Audrey Pearson, a full-time faculty, resigned effective September 22, 2023, and an offer was extended to and accepted by Dominick Squicciarini for the dean's position. Mr. Squicciarini will start on September 25, 2023.

### **2. FY2024 Operations Calendar Amendment**

Mr. Jenks presented the FY2024 Operations Calendar amendment. Mr. Jenks stated that because of the Board's approval of the College campus closure between the Christmas Day and New Year's Eve holidays, the FY2024 Operations Calendar needed to be amended. In addition to the holiday campus closure, the Professional Development Day for spring needed to be amended, as Dr. Spearman has made the spring and fall Professional Development Days open to all staff.

### **3. FY2025 Operations Calendar**

Mr. Jenks presented the FY2025 Operations Calendar. The FY2025 Operations Calendar includes dates the College is closed, and there will be no access to College buildings, offices, and student services. The primary use for this calendar is to communicate to the public and college community the dates when the College operations are affected.

### **4. RVC Downtown Cost Projection**

Mr. Jenks presented the RVC downtown cost projection. Mr. Jenks explained that in July 2022, OEM Architects gave an original cost estimate of \$20,000,000 for approximately 60,000 square feet or \$330 per square foot for a downtown campus. The cost estimate did not include collision repair, early childhood development, human services, or police and fire programs, which added approximately 27,000 square feet to the project or \$12,400,000. According to the Capital Development Board's (CDB) annual construction cost estimate, construction costs increased in 2021 by 10.8% and in 2022 by 18.36%. Mr. Jenks stated that the first cost estimate did not reflect the current construction environment. The current cost estimate is \$475 per square foot for an estimated 80,000-square-foot building, bringing the cost to \$38 million. Adding all of the other expenses (furniture, fixtures, and equipment (FFE), demolition, technology, contingency, architect and engineering fees, contractor profit, and potential environmental costs) brings the potential total cost for the project to \$52 million.

Mr. Jenks provided a breakdown of the costs, examples of construction overages, and the payment options available to the College. Discussion ensued. The Board of Trustees would like to have a special meeting to discuss and justify the cost of the Downtown campus.

### **5. Change Order Update / ATC Phase II**

Mr. Jenks presented the change order update for the ATC Phase II project. Mr. Jenks stated that almost everything had been completed at the ATC, and the only change order was for \$650 for the cost of adding a double solid yellow line on the perimeter roadway for safety reasons. Mr. Jenks stated that there was an issue with the rooftop air handler unit. The HVAC vendor canceled one of the rooftop unit orders so that unit was recently re-ordered with a 20-25-week lead time. The contractor will hook up the old rooftop unit and bring in humidifiers to control the moisture in the CNC classroom until the new unit is installed.

### **6. Rock Valley College Events Calendar**

Mr. Jenks presented the RVC on-campus events calendar for September, October, November, and December 2023. Discussion ensued.

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

Dr. Spearman stated that everything was moving forward with the Stenstrom signage for the Student Center. Mr. Robert Stenstrom is in agreement with the exterior and interior signage, so the signs have been ordered. There will be an event later to acknowledge Mr. Stenstrom.

Dr. Spearman stated that the October 10, 2023, Committee of the Whole Meeting has been moved to October 3, 2023. Trustees do not have to vote to move the day. Trustee Gorski asked about the dates for the November and December Board meetings. Dr. Spearman confirmed that the meetings will be held in the first and third weeks of the month.

Board Chair Cardenas Cudia reported on unfinished business regarding Trustee Nelson's conduct report. Cudia noted that she and Dr. Spearman met last week and discussed the report, and since it had been sent to all trustees, asked if anyone had questions or comments regarding the report. Trustee Nelson stated that he was unable to meet with his attorney and had other issues that needed to be taken care of. Trustee Nelson felt that the problem could be resolved.

Dr. Spearman announced that RVC was one of 20 community colleges nationwide that won a free Board retreat from the Association of Community College Trustees (ACCT). He thanked Board Chair Cardenas Cudia for recommending that the College submit an application to win the free Board service through ACCT.

Dr. Spearman also recognized several RVC retirees who had recently passed away: Seargent Tom Coe, Barb Dilly, and Jan Vincent.

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

At 7:06 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, 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 8:07 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.

#### **Next Regular Board of Trustees Meeting**

The next Regular Board of Trustees Meeting will be held on September 26, 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 Committee of the Whole Meeting**

The next Committee of the Whole Meeting will be held on October 3, 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 Decennial Committee Meeting**

The next Decennial Committee Meeting will be held on October 24, 2023, at 5:15 p.m.; The meeting will be held in room 1300 at the Advanced Technology Center (ATC), 1400 Big Thunder Blvd., Belvidere, IL 61008. The location changed for this meeting only.

#### **Next Regular Board of Trustees Meeting**

The next Regular Board of Trustees Meeting will be held on October 24, 2023, at 5:45 p.m.; The meeting will be held in room 1300 at the Advanced Technology Center (ATC), 1400 Big Thunder Blvd., Belvidere, IL 61008. The location changed for this meeting only.

#### **Adjourn**

At 8:11 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, 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

## 14<sup>th</sup> Day Census Enrollment (Fall 2023)

### BACKGROUND

Data to inform this report have been captured and submitted to the Illinois Community College Board (ICCB). Fall census enrollment identifies the number of students officially enrolled in credit courses at the College at the end of registration for the fall term<sup>1</sup>. It is intended to provide a “snapshot” or point in time view of fall enrollment. At the College, data to inform this report are captured on the 14<sup>th</sup> “class” day from the first day of classes, including Saturdays.

### SUMMARY OF FALL 14<sup>TH</sup> DAY CENSUS ENROLLMENT

Figure 1 and Table 1 indicate the unduplicated headcount and full-time equivalents reflected in the 14<sup>th</sup> day census of fall enrollment across the most recent five years.

**Figure 1:** RVC Multi-year Fall 14<sup>th</sup> Day Census Enrollment – Headcount and FTE<sup>2</sup>

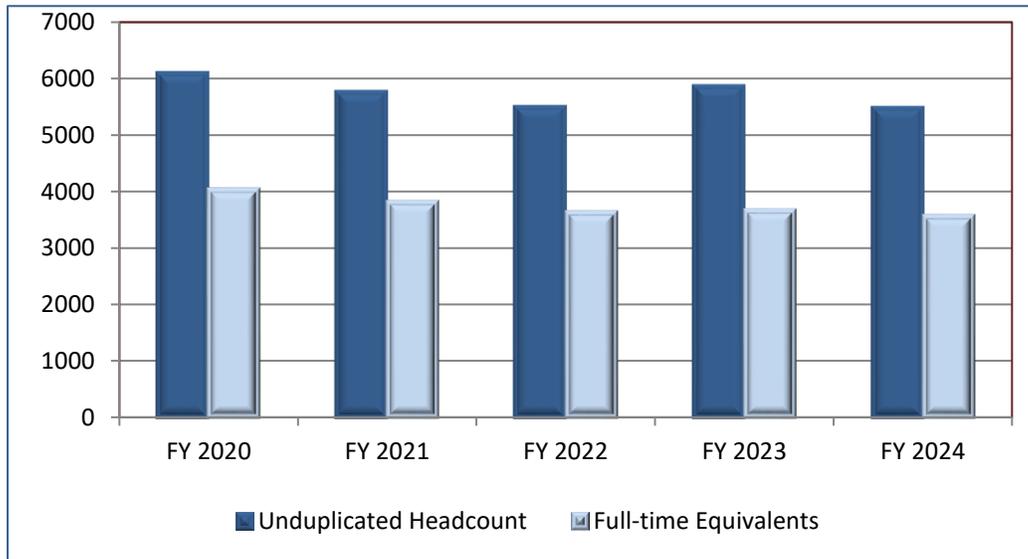


Table 1 also includes credit hours, as well as annual changes and the five-year multi-year change, provided in terms of percentage change.

<sup>1</sup> Fourteenth day census enrollment is based on unduplicated headcount of Arts, Sciences, Career Education, Adult Education, and Vocational Skills courses in Community/Continuing Professional Education.

<sup>2</sup>For the purpose of this report, Full-time Equivalent (FTE) is based on 15 credit hours per term.

Table 1: RVC Multi-year Fall 14th Day Census Enrollment

	FY20 (Fall 2019)	FY21 (Fall 2020)	FY22 (Fall 2021)	FY23 (Fall 2022)	FY24 (Fall 2023)	
<b>Unduplicated Headcount</b>	6,092	5,762	5,494	5,861	5,480	
<i>(Annual Percentage Change)</i>	<i>(-2.43)</i>	<i>(-5.42)</i>	<i>(-4.65)</i>	<i>(+6.68)</i>	<i>(-6.50)</i>	
<i>(5-year Percentage Change)</i>						<i>(-10.05)</i>
<b>Credit Hours</b>	60,500.00	57,252.00	54,492.00	55,027.50	53,465.50	
<i>(Annual Percentage Change)</i>	<i>(-1.08)</i>	<i>(-5.37)</i>	<i>(-4.82)</i>	<i>(+0.98)</i>	<i>(-2.83)</i>	
<i>(5-year Percentage Change)</i>						<i>(-11.63)</i>
<b>FTE<sup>3</sup></b>	4,033.33	3,816.80	3,632.80	3,668.50	3,564.37	
<i>(Annual Percentage Change)</i>	<i>(-1.08)</i>	<i>(-5.37)</i>	<i>(-4.82)</i>	<i>(+0.98)</i>	<i>(-2.83)</i>	
<i>(5-year Percentage Change)</i>						<i>(-11.63)</i>
<b>1<sup>st</sup> Day of Class</b>	8/17/2019	8/15/2020	8/14/2021	8/13/2022	8/19/2023	
<b>Census Day (14<sup>th</sup> Day)</b>	8/28/2019	8/31/2020	8/30/2021	8/29/2022	9/6/2023	

Note: The College adjusted its census date from 10<sup>th</sup> day enrollment to 14<sup>th</sup> day enrollment in FY21.

Data in Figure 1 and Table 1 indicate the following:

- From FY20 to FY24, the College experienced a decrease of 10.05% in unduplicated headcount as reported on the 14<sup>th</sup> class day with an annual decrease between FY23 and FY24 of 6.50%.
- A similar pattern can be seen with credit hours and full-time equivalents, with an overall decrease of 11.63% over the 5-year period and a 2.83% decrease from FY23 to FY24.
- Over the Five-year period, credit hours and FTE have decreased at a faster rate than headcount, suggesting that students are taking fewer credit hours on average.

<sup>3</sup>For the purpose of this report, Full-time Equivalent (FTE) is based on 15 credit hours per term.

## Student Profile

Arts, Sciences, & Career Education (ASCE) – 20243L

Office of Institutional Research & Effectiveness  
Board of Trustees: Committee of the Whole Meeting  
October 3, 2023

## BACKGROUND

This report provides information describing students enrolled in Arts, Sciences, and Career Education (ASCE) credit courses at Rock Valley College (RVC) in the Fall 2023 term. The report is divided into two sections – a Quick Facts page and a Profile Summary. The Quick Facts page provides a visual brief of multiyear comparison and term data. The Profile Summary is designed to address the following questions in more detail:

1. Who is currently attending RVC?
2. Who are the students attending RVC for the first time (i.e., new RVC students)?
3. Who are the students taking college classes for the first time (i.e., first time students)?

Data to inform this Student Profile report are captured with compliance submissions made to the Illinois Community College Board (ICCB); specifically, A1 (Annual Enrollment) and E1 (14th Day Census Enrollment for Fall). Student profile data pull ASCE credit students from these more general submissions and are used to develop this Student Profile report.

## CONTENTS

Quick Facts	3
Profile Summary	
<b>Current RVC Students</b>	4
<u>Table 1: Fall 2023 Student Demographics</u>	4
<u>Table 2: Overall Enrollment by Student Level Classification</u>	6
<u>Table 3: Overall Enrollment by Enrollment Status</u>	6
<b>New RVC Students</b>	6
<b>First-time College-level Students</b>	7
<b>Group Comparisons</b>	7
<u>Table 4: Multi-year Comparison of Average Age</u>	7

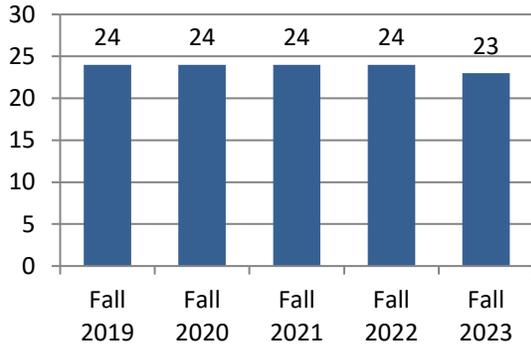
**QUICK FACTS**

**Student Profile – Fall 2023 (20243L)**

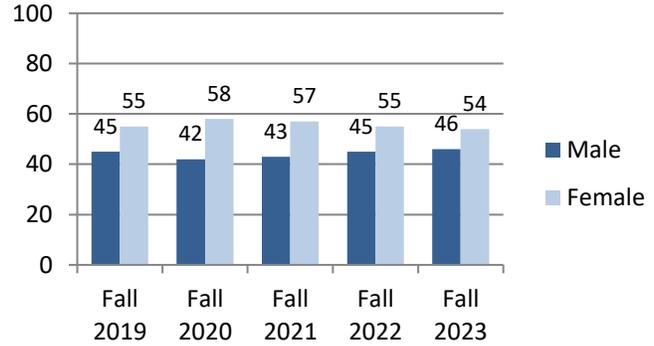
**Multiyear Comparisons of Key Demographics**

Unduplicated Head Count **5,363**

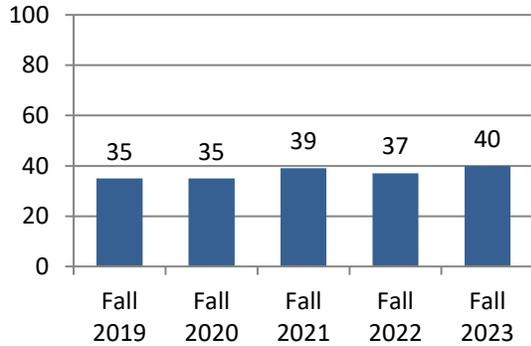
**Average Student Age**



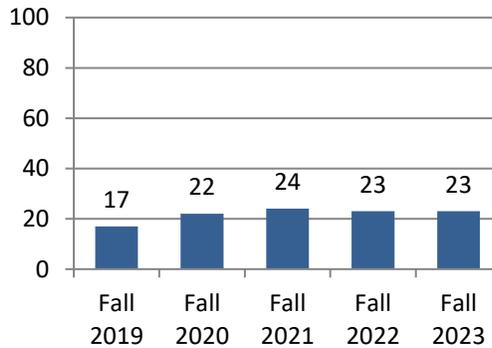
**Gender**  
(% of population)



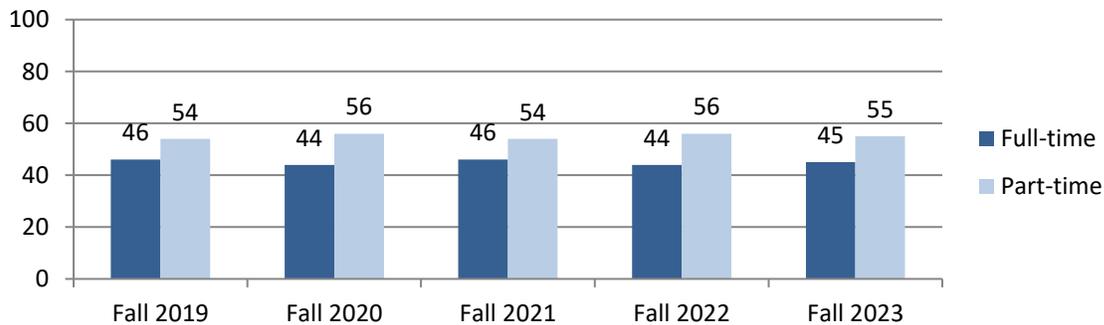
**Minority Enrollment<sup>1</sup>**  
(% of population)



**First-time Student Enrollment<sup>2</sup>**  
(% of population)



**Full-time/Part-time Student Enrollment<sup>3</sup>** (% of population)



<sup>1</sup> Minority enrollment includes students identifying themselves as belonging to two or more racial groups.

<sup>2</sup> Per ICCB definition, students are considered to be “first-time” if this is the first term in which 50% or more of their coursework is at the college level. This includes students who moved from remedial coursework to the college level.

<sup>3</sup> Full-time students are those enrolled within a given term for 12 or more credit hours; part-time students are enrolled in less than 12 credit hours.

**PROFILE SUMMARY**

**Current (Fall 2023) RVC Students**

Table 1 summarizes the age, gender, and race/ethnicity composition of the overall group of students enrolled, new RVC students<sup>4</sup>, and first-time college-level students<sup>5</sup>. Highest degree previously earned, residency status, and primary curriculum also are included.

Data from Quick Facts and tables within this section indicate that the **majority** of students enrolled in Fall 2023 classes are:

- Traditional age,
- Female,
- White,
- In district,
- Enrolled in transfer programs, and
- Enrolled part time.

**Table 1:** Fall 2023 Student Demographics

	Full-time Students			Part-time Students			Total Headcount (% of Total)		
	Overall	New	1 <sup>st</sup> Time	Overall	New	1 <sup>st</sup> Time	Overall	New	1 <sup>st</sup> Time
<b>Age</b>									
Traditional (24/under)	2,086	827	740	1,970	430	369	4,056 (75.6)	1,257 (86.6)	1,109 (90.6)
Non-traditional (25+)	307	60	43	1,000	134	72	1,307 (24.4)	194 (13.4)	115 (9.4)
<b>Gender</b>									
Male	1,174	459	411	1,279	263	216	2,453 (45.7)	722 (49.8)	627 (51.2)
Female	1,219	428	372	1,691	301	225	2,910 (54.3)	729 (50.2)	597 (48.8)
<b>Race/ Ethnicity</b>									
Asian	118	43	38	85	*	*	203 (3.8)	52 (3.6)	45 (3.7)
American Indian or Alaska Native	*	*	*	*	*	*	(0.3)	(0.1)	(0.1)
Black or African American	160	68	62	297	94	76	457 (8.5)	162 (11.2)	138 (11.3)
Hispanic or Latino	612	245	228	739	140	120	1,351 (25.2)	385 (26.5)	348 (28.4)
Native Hawaiian or Other Pacific Islander	*	*	*	*	*	*	(0.1)	(0.1)	(0.1)
White	1,316	452	390	1,685	280	208	3,001 (56.0)	732 (50.4)	598 (48.9)
Non-resident**	*	*	*	*	*	*	(0.3)	(0.0)	(0.0)
Two or more races	55	36	*	60	*	*	115 (2.1)	53 (3.7)	40 (3.3)
Unknown/Choose Not to Respond	113	41	35	89	*	*	202 (3.8)	64 (4.4)	53 (4.3)

<sup>4</sup> New students include first time students in college-level work, new transfer students, and new pre-college students. Pre-college students have at least 50% of their coursework in Adult Basic Education, Adult Secondary Education, English as a Second Language, or remedial education.

<sup>5</sup> First-time college-level students have not previously enrolled at a college or university with at least 50% of their coursework at the college level. This category includes students who have moved to college level from pre-college or general studies/vocational skills and is a subset of new students.

Table 1: Fall 2023 Student Demographics (continued)

	Full-time Students			Part-time Students			Total Headcount (% of Total)		
	Overall	New	1 <sup>st</sup> Time	Overall	New	1 <sup>st</sup> Time	Overall	New	1 <sup>st</sup> Time
<b>Highest Level of Education<sup>6</sup></b>									
College—Bachelor’s degree/More	*	*	*	34	*	*	36 (0.7)	*	*
College—Less than Bachelor’s degree	36	*	*	135	*	*	171 (3.2)	*	*
High School/GED	1,698	707	613	2,015	509	393	3,713 (69.2)	1,216 (83.8)	1,006 (82.2)
None	648	174	166	769	49	47	1,417 (26.4)	223 (15.4)	213 (17.4)
Other/Unknown	*	*	*	*	*	*	*	*	*
<b>Residency Status</b>									
In-district***	2,274	829	749	2,810	518	418	5,084 (94.8)	1,347 (92.8)	1,167 (95.3)
Out-of-district****	39	*	*	147	45	*	186 (3.5)	69 (4.8)	36 (2.9)
Reciprocal Agreements and Chargebacks	80	34	*	*	*	*	93 (1.7)	35 (2.4)	*
<b>Primary Curriculum</b>									
Arts & Sciences (Transfer)	1,825	679	605	2,292	435	335	4,117 (76.8)	1,114 (76.8)	940 (76.8)
Career Education	568	208	178	678	129	106	1,246 (23.2)	337 (23.2)	284 (23.2)

Source: Student Profile Application based on A1/E1 submissions to ICCB; Note: Percentages may not add to 100% due to rounding.  
 \*Groups with less than 30 members are not reported; \*\*Students temporarily in the U.S. on a Visa; \*\*\*Includes out-of-district and out-of-state military students; \*\*\*\*Includes out-of-district, out-of-state, and foreign students whether or not they are employed within the RVC district.

Table 2 provides information about student class level. Most students (52.9%) are freshmen, having completed fewer than 30 semester hours and not currently enrolled in high school. Approximately one third of all students (32.3%) are sophomores, and (12.7%) are concurrently enrolled in high school and college.

<sup>6</sup> Compared to previous years, there is a noticeable increase in the percentage of students with “none” as their highest degree earned and a corresponding decrease in the percentage of students with “High School/GED” as their highest degree, especially for new and first-time students. This change results from the implementation of Recruit for collecting new student information. Students are inclined to indicate that they have not yet graduated from high school if they complete the enrollment form prior to high school graduation.

Table 2: Overall Enrollment by Student Level Classification

STUDENT LEVEL CLASSIFICATION	FULL-TIME	PART-TIME	OVERALL TOTAL	% OF TOTAL
High School	273	408	681	12.7
Freshmen	1,371	1,468	2,839	52.9
Sophomores	729	1,002	1,731	32.3
Unclassified <sup>7</sup>	20	92	112	2.1
<b>TOTAL</b>	<b>2,393</b>	<b>2,970</b>	<b>5,363</b>	<b>100</b>

Source: Student Profile Application based on A1/E1 submissions to ICCB

Table 3 provides information about the enrollment status of the overall student group for Fall 2023 and the previous four fall terms. These data indicate that (58.5%) of the students currently enrolled at the College are continuing or returning students and (27.1%) are new to the college (first-time, transfer, or pre-college).

Table 3: Overall Enrollment by Enrollment Status

ENROLLMENT STATUS	TOTAL HEADCOUNT				
	2019	2020	2021	2022	2023
First time students in college-level work	992 (20.0)	1,182 (21.8)	1,241 (23.8)	1,227 (23.1)	1,224 (22.8)
New transfer students	197 (3.3)	78 (1.4)	170 (3.3)	172 (3.2)	208 (3.9)
New pre-college students	256 (4.3)	191 (3.5)	41 (0.8)	36 (0.4)	19 (0.4)
Continuing <i>(students enrolled at RVC in previous term)</i>	3,381 (55.4)	2,885 (53.2)	2,423 (46.4)	2,380 (44.8)	2,359 (44.0)
Returning <i>(students previously enrolled at RVC, but not in immediately preceding term)</i>	699 (8.6)	424 (7.8)	836 (16.0)	774 (14.6)	776 (14.5)
High school students <i>(includes dual credit and dual enrollment)</i>	337 (6.9)	400 (7.4)	360 (6.9)	621 (11.7)	681 (12.7)
Students with degree beyond associates	115 (1.5)	260 (4.8)	153 (2.9)	107 (2.0)	96 (1.8)
<b>TOTAL</b>	<b>5,977</b>	<b>5,420</b>	<b>5,224</b>	<b>5,317</b>	<b>5,363</b>

Source: Student Profile Application based on A1/E1 submissions to ICCB

### New RVC Students

New students include first-time students in college level coursework, new transfer students, and new pre-college students. Data within this report indicate that the majority of new students are traditional age (86.6%), white (50.4%), enrolled in transfer programs (76.8%), and live in the RVC district (92.8%).

<sup>7</sup> Students are “unclassified” by the ICCB if they do not meet minimum requirements for entrance as regular college-level students or they already have a Bachelor’s Degree or Associate Degree but are taking courses at the same level or lower.

### First-time College-level Students

First-time college-level students are a subset of new students and may include students who have moved from the pre-college level to the college level. First-time student enrollment for the Fall 2023 term is 1,224. Data within this report indicate that the majority of first-time students enrolled in Fall 2023 are traditional age (90.6%), enrolled in transfer programs (76.8%), and live in the RVC district (95.3%). Nearly half (48.9%) are white, and most are enrolled full time (64.0%)

#### NEW STUDENT CATEGORIES

##### First-time student in college-level coursework

Has not previously enrolled in college-level classes with 50 percent or more of their coursework at the college level

##### New pre-college student

Has not previously enrolled at a college or university with 50 percent or more of their coursework below the college level

##### New Transfer Student

Attending RVC for the first time and has previously earned academic credit at another institution

### Group Comparisons

Table 1 shows demographic characteristics of the overall group of students enrolled as compared to new and first-time students. These data provide the following comparisons:

- Overall, most students are enrolled part time (55.4%); however, new students and first-time students tend to be enrolled full time (61.1% and 64.0%, respectively).
- The majority of all three groups are traditional age. However, the percentage of traditional age students in the new student group (86.6%) and first-time student group (90.6%) are noticeably larger than that of the overall group (75.6%). Similarly, as indicated in Table 4, the average ages of students in the new student and first-time student groups are noticeably lower than that of the overall group.
- Overall, RVC enrolled more women (54.3%) than men (45.7%). The gap is narrower for new students (50.2% women and 49.8% men) and first-time students (48.8% women and 51.2% men).
- The overall student population is less racially/ethnically diverse (40% minority) than the first-time (47% minority) and new (45% minority) student groups.
- Transfer degree program enrollments for first-time, new students, and overall students are equal at 77%.

Table 4: Multi-year Comparison of Average Age

	2019	2020	2021	2022	2023
Overall	23.2	23.9	23.8	23.5	22.9
New	19.8	21.1	21.2	21.2	21.0
First Time	19.2	20.4	20.6	20.6	20.2

Source: Student Profile Application based on A1/E1 submission to ICCB

**2023 – 2024 Dual and Articulated Credit Memorandum of Understanding (MOU) Between  
Pecatonica Community Unit School District #321 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 furthered 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 who 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 Pecatonica Community Unit School District #321 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 Pecatonica School District 321, 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 Pecatonica Community Unit School**  
**District 321**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this \_\_\_\_ day of June, 2023 between Pecatonica Community Unit School District 321 ("School District"), located at 1300 Main Street, Pecatonica, Illinois 61063 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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*C.B. Cl*                      *9-18-23*  
High School Superintendent                      Date

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

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*Robert P. Ackerman*                      *9/18/23*  
Board of Education                      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 Pecatonica Community Unit School District as dual credit effective during this Agreement:

<b>Dual Credit Courses</b>
SPN 101 – Beginning Spanish
SPN 102 – Continuation of Beginning Spanish

## 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 Running Start Intergovernmental Agreement (IGA)  
Pecatonica Community Unit School District #321****Background:**

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

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

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

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the *Running Start* Intergovernmental Agreement with Pecatonica Community Unit School District #321, effective upon approval and signature of both parties. **Attorney reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

Attachment: Intergovernmental Agreement: Running Start – Pecatonica Community Unit School District #321

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

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

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

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

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

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

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

**Section 1 Incorporation of Preamble Recitals**

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

**Section 2 Implementation of Running Start**

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

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

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

### **Section 3 DISTRICT Obligations**

DISTRICT will:

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

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

planning.

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

COLLEGE will provide participating DISTRICT students with:

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

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

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

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

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

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

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

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

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

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

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

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

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
  - The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
  - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
  - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
  - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support Services.
- C. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.
- D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.
- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress,

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

Nothing contained herein shall be construed as to release DISTRICT from its obligations as the "Resident District" and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. DISTRICT represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in the Running Start Program hereunder.

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 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:

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

with a copy to counsel;

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

If to COLLEGE:

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

with a copy to counsel:

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

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

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

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

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

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

- I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute 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  
Pecatonica School  
District No. 321  
Winnebago County,  
Illinois**

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

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

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

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

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

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

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

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

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

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

**APPENDIX B**  
**DISTRICT Procedures to Fulfill Qualifications and Admissions**

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

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

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

## APPENDIX C

### Running Start Student Academic Conduct Policies

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

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

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

#### **ATTENDANCE POLICY**

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

#### **MAINTAINING ACADEMIC INTEGRITY**

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

#### **ACADEMIC EARLY WARNING**

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

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

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

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

#### **DISMISSAL FROM PROGRAM**

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

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

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

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

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

**Appendix D**  
**Running Start Program Course Offerings 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	89051	RVC-Fitness Walking	0.5
FWS-116	Step Aerobics	1		RVC-Step Aerobics	0.5
FWS-119	Cardio Kickboxing	1	89075	RVC-Cardio Kickboxing	0.5
FWS-121	Cardio Fitness & Conditioning	1		RVC-Cardio Fitness & Conditioning	0.5
FWS-126	Beginning Weight Lifting	1		RVC-Beginning Weight Lifting	0.5
FWS-127	Advanced Weight Lifting	2		RVC-Advanced Weight Lifting	0.5
FWS-128	Sports Performance Fitness	1		RVC-Sports Performance Fitness	0.5
FWS-131	Basketball & Touch Football	1		RVC-Basketball & Touch Football	0.5
FWS-133	Power Volleyball	1	89085	RVC-Power Volleyball	0.5
FWS-151	Tae Kwon Do	1		RVC-Tae Kwon Do	0.5
FWS-220	Intro Career Opportunity in PE	3		RVC-Intro Career Opportunity in PE	0.5
FWS-231	Contemporary Health Issues	3		RVC-Contemporary Health Issues	0.5
FWS-233	Community Health	3		RVC-Community Health	0.5
FWS-235	Alcohol and Drug Education	3		RVC-Alcohol and Drug Education	0.5
FWS-236	Human Sexuality	3		RVC-Human Sexuality	0.5
FWS-237	Nutrition for Optimum Living	3	89086	RVC-Nutrition for Optimum Living	0.5
FWS-243	First Aid/Gen Safety/CPR/AED	3		RVC-First Aid/Gen Safety/CPR/AED	0.5
FWS-250	Introduction Sport Management	3		RVC-Introduction Sport Management	0.5
FWS-253	Introduction to Coaching	3		RVC-Introduction to Coaching	0.5
FWS-254	ASEP Sport First Aid and CPR	3		RVC-ASEP Sport First Aid and CPR	0.5
FWS-255	Sociology of Sport	3		RVC-Sociology of Sport	0.5
FWS-256	History of Phy Ed & Sport	3		RVC-History of Phy Ed & Sport	0.5

FWS-258	Sport & Exercise Psychology	3		RVC-Sport & Exercise Psychology	0.5
FWS-260	Intro to Exercise Science	3		RVC-Intro to Exercise Science	0.5
FWS-261	Nutrition for Fitness&Sport	3		RVC-Nutrition for Fitness&Sport	0.5
FWS-263	Nutrit, Exercise & Weight Cntr	3		RVC-Nutrit, Exercise & Weight Cntr	0.5
FWS-265	Personal Fitness and Wellness	3		RVC-Personal Fitness and Wellness	0.5
FWS-266	Personal Trng I-Concepts&Appl	3		RVC-Personal Trng I-Concepts&Appl	0.5
FWS-267	Persnl Trng II-Concepts&Appl.	3		RVC-Persnl Trng II-Concepts&Appl.	0.5
HLT-110	Medical Terminology	2		RVC-Medical Terminology	0.5

### Business

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATG-110	Financial Accounting	4		RVC-Financial Accounting	1
ATG-111	Managerial Accounting	4		RVC-Managerial Accounting	1
BUS-101	Introduction to Business	3	89027	RVC-Introduction to Business	0.5
BUS-103	Business Mathematics	3		RVC-Business Mathematics	0.5
BUS-105	Consumer Econ and Prsnl Fin	3	89076	RVC-Consumer Econ and Prsnl Fin	0.5
BUS-130	Entrepreneurship Principles	3		RVC-Entrepreneurship Principles	0.5
BUS-131	Entrepreneurship Planning	3		RVC-Entrepreneurship Planning	0.5
BUS-170	Intro Organizational Behavior	3	89029	RVC-Intro Organizational Behavior	0.5
BUS-200	Legal Environment in Bus	3		RVC-Legal Environment in Bus	0.5
BUS-223	Business Statistics	3		RVC-Business Statistics	0.5
BUS-230	Entrepreneurship Capstone	3		RVC-Entrepreneurship Capstone	0.5
BUS-279	Principles of Finance	3		RVC-Principles of Finance	0.5
BUS-282	International Business	3		RVC-International Business	0.5
MGT-170	Business Communications	3		RVC-Business Communications	0.5
MGT-270	Principles of Management	3	89064	RVC-Principles of Management	0.5
MGT-271	Human Resource Manage	3		RVC-Human Resource Manage	0.5

MGT-274	Leadership	3		RVC-Leadership	0.5
MKT-260	Principles of Marketing	3	89031	RVC-Principles of Marketing	0.5
MKT-265	Salesmanship	3		RVC-Salesmanship	0.5
MKT-266	Principles of Advertising	3		RVC-Principles of Advertising	0.5
MKT-288	Customer Relations	3		RVC-Customer Relations	0.5
OFF-118	Computer Keyboarding	1		RVC-Computer Keyboarding	0.5

### Communications

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
COM-113	Intro to Public Relations	3			0.5
COM-119	News Writing	3			0.5
COM-120	News Editing	3			0.5
COM-130	Intro to Mass Communication	3			0.5
COM-140	Writing for Multimedia	3			0.5
COM-156	Audio Production I	3			0.5
COM-157	Video Production I	3			0.5
COM-208	Screenwriting	3			0.5
COM-218	Broadcast Performance	3			0.5
COM-221	Photojournalism	3			0.5
COM-251	Film History and Appreciation	3	89049	RVC-Film History and Appreciation	0.5
COM-252	International History of Film	3			0.5
COM-256	Advanced Audio Production	3			0.5
COM-257	Advanced Video Production	3			0.5
COM-260	Advanced Post-Production	3			0.5
COM-296	Documentary Production	3			0.5
COM-297	Motion Picture Production	3			0.5
ENG-101	Composition I	3	89006	RVC-Composition I	0.5
ENG-103	Composition II	3	89011	RVC-Composition II	0.5
ENG-108	Intro Creative Writing	3			0.5
ENG-109	Creative Writing II	3			0.5
ENG-110	Intro to Technical Writing	3			0.5
ENG-200	Language, Power & Public Life	3			0.5
LIT-101	Introduction to Literature	3			0.5

LIT-139	Mythology	3	89055	RVC-Mythology	0.5
LIT-140	The Bible As Literature	3	89018	RVC-The Bible As Literature	0.5
LIT-141	Film and Literature	3	89046	RVC-Film and Literature	0.5
LIT-142	Exploring Literature: Poetry	3	89052	RVC-Exploring Literature: Poetry	0.5
LIT-144	Exploring Literature: Fiction	3	89057	RVC-Exploring Literature: Fiction	0.5
LIT-152	Multicultural American Lit	3			0.5
LIT-154	Intro Non-Western Literature	3			0.5
LIT-201	American Lit Before 1865	3			0.5
LIT-202	American Literature Since 1865	3			0.5
SPH-131	Fundamentals of Communication	3	89016	RVC-Fundamentals of Communication	0.5
SPH-201	Interpersonal Communication	3			0.5
SPH-202	Intercultural Communication	3			0.5
SPH-211	Group Leadership	3			0.5

### Computers and Information Systems

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
CIS-102	Intro Computer & Info Systems	3	89050	RVC-Intro Computer & Info Systems	0.5
CIS-120	Intro to Microsoft Word	1			0.5
CIS-121	Introduction to Excel	1			0.5
CIS-124	Introduction to Powerpoint	1			0.5
CIS-130	Introduction to Access	2			0.5
CIS-170	Programming Logic & Design	3			0.5
CIS-180	Intro to Visual Basic Prgrmg.	4			1
CIS-240	Intro to Java Programming	4			1
CIS-245	Program Android-Mobile Devices	4			1
CIS-254	Database Programming	4			1
CIS-276	Intro to C/C++ Programming	4	89079	RVC-Intro to C/C++ Programming	1
CIS-277	Advanced C/C++ Programming	4			1
CIS-279	Visual C# Programming	4			1
CIS-280	Program iOS Apple Mobile Dev	4			1
CIS-290	Special Topics in CIS	1			0.5
CIS-291	Internship Field Project	1			0.5

GAT-101	Intro to Graphic Arts Tech	4			1
GAT-110	Introduction to Photoshop	2	89090	RVC-Introduction to Photoshop	0.5
GAT-115	Introduction to Illustrator	2			0.5
GAT-150	Typography	2			0.5
GAT-178	Fundamentals of Desktop Publis	3			0.5
GAT-190	Image Generation and Output	2			0.5
GAT-215	Advanced Illustrator	2			0.5
GAT-220	Adv Photoshop Grap Arts Indus.	3			0.5
PCT-110	Networking Essentials	3			0.5
PCT-111	Windows Active Directory	3			0.5
PCT-112	Windows Server Fundamentals	3			0.5
PCT-113	Microsoft Win Infrastructure	3			0.5
PCT-120	Cisco Networking I	4			1
PCT-122	Cisco Networking II	4			1
PCT-124	Cisco Networking III	4			1
PCT-126	Cisco Networking IV	4			1
PCT-130	Intro Network Security Fndmntl	3			0.5
PCT-132	Advanced Network Security	3			0.5
PCT-140	IP Telephony I	4			1
PCT-142	IP Telephony II	4			1
PCT-211	VMWare vSphere:Install/Config	3			0.5
PCT-262	A+ Essentials	3			0.5
PCT-270	Introduction to Unix/Linux	3			0.5
PCT-275	Cisco Firewall Design	4			1
PCT-290	Special Topic in PC Tech	1			0.5
WEB-101	Programming Related-Internet	4			1
WEB-102	Adv Program Related - Internet	4			1
WEB-111	Introduction to Multimedia	3			0.5
WEB-225	Digital Photography	3			0.5
WEB-233	Introduction to Javascript	4			1
WEB-234	PHP Programming	4			1

### Engineering and Technology

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
EGR-101	Introduction to Engineering	2	89004	RVC-Introduction to Engineering	0.5
EGR-135	Engineering Graphics/CAD	4	89010	RVC-Engineering Graphics/CAD	1
EGR-206	Statics	3	89017	RVC-Statics	0.5
EGR-207	Dynamics	3	89036	RVC-Dynamics	0.5
EGR-221	Elem Mech of Defmabl Bodies	3			0.5
EGR-231	Engineering Circuit Analysis	4	89035	RVC-Engineering Circuit Analysis	1
EGR-250	Digital Electronics	4			1
<b>Humanities / Fine Arts</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
ART-101	Drawing and Composition I	3	89089	RVC-Drawing and Composition I	0.5
ART-102	Drawing and Composition II	3			0.5
ART-103	Design I	3	89059	RVC-Design I	0.5
ART-111	Painting I	3			0.5
ART-121	Ceramics I	3			0.5
ART-122	Ceramics II	3			0.5
ART-131	Introduction to Visual Art	3	89058	RVC-Introduction to Visual Art	0.5
ART-141	Intro Non-Western Visual Art	3	89025	RVC-Intro Non-Western Visual Art	0.5
ART-201	Life Drawing	3			0.5
ART-203	Design II	3	89062	RVC-Design II	0.5
ART-212	Painting II	3			0.5
ART-216	Relief Printmaking	3			0.5
ART-251	History of Art I	3			0.5
ART-252	History of Art II	3			0.5
CRM-101	Intro to Criminal Justice	3	89074	RVC-Intro to Criminal Justice	0.5
CRM-102	Intro to Probation & Parole	3			0.5
CRM-103	Intro to Corrections	3			0.5
CRM-104	Intro to Private Security	3			0.5
CRM-105	Police Report Writing	3			0.5
CRM-120	Criminal Investigation	3			0.5

CRM-125	Criminal Procead & Civil Rights	3			0.5
CRM-127	Ethics in Law Enforcement	3			0.5
CRM-210	Criminal Law	3			0.5
CRM-225	Juvenile Procedures	3			0.5
CRM-260	Police Organization & Admin	3			0.5
CRM-271	Patrol Procedures	3			0.5
CRM-281	Rules of Evidence	3			0.5
CRM-282	Interviews & Interrogations	3			0.5
ECE-100	Intro to Early Childhood Ed.	3			0.5
ECE-101	The Developing Child	3	89053	RVC-The Developing Child	0.5
ECE-103	Health, Safety & Nutrition of Young Child	3			0.5
ECE-105	Observation and Assessment of Young Children	3			0.5
ECE-113	Infant and Toddler Curriculum	3			0.5
ECE-201	Language Development	3			0.5
ECE-202	Child, Family & Community	3			0.5
ECE-203	Curriculum Plan-Young Child	3			0.5
ECE-205	Org & Superv-Early Child Facil	3			0.5
EDU-202	Children's Literature	3			0.5
EDU-224	Introduction to Education	3			0.5
EDU-234	Intro Technology for Teachers	3			0.5
EDU-244	Students With Disabilities	3			0.5
FRN-101	Beginning French	4			1
FRN-102	Continuatn of Begng French	4			1
GRM-101	Beginning German	4			1
GRM-102	Continuatn of Begng German	4			1
HUM-111	Intro to Humanities I	3			0.5
HUM-112	Intro to Humanities II	3	89067	RVC-Intro to Humanities II	0.5
HUM-114	Intro Hum III:Contem West Wrl	3	89063	RVC-Intro Hum III:Contem West Wrl	0.5
HUM-125	Intro Non-Western Humanities	3			0.5
HUM-211	War & West Hum Thru Mid Ages	3			0.5
HUM-212	War & W.Hum-Renaiss to Present	3	89065	RVC-War & W.Hum-Renaiss to Present	0.5
HUM-250	Leadership Development Stud	3			0.5

MUS-101	Fundamentals of Music	3		0.5
MUS-102	Intro to Music Literature	3		0.5
MUS-104	Intro to American Music	3	89078 RVC-Intro to American Music	0.5
MUS-106	Intro to Non-Western Music	3	89007 RVC-Intro to Non-Western Music	0.5
MUS-131	Class Piano I	2	89041 RVC-Class Piano I	0.5
MUS-132	Class Piano II	2		0.5
MUS-191	Chorus I	1		0.5
MUS-194	Instrumental Ensemble I	1	89040 RVC-Instrumental Ensemble I	0.5
MUS-195	Band I	1		0.5
MUS-198	Orchestra I	1		0.5
MUS-294	Instrumental Ensemble II	1		0.5
MUS-295	Band II	1		0.5
MUS-298	Orchestra II	1		0.5
PHL-150	Intro to Philosophy	3	89015 RVC-Intro to Philosophy	0.5
PHL-151	Intro Non-Western Philosophy	3		0.5
PHL-152	Environmental Ethics	3		0.5
PHL-153	Medical Ethics	3	89043 RVC-Medical Ethics	0.5
PHL-154	Introduction to Religion	3		0.5
PHL-155	World Religions	3	89048 RVC-World Religions	0.5
PHL-156	Religion in American Society	3		0.5
PHL-157	Foundational Religious Texts	3		0.5
PHL-255	Logic	3		0.5
PHL-256	Contemporary Moral Issues	3		0.5
PHL-260	Philosophy of Religion	3		0.5
SPN-101	Beginning Spanish	4	89073 RVC-Beginning Spanish	1
SPN-102	Continuation Beginning Spanish	4	89038 RVC-Continuation Beginning Spanish	1
SPN-203	Intermediate Spanish	3	89084 RVC-Intermediate Spanish	0.5
SPN-204	Continue Intermediate Spanish	3		0.5
THE-133	Introduction to the Theater	3		0.5
THE-134	Stagecraft & Theater Lighting	3		0.5
THE-135	Acting I	3		0.5
THE-235	Acting II	3		0.5

Life Sciences					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
BIO-100	Introductory Human Biology	3	89039	RVC-Introductory Human Biology	0.5
BIO-103	Introductory Life Science	3	89022	RVC-Introductory Life Science	0.5
BIO-104	Intro Life Science Lab	1	89023	RVC-Intro Life Science Lab	0.5
BIO-106	Environmental Science	3	89002	RVC-Environmental Science	0.5
BIO-107	Environmental Biology Lab	1	89003	RVC-Environmental Biology Lab	0.5
BIO-113	Plants and Society	4	89042	RVC-Plants and Society	1
BIO-140	Introduction to Evolution	3			0.5
BIO-150	Microbes and Society	3	89070	RVC-Microbes and Society	0.5
BIO-152	Microbes & Society Laboratory	1			0.5
BIO-162	Human Heredity	3			0.5
BIO-171	Biology of Human Disease	3	89087	RVC-Biology of Human Disease	0.5
BIO-185	Foundations Anat & Physiol	5			1
BIO-201	Fundamentals of Biology I	4	89054	RVC-Fundamentals of Biology I	1
BIO-202	Fundamentals of Biology II	4	89028	RVC-Fundamentals of Biology II	1
BIO-274	Microbiology	4	89047	RVC-Microbiology	1
BIO-281	Anatomy and Physiology I	4	89044	RVC-Anatomy and Physiology I	1
BIO-282	Anatomy and Physiology II	4	89068	RVC-Anatomy and Physiology II	1
Mathematics					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
MTH-115	General Education Math	3	89061	RVC-General Education Math	0.5
MTH-120	College Algebra	3	89001	RVC-College Algebra	0.5
MTH-125	Plane Trigonometry	3	89008	RVC-Plane Trigonometry	0.5
MTH-132	College Algebra & Trigonometry	5			1
MTH-135	Calculus W/Analytic Geom I	5	89013	RVC-Calculus W/Analytic Geom I	1
MTH-164	Computer in Mathematics C/C++	4			1
MTH-211	Calc for Business & Soc Scienc	4			1

MTH-216	Math for Elem Teachers I	3			0.5
MTH-217	Math for Elem Teachers II	3			0.5
MTH-220	Elements of Statistics	3	89014	RVC-Elements of Statistics	0.5
MTH-235	Calculus W/Analytic Geom II	4	89019	RVC-Calculus W/Analytic Geom II	1
MTH-236	Calculus W/Analyt Geom III	4	89026	RVC-Calculus W/Analyt Geom III	1
MTH-240	Differential Equations	3			0.5
MTH-250	Modern Linear Algebra	4			1

### Physical Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATS-105	Intro to Atmospheric Science	4			1
CHM-110	General Organic & BioChem I	4	89083	RVC-General Organic & BioChem I	1
CHM-120	General Chemistry I	4	89009	RVC-General Chemistry I	1
CHM-130	General Chemistry II	4	89006	RVC-General Chemistry II	1
CHM-210	General, Organic & BioChem II	4			1
CHM-220	Organic Chemistry I	5			1
CHM-230	Organic Chemistry II	5			1
CHM-240	General Biological Chemistry	3			0.5
GEL-101	Introduction to Geology	4			1
GEL-107	Geology of the Solar System	3			0.5
GEL-206	Environmental Geology	3			0.5
PGE-100	Physical Geography	3			0.5
PGE-102	Physical Geography With Lab	4			1
PGE-240	Global Climate Change	3			0.5
PHY-201	Mechanics and Heat	5	89081	RVC-Mechanics and Heat	1
PHY-202	Waves/Elec/Light & Modrn Phys	5	89082	RVC-Waves/Elec/Light & Modrn Phys	1
PHY-215	Mechanics, Wave Motion, Thermo	5			1
PHY-225	Electr, Magnetism, Light, Phys	5	89034	RVC-Electr, Magnetism, Light, Phys	1

### Social Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
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ANP-102	Intro Biolo Anthro & Archaeol	3			0.5
ANP-103	Intro to Cultural Anthro	3			0.5
ECO-101	Introduction to Economics	3			
ECO-110	Principles of Economics:Macro	3			
ECO-111	Principles of Economics:Micro	3			
GEO-130	World Geography	3			0.5
HST-140	History of Western Civ I	3			0.5
HST-141	History of Western Civ II	3			0.5
HST-142	History of U S to 1865	3	89005	RVC-History of U S to 1865	0.5
HST-143	History of U S Since 1865	3	89012	RVC-History of U S Since 1865	0.5
HST-144	Current Hist 1945 to Present	3			0.5
HST-151	African History Survey to 1600	3	89072	RVC-African History Survey to 1600	0.5
HST-152	African Hist Survey Since 1600	3			0.5
HST-162	History of Latin America I	3			0.5
HST-163	History of Latin America II	3			0.5
HST-172	History of Middle East to 1453	3			0.5
HST-173	History Middle East Since 1453	3			0.5
HST-182	Hist of Eastern Civ to 1500	3			0.5
HST-183	Hist of East Civ Since 1500	3			0.5
HST-192	History of World Until 1750	3			0.5
HST-193	Hist of the World Since 1750	3			0.5
HST-210	History of Women of the U.S.	3			0.5
PSC-150	Intro to Political Science	3			0.5
PSC-160	American National Government	3	89021	RVC-American National Government	0.5
PSC-161	State and Local Government	3			0.5
PSC-210	Intro to Legal System	3			0.5
PSC-211	The American Presidency	3			0.5
PSC-269	International Relations	3			0.5
SOC-190	Introduction to Sociology	3	89056	RVC-Introduction to Sociology	0.5
SOC-290	Social Problems	3			0.5
SOC-291	Criminology	3			0.5
SOC-292	Sociology of Deviance	3			0.5

SOC-294	Urban Sociology	3			0.5
SOC-295	Racial and Ethnic Relations	3			0.5
SOC-298	Sociology of Sex and Gender	3			0.5
SOC-299	Sociology of the Family	3			0.5

**STU Student Development**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
STU-100	Planning for Success	1	89000	RVC-Planning for Success	0.5
STU-101	Career Planning	2	89077	RVC-Career Planning	0.5
STU-103	Workplace Ethics	1			0.5



## Early College Enrollment Summary Update

Rock Valley College Board of Trustees Committee of the Whole  
October 3, 2023

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Dr. Hansen Stewart, Vice President of Industry Partnerships and  
Community Engagement

# Executive Summary

- Early College enrollment has increased over the last three years. A robust system for processing applications, increases in Summer Bridge, more sections of courses offered at the high schools, and more students coming to the Rock Valley College campus to take dual credit courses account for the rise in numbers.
- Dual Credit at the high schools experienced an increase over the years because the Dual Credit Quality Act made providing equity and access to local districts easier.
- Running Start new students in FY2023/FY2024 increased from 100 to 230.
- New Partnership – Career Pathways Jump Start. Rockford Public School District #205 is a participant. Focused on four CTE tracks: Aviation, Manufacturing, Mechatronics, and Welding. Forty students per year is the cap.
- Summer Bridge enrollment has increased every year.
- SMART Camp – Thirty-five middle school participants.
  - Twenty-eight males, seven females.

# Early College Opportunities

## **Dual Credit Programs** (College and High School Credit Awarded)

- Dual Credit at High School
- Dual Credit at RVC
- Running Start
- Senior Semester
- Career Pathways Jump Start

## **Dual Enrollment Programs** (College Credit Awarded)

- Dual Enrollment at RVC
- Summer Bridge

## **Other Programs**

- Transitional Math & English (Non-Credit College Placement Courses)
- Articulated Credit
- SMART Camp (Middle School CTE Non-Credit Program)

# Early College Enrollment Summary

Year	Headcount (Duplicated)	Headcount (Unduplicated)	Credit Hours Earned
FY2021	1,305	997	11,638
FY2022	1,827	1,369	12,805
FY2023	2,359	1,683	14,748
FY2024	887	795	6,578

Note: FY2024 headcount and credit hours are **enrolled** headcounts and **registered** credit hours.  
(Summer II & Fall 2023)

# Dual Credit at High School

Year	Headcount (Duplicated)	Headcount (Unduplicated)	Credits Earned
FY2021	628	490	1,967
FY2022	1,176	854	3,170
FY2023	1,631	1,136	4,500
FY2024	402	351	1,164

Note: Courses are located at high school campuses and taught by qualified high school or RVC instructors. Students receive high school credit and RVC credit. Districts pay RVC \$50/student.

FY2024 numbers are enrolled students and in-progress credits.

# Dual Credit at High School Participating Districts

School/District	FY2023	FY2024
Belvidere C.U.S.D. #100	Y	Y
Boylan Catholic High School	Y	Y
Byron C.S.D. #226	Y	Y
Durand C.U.S.D. #322	N	N
Harlem U.S.D. #122	Y	Y
Hononegah C.H.S.D. #207	Y	Y
North Boone C.U.S.D. #200	Y	Y
Meridian C.U.S.D. #223	Y	Y
Pecatonica C.U.S.D. #321	Y	Y
Rockford Christian Schools	N	Y (New Partnership)
Rockford Public School District #205	Y	Y
South Beloit C.U.S.D. #320	Y	Y
Winnebago C.U.S.D. #323	Y	Y

# Running Start New Students FY2023/FY2024

School/District	Cap Per Year	FY2023	FY2024
Belvidere C.U.S.D. #100	N/A	56	51
Byron C.S.D. #226	N/A	6	5
Durand C.U.S.D. #322	N/A	0	0
Harlem U.S.D. #122	12	12	18
North Boone C.U.S.D. #200	N/A	12	20
Pecatonica C.U.S.D. #321	N/A	3	2
Rockford Public School District #205	20	19	20
South Beloit C.U.S.D. #320	N/A	3	3
Winnebago C.U.S.D. #323	N/A	3	11

Note: Six new students participate in the one-year program for partial AA/AS degree completion in FY2024. 100 students retained from FY2023. Total program enrollment Fall 2024 = 230 students.

# Dual Credit on Campus

Year	Headcount (Duplicated)	Headcount (Unduplicated)	Credits Earned
FY2021	471	301	3,100
FY2022	416	280	2,552
FY2023	476	295	3,007
FY2024	235	194	1,513

Note: Courses are located at RVC. Students receive high school credit and RVC credit. Students pay full tuition, fees, and textbook costs.

FY2024 numbers are enrolled students and in-progress credits.

# Senior Semester

- Participating districts:
  - Rockford Public Schools
  - North Boone High School\*
- Opportunity for seniors on track to graduate to begin college careers during their final semester of high school.
- Students registered full-time at RVC.
- School Districts cover the full tuition and fees.
- Students are responsible for:
  - Textbooks
  - Supplies
  - Transportation

Note: \* Denotes new partnership for FY2024.

# Senior Semester Students FY2023/FY2024

School/District	Cap Per Year	FY2023	FY2024
<p>North Boone C.U.S.D #200 (New Partnership)</p>	40	N/A	TBD
Rockford Public School District #205	20	9	7

# New Partnership: Career Pathways Jump Start

- Participating District
  - Rockford Public School District #205
- Students attend RVC part-time during their senior year of high school to begin the career pathway program
- Students earn credits towards completing a certificate in one of four pathways
  - Aviation Maintenance
  - Manufacturing
  - Mechatronics
  - Welding
- District pays for the cost of tuition, fees, textbooks, supplies

# Career Pathways Jump Start Program FY2024

School/District	Cap Per Year	FY2024
Rockford Public School District #205 (New Partnership)	40	13

Students Per Program			
Aviation Maintenance	Manufacturing	Mechatronics	Welding
4	1	3	5

# Summer Bridge FY2022 – FY2024

Year	Headcount (Unduplicated)	Credits Earned
FY2021	N/A	N/A
<u>FY2022</u> Pathways: Engineering, Mechatronics, Health Sciences	18	55
<u>FY2023</u> Pathways: Cybersecurity, Health Sciences, Mechatronics, Welding	27	108
<u>FY2024</u> Pathways: Health Sciences, Mass Communications, General Education, Welding	Anticipated: 67	TBD

Note: Open to high school students aged 16 and above, as well as high school graduates, and fully funded by the ICCB Innovative Bridge & Transitions Grant.

# Districts offering Transitional Math & English FY2024

District	Transitional Math	Transitional English
Belvidere C.U.S.D. #100	Y	Y
Byron C.S.D. #226	Y	N
Harlem U.S.D. #122	Y	Y*
North Boone C.U.S.D. #200	Y*	N
Rockford Public School District #205	Y	Pending resubmission
South Beloit C.U.S.D. #320	Y	N
Meridian C.U.S.D. #223	Y	Y
Winnebago C.U.S.D. #323	Y	Y*

Note: \*Denotes new partnership for FY2024; Successful completion of transitional courses guarantees placement into college-level math or English at all Illinois community colleges (per the Illinois Postsecondary and Workforce Readiness Act (PWR))

# New Initiative: SMART Camp

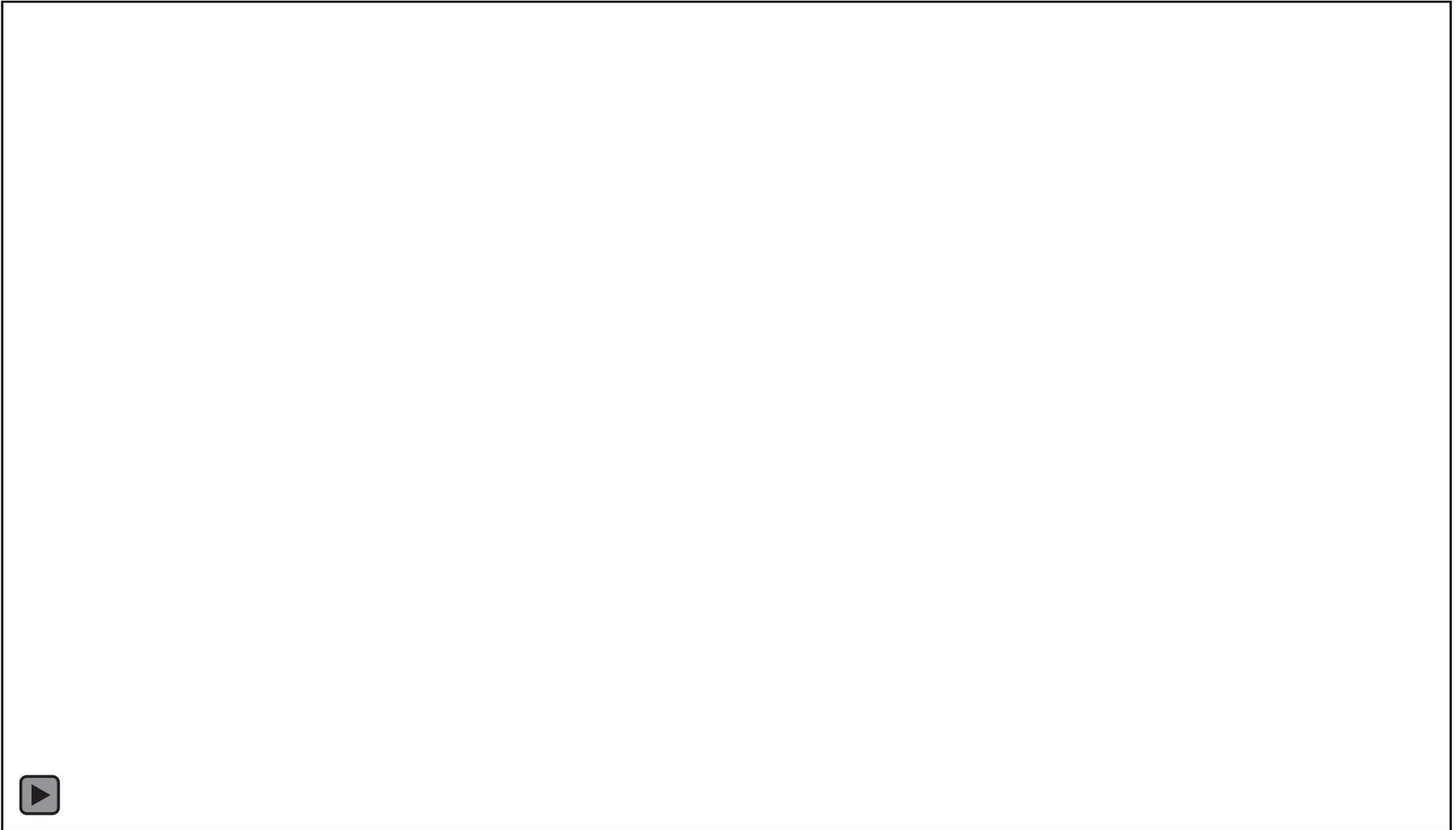
- Non-credit programs expose **middle school students** to CTE fields of CNC Machining, Mechatronics, and Welding, as well as principles of entrepreneurship
- Three one-week camps
- Community Partner Organizations:
  - Boy Scouts of America
  - Boys and Girls Club
  - Community Life Center
  - Zion West Enterprises
- Industry Partners:
  - Bergstrom
  - Bourn & Koch
  - Henning
  - Rock River Valley Tooling & Manufacturing Association (RRVTMA)
  - Women of Today's Manufacturing
  - Container Handling Systems Co.
  - Fabricators & Manufacturers Association (FMA)
  - Community Foundation of Northern Illinois

# SMART Camp Participants

## Summer 2023 Demographic Data

- Thirty-Five Participants
- Twenty-Eight Males/Seven Females
- Eighteen Low-Income
- Four counties
  - Boone
  - McHenry
  - Stephenson
  - Winnebago
- Ethnicity:
  - Black/African Origin: 7
  - Hispanic: 5
  - Native American: 2
  - White/Non-Hispanic: 17
  - Other: 3
  - Prefer not to answer: 1

# SMART Camp Video Recap





## Division II Athletic Scholarship Update

Board of Trustees Committee of the Whole Meeting  
October 3, 2023

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Darin Monroe, Athletic Director

Dr. Patrick Peyer, Vice President of Student Affairs

# Executive Summary

Rock Valley College Athletic programs began competing at the Division II National Junior College Athletic Association on August 1, 2022, in the following programs: Baseball, Softball, Soccer (Men), Soccer (Women), Basketball (Men), Basketball (Women), Volleyball.

As a part of this transition from Division III to Division II, the RVC Board of Trustees approved the Athletic Department to offer scholarships (tuition and fees).

In FY23, 126 student-athletes signed Letters of Intent to participate in one of the approved DII programs. Those 126 commitments totaled \$287,152 of scholarship funds.

# Program Totals

Sport (roster)	NLIs Signed	NLIs Remain	Fall Credit Hours	Fall Total	Spring Credit Hours	Spring Total	Total Credit Hours	
Baseball	(42)	24	0	134	\$ 18,358.00	232	\$ 31,784.00	366
Softball	(24)	21	3	144	\$ 19,728.00	197	\$ 26,989.00	341
Soccer, Men	(28)	22	2	165	\$ 22,605.00	144	\$ 19,728.00	309
Soccer, Women	(21)	21	3	183	\$ 25,071.00	186	\$ 25,482.00	369
Basketball, Men	(14)	13	2	111	\$ 15,207.00	129	\$ 17,673.00	240
Basketball, Women	(14)	13	2	119	\$ 16,303.00	137	\$ 18,769.00	256
Volleyball	(13)	12	2	103	\$ 14,111.00	112	\$ 15,344.00	215
<b>TOTALS</b>	<b>(156)</b>	<b>126</b>	<b>14</b>	<b>959</b>	<b>\$ 131,383.00</b>	<b>1137</b>	<b>\$ 155,769.00</b>	<b>2096</b>

Fall Total	\$ 131,383.00
Spring Total	\$ 155,769.00
<b>FY23</b>	<b>\$ 287,152.00</b>

# Program Success

Sport	Division	Wins	Losses	Winning %	Highest National Ranking	Post-Season
Baseball	2	32	25	0.561	NA	Made Region Elite 8
Softball	2	44	12	0.786	7	Won Region 4 Tournament, NJCAA D2 National Qualifier
Soccer (M)	2	13	4	0.765	12	Made Region Semi-Final, Lost to NJCAA D2 National Runner-Up
Soccer (W)	2	10	4	0.714	NA	Made Region Semi-Final
Basketball (M)	2	20	12	0.625	RV	Made Region Semi-Final, Lost to NJCAA D2 National Champions
Basketball (W)	2	25	7	0.781	9	Made Region Championship Game
Volleyball	2	32	11	0.744	10	Made Region Championship Game
Bowling (M)	1				1	NJCAA Division 1 Non-Scholarship National Champions
Bowling (W)	1				1	NJCAA Division 1 Non-Scholarship National Champions
Golf (M)	3				NA	Completed First Season
Golf (W)	3					Started Fall 2023

# Questions?



Purchase Report-A – FY2024 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Copier Usage – (General Institution – Business Services)

Marco Technologies, LLC Rockford, IL \$4,000.00\*(1)

1. This expense is for the remainder of the existing copier contract expiring November 1, 2023. Usage costs for the copiers and production equipment fluctuate, and the July and August expenses were more than anticipated due to Print Services’ additional printing of the Starlight Theatre programs, the fall catalogs for the Center for Learning in Retirement, and the Voices magazine. This request will cover the remainder of the contract. It is a not to exceed amount.

Original approved amount \$50,000.00
Increase requested \$ 4,000.00
New total expenditure \$54,000.00 Not to Exceed

FY2024 Budgeted Expense
Original Board Report BR #8049-F

B. Publications – (College & Program Advertising - Marketing and Communications)

Meridian Loves Park, IL \$ 319.32\*(2)

2. This expense is for additional services related to the pre-press process of the printing and mailing of the RVC Magazine's second edition, which was delivered to all households between July 21 and July 28, 2023. Two pages of Marketing’s original proof had to be changed during the pre-press stage. The changes required the vendor to provide additional and unexpected proofing services which had not been included in Bid #23-14. This increase is to cover those additional services.

Original approved amount \$57,245.00
Increase requested \$ 319.32
New total expenditure \$57,564.32 Not to Exceed

FY2024 Budgeted Expense
Original Board Report BR # 8049-C

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. Studio Equipment – (Capital Instructional Equipment – Perkins Funds)

<b>B &amp; H Photo</b>	<b>New York, NY</b>	<b>\$ 16,323.46 *(1)</b>
Adorama	New York, NY	\$ 19,159.85
Sweetwater (Cameras only)	Fort Wayne, IN	\$ 4,990.00
Full Compass Systems (Pedestals only)	Madison, WI	\$ 11,990.35

1. This expense is for two (2) Blackmagic Design Studio Cameras and two (2) IKAN 15” SDI Teleprompter and Pedestal supports for Mass Communications. Sweetwater and Full Compass Systems could not quote the whole order, and by comparison, B & H Photo’s quote was lower than all three other vendors. These cameras will replace two of three thirteen-year-old cameras in the TV studio with industry-standard broadcast cameras currently in use in our region and media markets in the U.S. and worldwide. The aging pedestal supports are not adaptable to the newer cameras and need to be replaced as well. Purchasing this equipment will allow staff to train students on newer equipment they will likely see in the current job market.

FY2024 Grant Expense

B. Studio Equipment – (Capital Instructional Equipment – Perkins and Mass Comm Funds)

<b>Duclos Lenses</b>	<b>Chatsworth, CA</b>	<b>\$12,355.00 *(2)</b> <b>Not to Exceed</b>
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2. This expense is for a kit of ZEISS EF mount prime lenses with Cine-Mod. Cine-Mod is a cinema modification process developed by Duclos Lenses that is compatible with various cameras. Cinematography students will improve their knowledge of industry standards and real-world production. This technology is proprietary to Duclos. The Perkins Grant will cover \$7,000.00, and Mass Communications will cover the remainder.

FY2024 Grant and Budgeted Expense

C. Exercise and Fitness Equipment – (Capital Athletic Equipment – Equipment Replacement)

<b>Midwest Commercial Fitness</b>	<b>Aurora, IL</b>	<b>\$19,635.00 *(3)</b>
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3. This expense is for three (3) TRUE C650 Treadmills with 9” Envision touchscreen consoles to replace three aging Cybex treadmills in the Rock Valley College Fitness Lab. These new models include a lifetime warranty on the frame and a three-year parts and labor commercial warranty. The TRUE C650 treadmill most closely matches the current Fitness Lab standard of the Cybex treadmill line, which is no longer available. Midwest Commercial Fitness is the sole authorized provider of TRUE Fitness products for Vertical Markets and Non-Dues Paying facilities in the Chicagoland area.

FY2024 Capital Expense

**Purchase Report-B – FY2024 Purchases**

D. IL Nurse Aide Certification Exam – (Testing Services Fees – PATH Grant Funds)

<b>Southern Illinois University</b>	<b>Carbondale, IL</b>	<b>\$15,000.00 *(4)</b> <b>Not to Exceed</b>
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4. This expense is for exam vouchers for students to take the Illinois Nurse Aide Certificate Exam (INACE), which Southern Illinois University administers. Successful completion of this state exam earns students the Certified Nursing Assistant (CNA) credential, which is required for employment as a CNA. The \$85.00 cost of this exam is a barrier for many students. The PATH Grant will cover the costs for this industry-recognized and required certifying exam for all 175 NAD 101 students.

FY2024 Grant Expense

E. National Council Licensing Exam – (Testing Services Fees – PATH Grant Funds)

<b>NCS Pearson, Inc</b>	<b>Bloomington, MN</b>	<b>\$10,000.00 *(5)</b> <b>Not to Exceed</b>
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5. This expense is for the fee required for students to take the National Council Licensing Exam (NCLEX). Each nursing student who wants to become a Registered Nurse (RN) must successfully complete the NCLEX. The \$200 cost of the exam is often a barrier for students seeking RN career opportunities. The PATH Grant will cover the cost of the NCLEX for fifty (50) students who are anticipated to complete the nursing program over the fiscal year.

FY2024 Grant Expense

F. Exam Preparation Services – (Subscription– PATH Grant Funds)

<b>UWorld, LLC</b>	<b>Coppell, TX</b>	<b>\$12,950.00 *(6)</b> <b>Not to Exceed</b>
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6. This expense is for nursing students NCLEX preparatory exam program subscriptions. Each 90-day subscription will give students access to sample exams in preparation for the NCLEX exam required for RN certification. UWorld is the only NCLEX preparatory program that exactly mimics the appearance, navigation, and content of the NCLEX, and it is embedded into Rock Valley College’s nursing program course NRS 245. Nursing graduates who utilized the UWorld program and took the exam in May of 2023 had a 100% pass rate of the NCLEX.

FY2024 Grant Expense

**Purchase Report-B – FY2024 Purchases**

G. Painting Services – (Non-Capital Remodeling – Current Capital)

<b>Midwest Painting and Decorating</b>	<b>Loves Park, IL</b>	<b>\$ 13,448.00 *(7)</b>
J.E.M. Painting & Contracting	Rockford, IL	\$18, 920.00
Schoening’s Painting and Decorating, Inc.	Rockford, IL	\$ 27,625.00

7. This expense is for the exterior maintenance of the Boilerhouse. Deterioration is causing peeling paint, mildew, and discoloration. This expense will cover the scraping, cleaning, and painting of the concrete exterior. It will also restore the pedestrian doors and handrails.

FY2024 Capital Expense

H. UPS Batteries – (Professional Services – Capital Expense)

<b>SEPS, Inc</b>	<b>Burr Ridge, IL</b>	<b>\$55,156.39 *(8)</b> <b>Not to Exceed</b>
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8. This expense is for the replacement batteries for Uninterrupted Power Supplies (UPS) for the Woodward Technology Center, Educational Resource Center, Physical Education Center, and the Support Services Building. UPS systems supply temporary power for emergency lighting and systems during power outages to allow for safe evacuations from each building. SEPS, Inc. is the College’s unit bidder for UPS work per Bid #22-24 with a one-year contract with two (2) possible one-year renewals.

FY2024 Capital Expense

I. UPS Capacitors – (Professional Services – Capital Expense)

<b>SEPS, Inc</b>	<b>Burr Ridge, IL</b>	<b>\$12,436.02 *(9)</b> <b>Not to Exceed</b>
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9. This expense is for the replacement of end-of-life capacitors on the Woodward Technology Center UPS, which was identified during the annual inspection. UPS systems supply temporary power for emergency lighting and systems during power outages to allow for safe evacuations from each building. SEPS, Inc. is the College’s unit bidder for UPS work per Bid #22-24 with a one-year contract with two (2) possible one-year renewals. This work is outside the scope of the service contract.

FY2024 Capital Expense

**Purchase Report-B – FY2024 Purchases**

J. Chilled Water Loop – (Professional Services – Capital Expense)

**TBD**

**TBD**

**\$TBD \*(10)**

10. This expense is for the conversion of the Boilerhouse’s chilled water loop from water to glycol. The current 7,500-gallon system requires winterizing the water every October, making this conversion time-sensitive before the cold weather. This will be going out to bid as Bid #23-22. A final recommendation will be brought to the Board of Trustees on October 24, 2023.

FY2024 Capital Expense

K. Carpet replacement in Mass Communication – (Capital Remodeling)

**TBD**

**TDB**

**\$TDB \*(11)**

11. The Mass Communication Department carpet has several stains, and the carpet is worn and needs replacement. The best time to install the carpet is during the Holiday break to not interfere with Mass Communication classes. To meet this deadline, the funding needs to be approved in October. Following the opening of Bid #23-23, a final recommendation will be brought to the Board of Trustees on October 24, 2023.

FY2024 Capital Expense.

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

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

**ROCK VALLEY COLLEGE**  
Cash and Investment Report  
September 23, 2023

Month End Balance

Operating Cash Accounts

Illinois Bank & Trust	8,583,972
PMA Operating Cash	10,490,880
Petty Cash	3,274
ISDLAF*	18,883,583

Total Operating Cash: 37,961,709

Operating Investments Accounts

PMA Operating	39,778
ISDLAF*	434,153
CD's and CDARS	35,027,149
Treasuries	9,010,880
ISDLAF Term Series	976,914
FHLB Discount Notes	-

Total Operating Investments: 45,488,873

**Total Operating Cash & Investments:** 83,450,583

<b>Total Operating Cash and Investments on August 31, 2023</b>	<b><u>85,365,989</u></b>
<b>Total Operating Cash and Investments on September 23, 2023</b>	<b><u>83,450,583</u></b>
<b>Total Operating Cash and Investments on September 30, 2022</b>	<b><u>75,483,681</u></b>
<b>% of Operating Budget</b>	<b>77.75%</b>
<b>Change in Operating Cash and Investments since August 31, 2023</b>	<b>(1,915,406)</b>

\*Illinois School District Liquid Asset Fund

Month End Balance

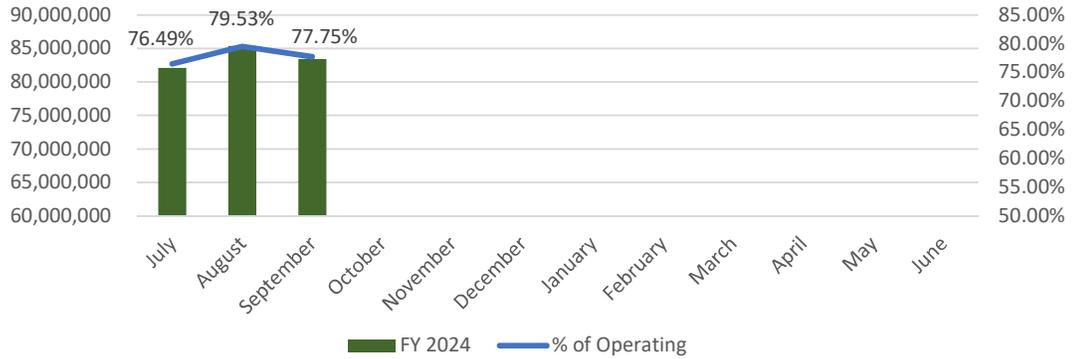
Capital Funds

Debt Service	4,314,647
Life Safety	2,824,638
CDB Escrow	4,277,561
Building Funds	4,156,092
ATC Capital	771,965

**Total Capital Funds:** 16,344,903

<b>Total Capital Funds on August 31, 2023</b>	<b><u>18,758,217</u></b>
<b>Total Capital Funds on September 23, 2023</b>	<b><u>16,344,903</u></b>
<b>Change in Capital Funds since August 31, 2023</b>	<b>(2,413,314)</b>

### Operating Cash Balance and % Coverage of FY'24 Operating Budget



Month / Year	Cash & Investments	Capital	Total
September 2023	83,450,583	16,344,903	99,795,486
September 2022	75,483,681	19,659,183	95,142,864
August 2023	85,365,989	18,758,217	104,124,206
August 2022	72,609,823	20,355,497	92,965,321
July 2023	82,104,819	17,993,199	100,098,019
July 2022	73,227,608	19,835,297	93,062,906
June 2023	83,887,036	16,942,490	100,829,526
June 2022	72,894,073	20,046,781	92,940,854
May 2023	76,503,790	13,085,170	89,588,960
May 2022	67,022,029	14,717,680	81,739,710
April 2023	75,375,546	11,330,563	86,706,108
April 2022	64,250,129	13,129,795	77,379,925
March 2023	76,720,650	11,325,913	88,046,563
March 2022	63,583,011	13,360,996	76,944,007
February 2023	73,535,274	11,506,241	85,041,515
February 2022	67,637,051	13,516,541	81,153,592
January 2023	76,505,959	11,467,053	87,973,012
January 2022	68,827,552	13,507,358	82,334,910
December 2022	76,593,409	17,140,956	93,734,364
December 2021	69,848,911	13,496,844	83,345,754
November 2022	76,181,482	18,315,921	94,497,403
November 2021	71,696,104	23,491,608	95,187,713
October 2022	79,115,154	18,105,076	97,220,230
October 2021	70,928,131	23,288,062	94,216,193
September 2022	75,483,681	19,659,183	95,142,864
September 2021	66,373,319	26,989,336	93,362,655



## 2023 Tax Levy

Rock Valley College Board of Trustees Committee of the Whole  
October 03, 2023

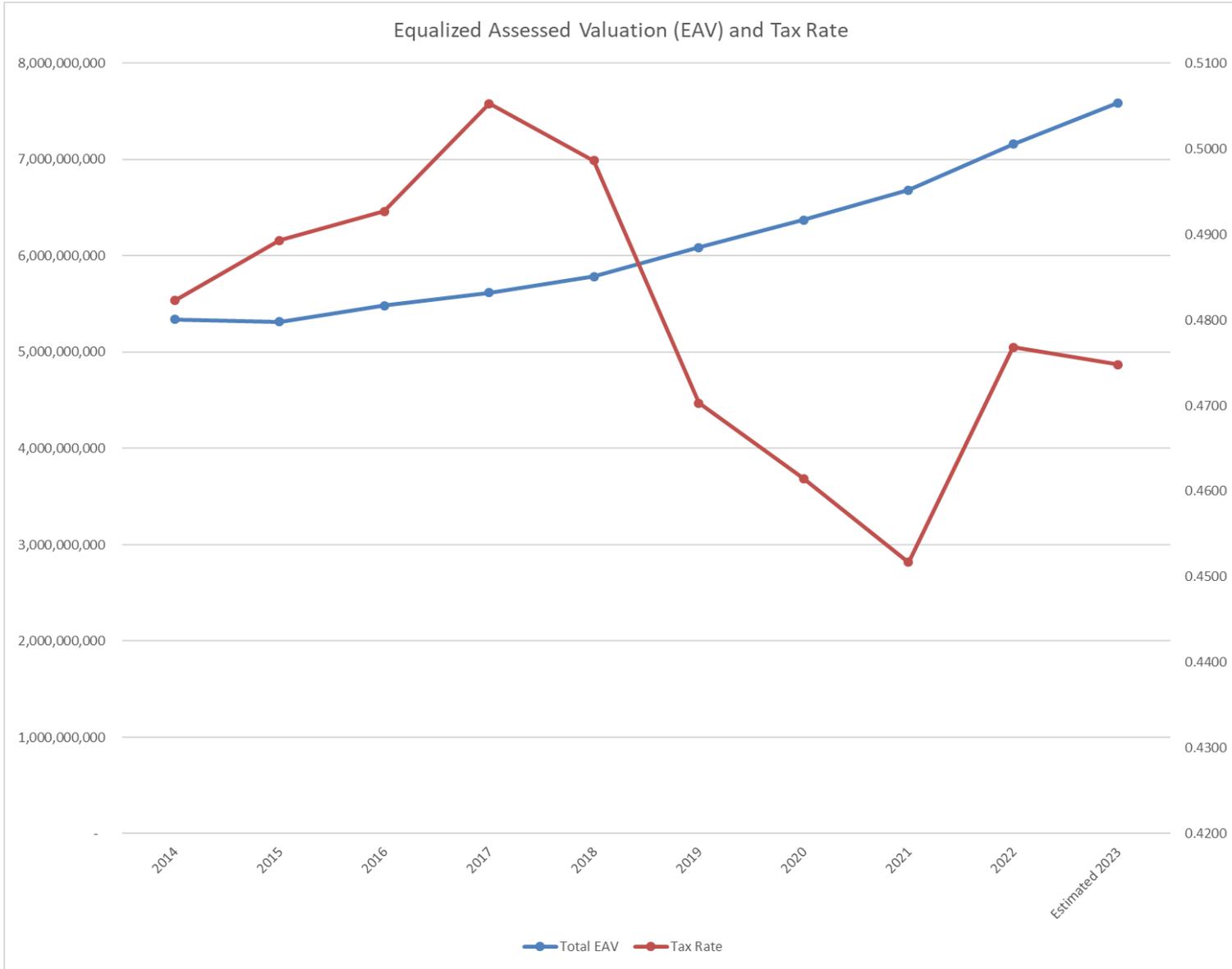
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Presented by:

Ellen Olson, Vice President of Finance / CFO

# 2022 Levy vs. 2023 Levy

Fund	Fund Description	Levy Year 2022		Levy Year 2023	
		Rate	Extension 2022	Maximizes Fund 01 & 02 rate & Levy Tort	
				6.00%	Estimated Increase
	2021 EAV Actual	6,683,597,509			
	2022 EAV Actual	7,160,941,744			
	2023 EAV Estimate			7,590,598,249	
01	Educational Current maximum \$.23	0.2300	16,294,608	0.2300	17,458,376
02	Operations & Maintenance Current maximum \$.04	0.0400	2,833,845	0.0400	3,036,239
12	Tort: Insurance & Tort/Risk Management Social Security	0.0219 0.0060	1,570,000 430,000	0.0207 0.0057	1,570,000 430,000
11	Financial Audit	0.0009	64,000	0.0008	64,000
03	Protection, Health & Safety \$.05	0.0209	1,500,000	0.0198	1,500,000
	Revenue Recapture	-			
	Total Property Tax Extension	0.3198	22,692,453	0.3170	24,058,615
04	Bond & Interest				
	2015C Bonds	0.0020	141,950	0.0019	141,950
	2015D Bonds	-	-	-	-
	2015E Refinancing	0.0376	2,694,825	-	-
	2017C Bonds	0.0305	2,183,228	-	-
	2022A Bonds	0.0904	6,473,900	0.1495	11,350,500
	2022B Bonds	0.0000	1,130	0.0064	489,411
	Total Debt Service Extension	0.1605	11,495,033	0.1579	11,981,861
	COMBINED EXTENSION	0.4803	34,187,486	0.4748	36,040,476
	\$ Increase over Levy Year 2022				1,852,990
	% \$ Increase over Levy Year 2022				5.42%
	Rate Increase / (decrease) over Levy Year 2022				(0.0055)



# Questions



**Levy Year 2023 Estimated Taxes Required and  
Setting Hearing Date for Truth-in-Taxation**

**Background:**

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

**Recommendation:**

It is recommended that the Board of Trustees approves the following estimates for the amount of taxes necessary to be raised by taxation for the year 2023 as follows:

Educational Purposes – Fund 01	\$17,458,376
Operations and Maintenance Purposes – Fund 02	3,036,239
Protection, Health, Life, or Safety – Fund 03	1,500,000
Financial Audit Purposes – Fund 11	64,000
Liability Protection Settlement Fund – Fund 12	0
Liability Insurance/Tort & Risk Management	1,570,000
Social Security and Medical Insurance	430,000
<b>Total Tax Levy</b>	<b>\$24,058,615</b>

This represents a 6.020% increase over the 2022 tax levy. To provide public disclosure, a hearing on the proposed 2023 Tax Levy under the Truth in Taxation law of the State of Illinois will be held on November 21, 2023, at 5:15 p.m. in the Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR), on the main campus of Rock Valley College at 3301 N. Mulford Road, Rockford, Illinois. Rock Valley College will publish the Notice of said hearing as required by Statute.

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

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

CERTIFICATE

The undersigned hereby certifies that he is the Secretary of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois (Rock Valley College); he further certifies that the attached "Board Report Levy Year 2023 Estimated Taxes Required Levy Year 2023 and Setting Hearing Date for Truth-in-Taxation" is a true and authentic copy of the Board Report adopted on October 24, 2023, by the Board of Trustees.

Dated this 24th day of October 2023.

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

Subscribed and sworn to before me  
This 24th day of October 2023

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Notary Public

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

- I. A public hearing to approve a proposed property tax levy for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois, for 2023, will be held on November 21, 2023, at 5:15 p.m. in the Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR), lower level, on the main campus of Rock Valley College at 3301 North Mulford Road, Rockford, Illinois.

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

- II. The corporate and special purpose property taxes extended or abated for 2022 were \$22,692,463.

The proposed corporate and special purpose property taxes to be levied for 2023 are \$24,058,615.

This represents an **increase** of 6.02% from the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2022 were \$11,495,033.

The property taxes to be levied for debt service and public building commission leases for 2023 are \$11,981,861. This represents an **increase** of 4.24% from the previous year.

- IV. The total property taxes extended or abated for 2022 were \$34,187,486.

The estimated total property taxes to be levied for 2023 are \$36,040,476. This represents an **increase** of 5.42% from the previous year.



## **Illinois Paid Leave for All Workers Law**

Rock Valley College Board of Trustees Committee of the Whole  
October 3, 2023

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Presented by:

Ellen Olson, Vice President of Finance / Chief Financial Officer

## Paid Leave for all Workers Act – PA 102-1143

- Governor Pritzker signed the ***Paid Leave for All Workers Act*** (PLFAWA) on March 13, 2023, effective January 1, 2024
- Requires policy and operational decisions for Rock Valley College as we prepare to offer paid leave for any reason
- The Act requires the college to provide up to 40 hours of paid leave per 12-month period to covered employees
- Prohibits employers from considering leave as a negative factor in employment actions

## Excluded Employees

- Short-term employees:
  - Employed less than two consecutive calendar quarters during a calendar year; and
  - No reasonable expectation that they will be rehired by the same employer for the same services in a subsequent calendar year
- Temporary student workers who work part-time in higher education
- Employees covered by a Collective Bargaining Agreement (CBA)
  - CBAs in effect as of January 1, 2024, are grandfathered, and a college need not comply with the PLFAWA covered by the term of the CBA
  - New and successor CBAs entered into after January 1, 2024, must comply with the PLFAWA or contain an explicit waiver of the law

## General Provision

- Eligible employees are entitled to earn and use up to 40 hours of paid leave during a 12-month period or a pro-rata number of hours of paid leave
- At Rock Valley College, this currently includes:
  - Full-time ADM/PSA/ESP employees
  - Part-time ADM/PSA/ESP employees
  - Part-time employees not covered by an existing CBA
  - Adjuncts
- Paid leave is earned at a rate of 1 hour of leave for every 40 hours worked, up to 40 hours per 12-month period
- Reason for Leave:
  - Leave can be used for any purpose
  - Employers cannot require an employee to provide a reason for the leave or provide written documentation or certification as proof or support of the leave

# Procedures for Requesting Leave under PLFAWA

- Oral or written request
- For foreseeable leave, an employee may be required to give 7 calendar days notice for use of leave
- If not foreseeable, an employee shall provide notice as soon as practicable
- **Minimum increments for use of paid leave not to exceed 2 hours per day**
- An employer may not require an employee to search or find a replacement worker to cover their paid time leave
- Changes to an employer's policy or procedures for taking leave must be provided in writing to employees and posted for 5 calendar days

## When does the accrual begin?

### When can employees start taking time off under PLFAWA

- Accrual begins upon commencing employment or January 1, 2024, whichever is later
- Employees are entitled to begin using the accrued paid leave after 90 days
  - *Example 1:*  
*An employee has worked at RVC since 2020 but did not previously get paid time off. An employee will begin accruing time off on January 1, 2024, and can use it starting March 31, 2024*
  - *Example 2:*  
*An Employee starts a new job at RVC on June 1, 2024, and works 40 hours per week. They start accruing on their first day (June 1) but must wait 90 days (until August 29, 2024) before taking any of their accrued paid leave*

# Rock Valley College's Current Leave Plans

Employee Handbook: 96 Hours Sick and 24 Hours Personal

## **Sick Leave**

Each regular full-time employee earns fifteen days (12 sick and 3 personal) each fiscal year (July-June). Sick leave will accrue per pay period worked. Sick days may be taken for your own illness or that of an immediate family member. Sick days accrue indefinitely during your employment at RVC. Unused sick days may be used to purchase additional service time with the State Universities Retirement System (SURS). Please contact SURS for more information.

## **Personal Leave**

Personal time may be used for urgent personal or family business. Advance notification of request for personal time from your supervisor is preferred. Personal days may accrue up to 9 days; any additional time beyond 9 days is converted to sick time. The Personal Leave that has been converted to Sick Leave cannot be included when reporting sick hours to SURS. "SNON" (Sick-Non-SURS) code will be applied which represents the non-reportable time accrued as a roll-over from Personal Leave when the maximum accrued Personal Leave time amount of 72 hours is reached. When Payroll records Sick Leave hours, they will first deduct from the employee's "SNON" (Sick-Non-SURS) leave code, then they will deduct as needed from the regular Sick Leave code. Personal Leave will accrue per pay period worked.

# Proposed Changes

## Full-time ADM/PSA/ESP Employees:

- Create a new Leave Program – Paid Leave for All Workers (PLAW). Employees accrue 40 hours per calendar year (January 1 – December 31)
- Accrual will roll over; however, employees are capped at using 40 hours per calendar year under PLFAWA. Accrued hours in excess of 40 used annually can be used but not under the PLFAWA procedure
- Eliminate the Personal Leave Accrual (hours accrued and unused after December 31 remain available for employees to use)
- Change the Sick Leave Accrual to 80 hours per year shift leave plan to a calendar year basis from a fiscal year basis
- Net effect is zero change in total number of hours.
  - Current 96 Sick plus 24 Personal = 120 hours
  - Proposed: 80 hours Sick plus 40 Hours PLAW = 120 hours

## Proposed Changes (continued)

### Part-time Employees not covered under a CBA:

- Create a new Leave Program – Paid Leave for All Workers (PLAW)
- Employees accrue 1 hour for every 40 hours worked, not to exceed 40 hours per calendar year (January 1 – December 31)
- Accrual will roll over, however, employees are capped at using 40 hours per calendar year under PLFAWA.

### Adjuncts:

- Create a new Leave Program – Paid Leave for All Workers (PLAW)
- Front load at the beginning of each semester 1 hour for every 40 contact hours, not to exceed 40 hours per calendar year
- Unused hours at the end of each calendar year will be forfeited.

## Potential Impact

- Estimated potential impact to Rock Valley College is \$45,000 to \$75,000 in lost work and/or compensation of substitute instructors.

## Next Steps

- Revise Employee Handbook
- Educate employees and supervisors regarding the Illinois Paid Leave for All Workers Act
  - Document procedures for taking leave
  - Changes to an employer's procedures for taking leave must be:
    - Provide notice in writing to employees
    - Post notice for 5 calendar days (minimum)
- Post IDOL Notice summarizing the law and information for how to file a charge in a conspicuous place where notices to employees are customarily posted (when available)

# Questions



# ROCK VALLEY COLLEGE 2023 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
<b>October</b>					
10/2/2023	LGBTQ+ History Month Kick Off - SC Atrium, 11am	x	x		x
10/3/2023	1st Tuesday Lecture Series - SC Atrium, 12pm	x	x		x
10/4/2023	State University Transfer Day - ERC Commons, 10:30am	x	x		x
10/4/2023	E-sports Gaming Day Celebration - PEC 0110, 11am	x	x		
10/4/2023	Banned Book Week: Dave Pedersen Q&A - ERC Library, 1:30pm	x	x		x
10/4/2023	Volleyball Game - PEC Gym, 6pm	x	x	x	x
10/4/2023	Phlebotomy Fall Pinning Ceremony - SC Atrium, 6pm	x	x		x
10/4/2023	IACAC College Fair Night - PEC Gym, 6pm	x	x		x
10/7/2023	Strides Against Breast Cancer Walk - PKLT 10, 8am	x	x		x
10/9/2023	PICU Transfer Day - SC Atrium, 10am	x	x		x
10/10 - 10/12	Midterm Mania Week - SC 1306, 11am	x	x		x
10/10/2023	HHM Kahoots Trivia Games - SC Atrium, 12pm	x	x		
10/11/2023	Wellness Wednesday - SC Atrium, 12pm	x	x		x
10/12/2023	HHM Panel with Former Students - SC Atrium, 12pm	x	x		x
10/12/2023	Volleyball Game - PEC Gym, 6pm	x	x	x	x
10/13/2023	Massage Therapy Graduation - SC Atrium, 6pm	x	x		x
10/14/2023	RVC Men's Basketball Jamboree - PEC Gym, 7:30am	x	x	x	x
10/15/2023	RVC Women's Basketball Jamboree - PEC Gym, 7am	x	x	x	x
10/15/2023	Make a Wish Walk - GRDS WP, 9am	x	x		x
10/16/2023	1st Generation Speaker Series - SC Atrium, 12pm	x	x		x
10/18/2023	RVC Student Life Game Night - SC Atrium, 6pm	x	x		
10/19/2023	RVC Alumni and Retiree Breakfast - SC Atrium, 8am	x			x
10/20/2023	Brother to Brother Leadership Conference - SC Atrium, 8am	x	x		x
10/20/2023	WIOA Unified State Plan Listening Session - ERC PAR, 9am				x
10/20/2023	Volleyball Game - PEC Gym, 2pm & 6pm	x	x	x	x
10/21/2023	RVC Open House - SC Atrium, 11am	x	x		x
10/24/2023	Mole Day 2023 - JCSM 2nd Floor, 10:30am	x	x		
10/27/2023	Halloween Trunk or Treat - PKLT 2, 6pm	x	x		x
10/28/2023	National Kidney Foundation of Illinois Event - SC Atrium, 9am	x			x
10/28/2023	1973 RVC Football Team 50th Reunion - PEC 0110, 11am				x
<b>November</b>					
11/1/2023	Native American Heritage Kick-off - SC Atrium, 1:30pm	x	x		x
11/2/2023	HCCTP Completion Ceremony - ERC PAR, 3pm	x	x		x
11/2/2023	NIU Engineering @ RVC Info Session - WTC 1322, 5:30pm	x	x		x
11/3/2023	Phi Theta Kappa Induction Ceremony - ERC PAR, 7pm	x	x		x
11/6/2023	1st Generation Speaker Series - SC Atrium, 12pm	x	x		x
11/8/2023	Wellness Wednesday - SC Atrium, 12pm	x	x		x
11/10/2023	Veteran's Day Celebration - SC Atrium, 10am	x	x		x
11/13 - 11/21	Festival of Trees Decorating - SC Atrium, 11am	x	x		
11/13/2023	NFPA Workforce Student Connections Event - WTC Lobby, 1pm	x	x		x
11/15/2023	Jazz Ensemble Concert - ERC PAR, 7pm	x	x		x
11/16/2023	Sense of Belonging in Higher Ed Panel -SC Atrium, 8am	x	x		x
11/17/2023	International Showcase - SC Atrium, 6pm	x	x		x
11/27/2023	Festival of Trees Begins - SC Atrium, 8am	x	x		