

Rock Valley College

Community College District No. 511
3301 North Mulford Road, Rockford, IL 61114

COMMITTEE OF THE WHOLE MEETING Educational Resource Center, Performing Arts Room, Room 0214 5:15 p.m. Tuesday, August 11, 2026

Livestreaming Link: https://www.youtube.com/channel/UCwa3Fs6l4pWAR_4iDZPTNZA

(The link opens to the YouTube page; access the Board meeting by clicking on the "Live" video icon with the date shown above.)

Agenda

A. Call to Order

B. Roll Call

C. Board Member Attendance by Means Other than Physical Presence

D. Communications and Petitions (Public Comment)

E. Recognition of Visitors

F. Review of Minutes: Committee of the Whole, July 14, 2026

G. General Presentation

H. Teaching, Learning, and Communications Discussion: Board Liaison Trustee Goldsmith

1. Fiscal Year (FY) 2027 Enrollment Update
2. Engineering Program Update
3. *Informational Only
 - a. FY2027 Adult Learner (Ages 25-45) Enrollment: Credit/Workforce Development/Downtown West

I. Finance Discussion: Board Liaison Trustee Cardenas Cudia

1. Cash and Investment Report
2. *Informational Only
 - a. Quarterly Report: Purchase Orders \$10,000 - \$25,000
3. Internal Auditor Discussion

J. Operations Discussion: Board Liaison Trustee Trojan

1. Downtown West Update
2. Change Orders
3. 2027 Calling Election for Members of the Board of Trustees
4. Board Policy Manual Update: Article 4-Students / First Reading
5. Personnel Report
6. Rock Valley College Events Calendar

K. Other Business:

1. Unfinished Business
2. New Business

L. Next Regular Board of Trustees Meeting:

August 25, 2026, 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.

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M. Next Committee of the Whole Meeting:

September 8, 2026, 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. Adjourn to Closed Session to discuss:

1) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees per Section 2 (c) (2), all in accordance with the Illinois Open Meetings Act.

O. Reconvene Open Session

P. Adjourn

Paul Gorski, Board Chair

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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, July 14, 2026

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, July 14, 2026, 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 Board Chair Paul Gorski.

Roll Call

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

Mr. Paul Gorski	Ms. Gloria Cardenas Cudia
Mr. John Nelson joined the meeting at 5:20 p.m.	Dr. Jenna Goldsmith
Mr. Robert 'Bob' Trojan	Ms. Sarah Ortiz Espinoza, Student Trustee

The following trustees were absent from the roll call: Ms. Crystal Soltow and Ms. Kristen Simpson.

Also present: Dr. Amanda Smith, was standing in for Dr. Howard Spearman, President; Dr. Keith Barnes, Vice President of Cultural Excellence and Belonging; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Terrica Huntley, Vice President of Human Resources; Dr. Hansen Stewart, Vice President of Career and Technical Education and Workforce Development; Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; Ms. Ann Kerwitz, Assistant to the President; Ms. Carly Diciolla, Assistant to the President; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations, Attorney Joseph Perkoski, Robbins Schwartz.

Board Member Attendance by Means Other than Physical Presence

There were no board members attending by any other means.

Communications and Petitions

Mr. Jose Galarza, vice president of the Support Staff Association, addressed the board regarding employee compensation, retention, and career pathways:

- Expressed concerns that collective bargaining agreements are often used as an automatic ceiling for employee growth.
- Highlighted that many employees have reached the top of their pay grades.
- Encouraged a formal analysis of the current compensation system.

Board Action: Board Chair Gorski directed that this issue be forwarded to President Spearman and staff for a wage compensation survey and analysis.

Trustee John Nelson joined the meeting at 5:20 p.m.

Recognition of Visitors

There were no visitors to be recognized.

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Review of Minutes

There were no comments on the minutes from the June 9, 2026, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Board Chair Gorski modified the agenda to address the Operations items first.

Operations Discussion: Board Liaison Trustee Trojan

1. RVC Capital Project Delay Update

Vice President of Operations Rick Jenks presented the status of RVC's delayed capital projects.

- **Parking Lot 7:** Construction is scheduled for Summer 2027 to repair the lot and relocate the Springbrook bus stop.
- **Security System Upgrades:** A phased approach continues for upgrading systems over 20 years old.
- **Brightly Inventory Documentation:** Staff is beginning to add data and generate reports.
- **Bengt Sjostrom Theater (BST) (Starlight Theater) Seats:** Staff are tightening seats daily due to vertical wall mounts coming loose after 25 years, and are researching floor-mounted replacements.
- **Fire Alarm Systems Upgrade:** Proceeding to bring the remaining campus buildings up to code.
- **Aviation Career Education Center (ACEC) Expansion:** Evaluating programmatic requirements and potential mezzanine expansion.
- **Stenstrom Student Center (SSC) Air Handling Unit (AHU):** Preparation is underway to replace a 60-year-old large-scale HVAC unit.
- **SSC Atrium Stage:** Designing ADA-compliant ramp options.

2. Classroom II (CLII) Building

Mr. Jenks stated that the project budget increased from \$35M to \$44.1M to accommodate a larger ensemble space and archive space. Vice President Jenks brought a proposal to the Board for a second elevator in the CLII Building. Adding a second elevator is estimated to cost \$1M and will require approval from the State Historical Preservation Office (SHPO). Mr. Jenks conferred with Vice President of Finance Ms. Ellen Olson, and she identified funding via CLII Building trust fund interest (\$368K) and surplus contingency funds from the nearly-completed Downtown West project (expected \$1.2M to \$1.4M surplus).

Board Action: The Board agreed to authorize spending necessary preliminary engineering/architectural design fees to seek SHPO approval before voting on final construction.

3. Downtown West Project Update

Mr. Jenks stated that approximately \$570K of the \$2.2M contingency budget has been spent. Overtime was authorized to ensure completion ahead of the August 3, 2026,

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staff move-in and the August 14, 2026, Ribbon Cutting. Downtown Training Center (DTC): furniture and benches are being installed, and the remaining automotive equipment is scheduled to arrive next week. Elevator installation is expected to be completed by August 1, 2026. The Downtown Learning Center (DLC) furniture installation begins this Friday. Final painting will also be completed by this Friday, July 17, 2026. Mr. Jenks said that tours for Trustees will be scheduled at a later time.

4. Change Orders

Vice President Jenks discussed the following change orders:

- **Soccer Fields:** Authorized change orders to replace uneven concrete near the first and third-base dugouts and install gates.
- **BST Lighting:** Project is complete, returning \$114,734 in unused contingency to the general capital fund.
- **HSC Third Floor Build-Out:** Project is complete, returning \$153,854 in unused contingency.

5. Personnel Report

Two full-time faculty positions have been offered and accepted. The names will be announced at the Regular Board meeting on July 28, 2026. Mr. Jenks stated that there are two departures, one retirement and one resignation.

6. Rock Valley College Events Calendar

Key Calendar Events & Reminders:

- **July 17 and 24, 2026:** SMART Camp end-of-week celebrations.
- **July 25, 2026:** R2OC Robotics Competition in the PEC Gym (features 24 teams).
- **August 14, 2026:** Downtown West Ribbon Cutting ceremony.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Goldsmith

1. Rockford Public Schools (RPS) District #205 Dual and Articulated Credit Memorandum of Understanding (MOU)

2. RPS District #205 Running Start Intergovernmental Agreement (IGA)

Dr. Hansen Stewart, vice president of career and technical education and workforce development, presented the final two agreements (RPS 205 Running Start and the Dual/Articulated Credit Agreement), completing all 25 agreements across 14 school districts.

3. MOU between the University of Illinois-Chicago College of Pharmacy and RVC

Dr. Amanda Smith, vice president of academic affairs, presented the MOU between the University of Illinois-Chicago College of Pharmacy and RVC. It establishes a guaranteed interview to the PharmD program for RVC students who complete their 3-year pre-pharmacy requirements.

Board Action: Trustee Trojan would like RVC to contact the University of Illinois-Chicago College to explore a four-year engineering degree partnership on the RVC campus.

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4. Fiscal Year (FY) 2027 Enrollment Update

Dr. Patrick Peyer, vice president of student affairs, presented the Enrollment Update. Dr. Peyer stated that since the packet was distributed, the Enrollment Update numbers have changed. Summer II exceeded budget goals at 111%. Fall enrollment is up 3.21% from last year and is 88% of the budget goal.

5. FY2027 Adult Learner (Ages 25-45) Enrollment Credit/Workforce Development/Downtown West

Dr. Peyer presented the FY2027 Adult Learner (Ages 25-45) Enrollment Update. Summer II and Fall Credit Courses and Program numbers are:

Summer II: 466 adult learners out of 2,009 total students (23%).

Fall: 900 adult learners out of 4,002 total students (22%).

Workforce Development (Continuing Education and Customized Training):

Summer II: 45 adult learners out of 123 total students (37%).

Fall: 20 adult learners out of 46 total students (43%).

Downtown West:

Summer II: N/A.

Fall: 50 Adult Learners out of 199 total students (25%).

Dr. Peyer discussed important notes and pending registrations. Registrations for Adult Education programs and several Workforce Development programs follow different enrollment cycles and have not yet registered students for the Fall term as of July 6, 2026. Adult Education registration sessions begin the week of July 7, 2026, and runs through the week of July 28, 2026. Dr. Peyer stated that the headcounts are unduplicated within each specific category, but students taking courses across multiple areas may be counted in both.

Finance Discussion: Board Liaison Trustee Cardenas Cudia

1. Purchase Reports

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

Purchase Report A – FY2027 Amendments

A. Software – (Academy for Teaching and Learning Excellence (ATLE) – Instructional Software)

1.	Instructure	Salt Lake City, UT	\$ 2,457.80*(1)
			Not to Exceed

Purchase Report B – FY2027 Purchases

A. Professional Services – (Professional Services – Capital Projects)

1.	Ballard Engineering	Rolling Meadows, IL	\$ 95,700.00*(1)
			Not to Exceed

B. Fire Tower – Restricted Fund – Fire Science)

2.	City of Loves Park	Loves Park, IL	\$ 30,800.00*(2)
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Purchase Report C – FY2026 Amendments

A. Insurance expense and Stop-Loss Coverage – (Group Medical Insurance-Health Self-Insured)

1.	Healthcare Service Corporation	Chicago, IL	\$ 500,000.00*(1)
			Not to Exceed

2. Cash and Investment Report

Vice President Olson presented the Cash and Investment Report through June 30, 2026. Total operating cash is \$32,293,351. Total operating cash and investments are \$114,825,387. The operating cash and investments have changed by \$10,186,023 since May 31, 2026. Total capital funds are \$58,692,369. Since May 31, 2026, the change in capital funds has been \$1,623,635. Ms. Olson stated that the total operating cash and investment funds were 106.87% of the FY2027 operating budget.

New Business/Unfinished Business

Unfinished Business

- Trustees need to RSVP for the August 14, 2026 Ribbon Cutting by July 30, 2026 for the Downtown West Campus.
- Trustees who have any questions need to contact Administration regarding the IT migration to RVC email addresses.

New Business

- Trustee John Nelson proposed hiring an internal auditor reporting directly to the board. Placing this on the August agenda is conditional on Nelson submitting a detailed plan and securing an expert speaker by the end of July.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on Tuesday, July 28, 2026, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of 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 Tuesday, August 11, 2026, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

Adjourn to Closed Session

At 6:25 p.m., Trustee Trojan made a motion, seconded by Trustee Cardenas Cudia, 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 between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees per Section 2 (c) (2), all in accordance with the Illinois Open meetings Act.

The motion was approved by a unanimous roll call vote.

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Reconvene Open Session

At 7:00 p.m., a motion was made by Trustee Cardenas Cudia, seconded by Trustee Trojan, to adjourn the closed session and return to open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Adjourn

At 7:00 p.m., a motion was made by Trustee Cardenas Cudia, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje.

Dr. Jenna Goldsmith, Secretary

Paul Gorski, Board Chairman

DRAFT

FY2027 Enrollment Update
Board of Trustees Committee of the Whole – August 11, 2026

Term	Unduplicated Headcount				Credit Hours				Budget		Stretch	
	FY2026	FY2027	Change	% Change	FY2026	FY2027	Change	% Change	Budget	% to Budget	Goal	% to Goal
Summer II	2,178	2,033	-145	-6.66%	9,554.5	8,760	-794.5	-8.32%	7,900	111%	8,200	107%
Fall	4,825	4,792	-33	-0.68%	49,900.5	50,119	218.5	0.44%	52,400	96%	54,600	92%
Subtotal (Summer II + Fall)	7,003	6,825	-178	-2.54%	59,455	58,879	-576	-0.97%	60,300	98%	62,800	94%
Winterim									1,400		1,500	
Spring									48,800		51,000	
Subtotal (Summer II + Fall + Winterim + Spring)									110,500		115,300	
Summer I									4,500		4,700	
Total									115,000		120,000	

Source: FY2027 Summer II and Fall Insights Enrollment Dashboard (08/05/26)
Note: The source has changed for this report. The previous ticker underreported the previous year enrollments by excluding students who dropped or withdrew after the comparison date.

- Important Dates:
- Summer II classes ended Thursday, July 30, 2026.
 - Fall tuition was due Tuesday, July 28, 2026.
 - Fall weekend classes begin Saturday, August 15, 2026.
 - Fall weekday classes begin Monday, August 17, 2026.



ENGINEERING PROGRAM UPDATE

Board of Trustees Committee of the Whole
August 11, 2026

Heather Snider, Vice President of Institutional Effectiveness &
Communications

Dr. Patrick Peyer, Vice President of Student Affairs

ABOUT RVC

Rock Valley College is a comprehensive two-year community college in Rockford, Illinois, offering more than 100 courses for transfer, career programs, and certificates.

MISSION STATEMENT

Rock Valley College empowers students and the community through lifelong learning.

VISION STATEMENT

Rock Valley College empowers the community to grow as a society of learners through well-designed educational pathways, leading to further education, rewarding careers, cultural enrichment, and economic-technological development.

THE FOUR PILLARS

Rock Valley College is guided by its 2022-2027 Strategic Plan, which contains four strategic plan pillars.



BACKGROUND

August 2015	Press conference held announcing engineering partnership between Rock Valley College (RVC) and Northern Illinois University (NIU)
March 2016	Informational event held for prospective students
August 2016	Agreement drafted, including four programs • B.S. in Electrical Engineering • B.S. in Mechanical Engineering • B.S. in Technology in Applied Manufacturing Technology • M.S. in Integrated Systems Engineering with a specialization in Mechatronics and Intelligent Systems
Fall 2016	Term commencement of initial Guaranteed Admission Agreement
Spring 2017	Agreement signed by RVC and NIU
January 2018	Revised Articulation Agreement between RVC and NIU signed, limiting partnership to the B.S. in Mechanical Engineering only

RVC ASSOCIATE IN ENGINEERING SCIENCE (AES) COMPLETERS (FY2016-FY2025)

- 141 have transferred and completed a bachelor's degree in engineering
 - 129 from Northern Illinois University
 - 110 in Mechanical Engineering
 - 13 in Electrical Engineering
 - 4 in Industrial and Systems Engineering
 - 2 in Engineering Technology
 - 12 from other institutions including
 - Illinois Institute of Technology
 - Iowa State University
 - Minnesota State University - Mankato
 - Southern Illinois University - Edwardsville
 - University of Illinois - Urbana-Champaign
 - University of Iowa
 - University of Wisconsin - Platteville

RVC ASSOCIATE OF SCIENCE (AS) COMPLETERS (FY2016-FY2025)

- 97 have transferred and completed a bachelor's degree in engineering
 - 50 from Northern Illinois University
 - 31 in Mechanical Engineering
 - 12 in Electrical Engineering
 - 3 in Biomedical Engineering
 - 2 in Engineering Technology
 - 2 in Industrial and Systems Engineering
 - 9 from University of Wisconsin - Platteville
 - 6 from University of Illinois Chicago
 - 5 from Iowa State University
 - 27 from other institutions

ENGINEERING SCHOLARSHIP STUDENTS AT RVC

AWARDED BETWEEN THE 2019-2020 AND THE 2026-2027 ACADEMIC YEARS

* Students majoring in engineering, electronic engineering technology, manufacturing engineering, manufacturing engineering technology, and mechatronics engineering.

Academic Year	Total Awarded	Total Awarded Scholarships	Total Unique Individuals Awarded Scholarships
2019-2020	\$49,999.00	47	37
2020-2021	\$46,311.00	43	30
2021-2022	\$45,649.00	36	23
2022-2023	\$60,070.00	45	36
2023-2024	\$90,720.00	56	49
2024-2025	\$90,265.00	54	41
2025-2026	\$120,985.00	64	54
2026-2027	\$85,547.00	50	44
Grand Total	\$589,546.00	395	314

ENGINEERING SCHOLARSHIP STUDENTS IN THE NIU 2+2 PROGRAM

AWARDED BETWEEN THE 2019-2020 AND THE 2026-2027 ACADEMIC YEARS

* students majoring in engineering

Academic Year	Total Awarded	Total Awarded Scholarships	Total Unique Individuals Awarded Scholarships
2019-2020	\$43,005.00	22	14
2020-2021	\$37,056.00	17	12
2021-2022	\$68,980.00	26	18
2022-2023	\$78,000.00	23	18
2023-2024	\$83,000.00	18	17
2024-2025	\$52,000.00	12	12
2025-2026	\$70,000.00	13	13
2026-2027	\$65,908.00	13	10
Grand Total	\$497,949.00	144	114

NEXT STEPS TO CONSIDER

- Meet with NIU to determine whether we can expand the engineering 2+2 options
- Explore 2+2 engineering options with other institutions
- Work with donors to adjust engineering scholarship opportunities to widen the applicant pool
- Expand recruitment process
- Relaunch program marketing

QUESTIONS?

RVC is an equal opportunity educator and employer.
For more information, visit RockValleyCollege.edu.

Informational Only

FY2027 Adult Learner (Ages 25-45) Enrollment Update

Board of Trustees Committee of the Whole – August 11, 2026

Term	Credit Courses and Programs			Workforce Development			Downtown West		
	Total Students	Adult Learners	% Adult Learners	Total Students	Adult Learners	% Adult Learners	Total Students	Adult Learners	% Adult Learners
Summer II	2,033	472	23%	187	65	35%	NA	NA	NA
Fall	4,742	1,143	24%	78	26	33%	250	70	28%
Winterim	--	--	--	--	--	--	--	--	--
Spring	--	--	--	--	--	--	--	--	--
Summer I	--	--	--	--	--	--	--	--	--

Source: Ellucian Insights – Adult Learner Report (08/04/2026)

Notes:

- Workforce Development includes Continuing Education and Customized Training.
- Downtown West includes both credit courses and workforce development.
- Headcounts are unduplicated within each category but may be duplicated across the categories (e.g., a student who is enrolled in credit courses at downtown west is included in both the credit courses and the downtown west headcounts).
- This report reflects actual registrations. As of August 4, 2026 Adult Education and some workforce development programs have not yet registered students for fall. These programs have registrations pending that will appear on future reports.

FY27 Workforce Development Enrollment by Program

Program	Summer II	Fall	Winterim	Spring	Summer I
Blueprint Reading	12	0			
Computer Skills	12	4	--	--	--
CNC – 8 weeks	12	0	--	--	--
CNC – 12 weeks	17	8	--	--	--
CNC – 24 weeks	0	0	--	--	--
Collision Repair	0	0	--	--	--
CPR	18	3	--	--	--
Dental Assisting	8	1	--	--	--
EKG Technician	13	2	--	--	--
EMT	3	8	--	--	--
EPA Refrigerant Handling	1	0	--	--	--
Financial Literacy	0	7			
Food Manager	20	1	--	--	--
Highway Construction Careers Training Program (HCCTP)	0	12	--	--	--
How to Own & Operate Your Own Business	0	0	--	--	--
Industrial Maintenance	0	0	--	--	--
Massage & Bodywork Therapy Program	37	20	--	--	--
Medical Billing & Coding	2	0	--	--	--
Pharmacy Technician	11	11	--	--	--
Robotic Welding	0	0	--	--	--
Sterile Processing Technician	0	0	--	--	--
TechWorks	0	0	--	--	--
Truck Driver Training	19	1	--	--	--
Warehouse 101/Forklift	3	0	--	--	--

Source: Ellucian Insights – Adult Learner Report (08/04/2026)

Notes:

- Workforce Development includes Continuing Education and Customized Training.
- Headcounts are unduplicated within each program but may be duplicated across programs.
- This report reflects actual registrations. As of August 4, 2026 some workforce development programs have not yet registered students for fall. These programs follow a different enrollment cycle and have registrations pending that will appear on future reports.

FY27 Downtown West Enrollment by Program

Program	Summer II	Fall	Winterim	Spring	Summer I
Adult Education	NA	0	--	--	--
Automotive	NA	45	--	--	--
Collision Repair	NA	0	--	--	--
Criminal Justice	NA	37	--	--	--
Early Childhood Education	NA	34	--	--	--
Human Services	NA	14	--	--	--
Truck Driver Training	NA	0	--	--	--

Source: Ellucian Insights – Adult Learner Report (08/04/2026)

Notes:

- This report reflects actual registrations. As of August 4, 2026 Adult Education and some workforce development programs have not yet registered students for fall. These programs have registrations pending that will appear on future reports.

ROCK VALLEY COLLEGE
Cash and Investment Report
July 31, 2026

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
UMB Bank	3,936,495
PMTA Operating Cash	7,399,749
Petty Cash	7,491
ISDLAF*	12,384,893
Total Operating Cash:	<u>23,728,628</u>
<u>Operating Investments Accounts</u>	
PMTA Operating	45,445
ISDLAF*	4,067,444
CD's and CDARS	62,306,366
Treasuries	7,608,192
ISDLAF Term Series	8,750,000
Total Operating Investments:	<u>82,777,447</u>
Total Operating Cash & Investments:	<u>106,506,075</u>

Total Operating Cash and Investments on June 30, 2026	<u>114,825,387</u>
Total Operating Cash and Investments on July 31, 2026	<u>106,506,075</u>
Total Operating Cash and Investments on July 31, 2025	<u>106,278,443</u>
% of Operating Budget	<u>98.45%</u>
Change in Operating Cash and Investments since June 30, 2026	<u>(8,319,312)</u>

*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Working Cash Accounts</u>	
ISDLAF*	1,059,654
Total Working Fund Cash:	<u>1,059,654</u>

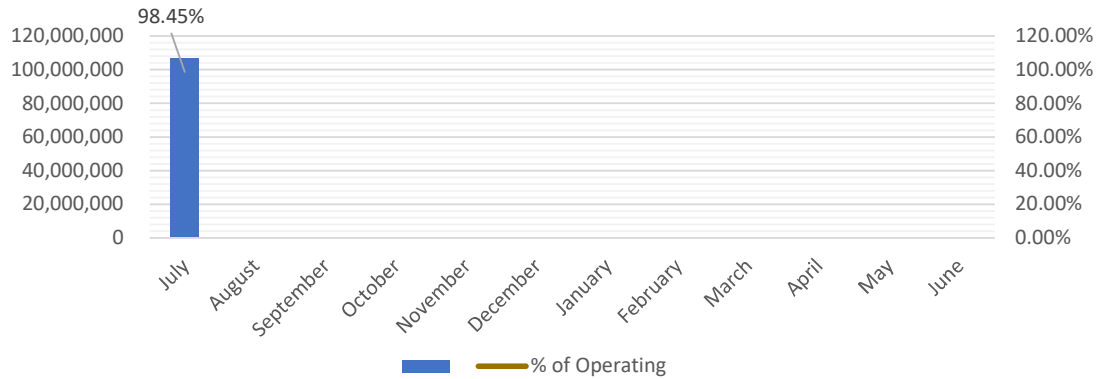
Total Working Cash Funds on June 30, 2026	<u>557,031</u>
Total Working Cash Funds on July 31, 2026	<u>1,059,654</u>
Change in Working Cash Funds since June 30, 2026	<u>502,623</u>

*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	6,218,494
Life Safety	5,513,478
CDB Escrow	28,693,140
Building Funds	18,799,879
Total Capital Funds:	<u>59,224,991</u>

Total Capital Funds on June 30, 2026	<u>58,692,369</u>
Total Capital Funds on July 31, 2026	<u>59,224,991</u>
Change in Capital Funds since June 30, 2026	<u>532,622</u>

Operating Cash Balance and % Coverage of FY'27 Operating Budget



Month / Year	Cash & Investments	Capital	Total
July 2026	106,506,075	59,224,991	165,731,067
July 2025	106,278,443	82,185,396	188,463,840
June 2026	114,825,387	58,692,369	173,517,756
June 2025	106,950,507	80,801,115	187,751,622
May 2026	104,639,364	57,068,734	161,708,097
May 2025	103,733,777	73,618,424	177,352,201
April 2026	97,562,068	61,832,007	159,394,076
April 2025	99,245,776	70,778,111	170,023,887
March 2026	98,557,030	64,786,827	163,343,858
March 2025	95,499,192	23,655,986	119,155,178
February 2026	99,747,903	67,381,557	167,129,460
February 2025	93,595,008	23,564,036	117,159,044
January 2026	103,628,934	65,476,101	169,105,035
January 2025	97,793,062	23,489,305	121,282,367
December 2025	103,898,449	71,437,423	175,335,872
December 2024	97,836,468	22,888,518	120,724,986
November 2025	107,480,877	84,592,278	192,073,156
November 2024	86,593,948	34,956,285	121,550,233
October 2025	111,518,636	85,833,801	197,352,438
October 2024	86,909,426	36,439,132	123,348,557
September 2025	113,034,422	89,501,970	202,536,392
September 2024	88,096,984	36,073,771	124,170,755
August 2025	102,521,697	84,522,519	187,044,216
August 2024	81,392,300	31,630,251	113,022,551
July 2025	106,278,443	82,185,396	188,463,840
July 2024	94,170,928	18,966,575	113,137,503

Informational Only

Rock Valley College
Quarterly Purchase Activity Report
4th Quarter FY2026
Items between \$10,000 to \$25,000

New Blanket Purchase Orders

BPO #	BPO Date	Vendor Name	Fund	Original Amount
B0012804	06/10/2026	FURSTSTAFFING	01	\$23,500.00

Amended Blanket Purchase Orders

BPO #	BPO Date	Vendor Name	Fund	Original Amount	BPO New Total	BPO Maintenance Date
B0012253	07/01/2025	UNIFORM DEN EAST, INC.	02	\$17,312.00	\$15,140.00	06/18/2026
B0012285	07/01/2025	AMAZON	05	\$11,200.00	\$12,150.00	06/30/2026
B0012300	07/02/2025	NOTHING BUNDT CAKES	05	\$12,000.00	\$12,505.50	06/29/2026
B0012301	07/02/2025	PEPSI COLA	05	\$11,500.00	\$11,585.02	06/30/2026
B0012305	07/02/2025	FULL COMPASS SYSTEMS LTD	05	\$10,000.00	\$11,300.00	06/10/2026
B0012335	07/11/2025	HENRY SCHEIN	01	\$11,000.00	\$14,200.00	06/23/2026
B0012467	07/22/2025	MENARD'S	02	\$10,000.00	\$10,097.00	06/16/2026
B0012525	07/24/2025	REINDERS	02	\$10,000.00	\$11,000.00	04/17/2026
B0012528	07/24/2025	CARQUEST AUTO PARTS	01, 05, 06	\$8,500.00	\$10,295.68	06/30/2026
B0012536	07/24/2025	BOOSTLINGO LLC	06	\$8,760.00	\$18,760.00	04/09/2026
B0012540	07/24/2025	CLARITY BENEFIT SOLUTIONS, INC.	18	\$7,000.00	\$10,500.00	04/10/2026
B0012581	07/29/2025	STRATUS NETWORKS	03	\$10,000.00	\$13,985.65	06/30/2026
B0012685	11/21/2025	QUAST CONSULTING TESTING, INC.	03	\$15,000.00	\$21,450.00	06/30/2026
B0012686	11/25/2025	NICKOLAS D. MCKINNEY	05	\$6,500.00	\$13,000.00	04/23/2026
B0012719	01/08/2026	ROBERT T. DOWNING	05	\$14,999.00	\$20,715.00	04/23/2026
B0012730	01/26/2026	AIROLDI BROTHERS	01	\$7,387.00	\$20,397.96	06/30/2026

New Purchase Orders

PO #	PO Date	Vendor Name	Fund	Amount
P0052801	04/10/2026	ILLINOIS COMM COLLEGE BOARD	06	\$20,050.85
P0052827	04/14/2026	ENTRE COMPUTER SOLUTIONS	03	\$13,549.06
P0052840	04/21/2026	NAPLETON AUTO WORKS	01	\$18,792.63
P0052876	04/23/2026	DIAMEDICAL USA	06	\$11,687.00
P0052896	04/24/2026	GROTE ILLINOIS LLC	01	\$18,719.63
P0052973	05/01/2026	P&H ELECTRIC CORP.	03	\$20,900.00
P0052987	05/06/2026	VERTIGO	05	\$12,134.00
P0053018	05/11/2026	JOHNSON CONTROLS BUILDING SOLUTIONS LLC	12	\$17,200.00
P0053055	05/12/2026	BENDPAK	03	\$18,860.00
P0053073	05/13/2026	MERIDIAN	10	\$10,880.00
P0053099	05/15/2026	SOLIDUS	05	\$23,656.50
P0053100	05/15/2026	ENTRE COMPUTER SOLUTIONS	01	\$21,898.96
P0053101	05/15/2026	DENTALEZ	06	\$10,908.48
P0053104	05/15/2026	ATMOSPHERE COMMERCIAL INTERIORS	06	\$22,097.22
P0053107	05/15/2026	OVERHEAD DOOR ROCKFORD	02	\$13,499.75
P0053150	05/20/2026	PRIMEX WIRELESS, INC.	03	\$11,332.88
P0053233	06/04/2026	MARCO TECHNOLOGIES, LLC	01	\$24,745.00
P0053249	06/05/2026	ENTRE COMPUTER SOLUTIONS	01	\$15,497.90
P0053279	06/08/2026	ROCKET INDUSTRIAL	03	\$16,233.16
P0053302	06/10/2026	STANDARD INDUSTRIAL AUTOMOTIVE EQUIP	03	\$12,874.92
P0053304	06/10/2026	ROCKFORD PARK DISTRICT	05	\$10,000.00
P0053305	06/10/2026	290 SIGN SYSTEMS	03	\$24,859.88
P0053309	06/10/2026	CARQUEST AUTO PARTS	03	\$16,754.04
P0053310	06/10/2026	ULINE	03	\$11,563.24
P0053311	06/10/2026	MSC INDUSTRIAL SUPPLY CO.	03	\$24,307.71
P0053314	06/11/2026	BIBLIU CAMPUS, INC.	06	\$16,989.75

Amended Purchase Orders

PO #	PO Date	Vendor Name	Fund	Original Amount	PO New Total	Maintenance Date
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None to report

Internal Auditing in Illinois Community Colleges: Role Specification and Real-World Engagement Portfolios

Introduction to the Internal Audit Function in Illinois Higher Education

The internal audit function within the Illinois community college system serves as the foundational safeguard of institutional integrity, fiscal responsibility, and regulatory compliance. Governed by a highly complex, multi-layered regulatory environment of state statutes, federal regulations, and local board policies, community colleges operate as high-risk entities. Financial mismanagement or compliance failures in this environment can precipitate severe financial penalties, loss of institutional accreditation, suspension of state funding, and profound reputational damage. The Illinois Fiscal Control and Internal Auditing Act (FCIAA) strictly mandates that state agencies and related educational entities establish robust, comprehensive systems of internal control to safeguard assets, ensure the absolute accuracy of financial records, and maintain continuous compliance with established laws.

While community colleges maintain operational autonomy through their local Boards of Trustees, their heavy reliance on state funding allocations, federal grants, and local property tax revenues demands a rigorous, independent, and objective assurance mechanism. The modern internal auditor acts concurrently as an operational watchdog and a trusted strategic advisor to both executive management and the Board of Trustees. Moving beyond traditional, backward-looking compliance checking, internal auditing in higher education—guided heavily by frameworks from the Institute of Internal Auditors (IIA) and the Association of College and University Auditors (ACUA)—requires a strategic alignment with the institution's long-term objectives. The auditor must proactively anticipate risks ranging from complex cybersecurity threats and cloud vendor vulnerabilities to nuanced legislative changes impacting state pension contributions and grant accountability.

This report provides a comprehensive, expert-level role specification for an Internal Auditor at an Illinois community college, followed by an exhaustive, analytical exploration of ten real-world internal audits that such a professional would execute. These examples synthesize statutory requirements, historical precedent, and institutional best practices to illustrate the profound impact, requisite scope, and operational necessity of the internal audit function in higher education.

Part I: Internal Auditor Role Specification and Job Description

The following role specification is designed for a Principal Internal Auditor (frequently designated as the Chief Audit Executive or Director of Internal Audit) at a community college in Illinois. This specification is calibrated to attract professionals capable of navigating the intricate

regulatory landscape of Illinois higher education, including guidelines established by the Illinois Community College Board (ICCB), the Grant Accountability and Transparency Act (GATA), and the State Universities Retirement System (SURS).

Position Context and Reporting Structure

The Principal Internal Auditor provides independent, objective assurance and consulting services designed to add measurable value and improve the College's operations. To maintain strict independence and objectivity, the position typically reports functionally to the Board of Trustees (specifically, the Board's Audit Committee) and administratively to the College President or Chancellor. This dual-reporting structure ensures the auditor operates free from managerial interference when investigating alleged fiscal wrongdoing or assessing the operational efficiency of executive departments. The Internal Auditor exercises the necessary authority delegated by the Board for the financial and operational auditing of all areas of the institution, ensuring that systemic vulnerabilities are identified and corrected prior to exposure to third-party regulators.

Core Duties and Responsibilities

The responsibilities of the internal auditor span strategic planning, detailed financial testing, continuous regulatory monitoring, and advisory consulting. The work requires a synthesis of accounting knowledge, investigative acumen, and exceptional communication abilities.

Strategic Audit Planning and Risk Assessment The internal auditor is tasked with developing, implementing, and continually maintaining a comprehensive, risk-based annual internal audit plan. This involves conducting an entity-wide risk assessment that aligns internal audit resources with the processes posing the highest risk to the University's strategic objectives. Utilizing resources such as the ACUA Risk Dictionary and the Association of Certified Fraud Examiners (ACFE) Occupational Fraud Framework, the auditor evaluates governance, risk management, and control processes. The auditor must continually monitor changes in the regulatory environment—including updates to ICCB guidelines, GATA provisions, and federal Title IV regulations—and integrate these shifting variables into the audit universe.

Execution of Financial, Operational, and IT Audits The auditor conducts systematic evaluations of district business practices, verifying and analyzing transactions, receipts, and disbursements for adequacy, effectiveness, and consistency. This includes performing compliance audits of specific restricted funds, specially-funded programs, and enrollment data as mandated by the ICCB Fiscal Management Manual and other grantor agencies. Furthermore, the auditor evaluates the efficiency of capital use, human resources, and facility management to ensure maximum asset utilization. In the modern digital landscape, the auditor must also monitor the integrity, accuracy, effectiveness, and security of administrative computing systems, reviewing internal classification rules, IP safeguards, and overall system security.

Disbursement Controls and Fraud Investigation A critical function involves the continuous pre-audit of claims against the District and disbursements to determine the validity and completeness of documentation substantiating the appropriateness of fiscal transactions. The auditor monitors the preparation and issuance of warrants, including the safeguarding of signature plates and check stock. When anomalies arise, the internal auditor acts as the primary investigator for any alleged fiscal wrongdoing, fraud, defalcation, or financial irregularities reported via the institution's whistleblower hotline or identified through data analytics.

Ethics Monitoring and External Coordination The auditor ensures institutional compliance

with the State Officials and Employees Ethics Act (SOEEA), which governs gift bans, accurate time reporting, and prohibited political activities during compensated time. Additionally, the internal auditor serves as the primary liaison with the College's external financial auditors and the Illinois Auditor General's office. The auditor is responsible for coordinating the annual comprehensive financial statement audit and the federal Single Audit (Uniform Guidance), ensuring that internal audit activities complement external efforts to maximize efficiency and minimize institutional disruption.

Reporting, Follow-Up, and Advisory Services The culmination of the audit process involves preparing and presenting comprehensive, written audit reports detailing findings, root causes, and actionable recommendations to executive management and the Board of Trustees. The auditor must develop a rigorous methodology for tracking and following up on audit recommendations to verify that management's corrective action plans have been implemented successfully. Beyond retrospective auditing, the auditor provides forward-looking advisory services, recommending improvements to internal controls, business processes, and IT systems, and serving as a control advisor on project teams for new system implementations.

Qualifications and Competency Requirements

To successfully execute these duties, the internal auditor must possess a specific blend of education, experience, and professional certifications, supported by distinct technical and soft skills.

Qualification Area	Standard Requirement for Illinois Community Colleges
Education	Graduation from an accredited university with a Bachelor's Degree in Accounting, Finance, Business Administration, Economics, or a related field. Advanced coursework in cost accounting, auditing, and business law is preferred.
Professional Experience	Minimum of four (4) to five (5) years of progressively responsible professional experience in internal auditing or public accounting. Direct experience planning and conducting financial, operational, and compliance audits in a governmental, higher education, or school district setting is strongly preferred.
Professional Certifications	Possession of at least one active, relevant professional certification. Acceptable credentials include Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), or Certified Information Systems Auditor (CISA).
Technical Knowledge	Deep comprehension of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards, the Illinois Public Community

Qualification Area	Standard Requirement for Illinois Community Colleges
	College Act, the ICCB Fiscal Management Manual, and the Grant Accountability and Transparency Act (GATA).
Analytical & Systems Skills	High-level analytical skills to extrapolate data, spot patterns, and identify control deficiencies. Working knowledge of enterprise resource planning (ERP) systems, information security protocols, and audit data analytics software.

Part II: Real-World Engagement Portfolios

To comprehend the profound organizational impact of the internal auditor, one must examine the specific, high-stakes engagements they undertake. The following ten audits represent a comprehensive portfolio of real-world scenarios an auditor in an Illinois community college routinely executes. These audits cover state funding compliance, ethical mandates, procurement law, specialized financial regulations, and risk management.

1. ICCB Credit Hour Enrollment and Residency Verification Audit

Context and Regulatory Origin: The primary driver of state funding for Illinois community colleges is the credit hour grant, calculated and distributed by the Illinois Community College Board (ICCB). State funding is strictly based on the number of eligible student credit hours certified as actively enrolled and in attendance at the midterm of each academic semester. The ICCB conducts recognition evaluations on a five-year cycle to verify institutional compliance. If a college inaccurately reports these hours, it risks significant funding clawbacks, the designation of a "Recognition Interrupted" status (which suspends state funding), and severe legal and reputational penalties.

Audit Methodology and Procedures: The internal auditor reviews the integrity of the Semester Unrestricted (SU) and Semester Restricted (SR) credit hour claims prior to official submission. Funding eligibility requires that the district pays 50% or more of the program costs from unrestricted revenue sources for hours claimed on the SU record; hours funded predominantly by restricted grants must be segregated onto the SR record and are ineligible for base funding.

The auditor selects a statistically significant sample of midterm class rosters across various instructional categories (transfer, career and technical education). The auditor verifies that each roster is manually or electronically signed and dated by the instructor, officially certifying that each claimed student is actively pursuing completion of the course at midterm. Furthermore, the auditor tests compliance with residency classifications by tracing students claimed as "in-district" back to institutional proof of residency, ensuring the college has documented a driver's license, voter registration, or property tax statement as required by the ICCB Fiscal Management Manual. The auditor also scans student transcripts to ensure courses repeated after achieving a grade of "C" or better are appropriately excluded from funding claims, adhering to the statutory rule that such courses may only be repeated once for state reimbursement.

Broader Implications: An internal audit that identifies systemic failures—such as faulty electronic faculty signature workflows or improper residency classifications—allows the institution to implement corrective action plans before the ICCB's external recognition visit.

Maintaining accurate credit hour reporting ensures the financial continuity of the institution and prevents the catastrophic suspension of state appropriations.

2. SURS 6% and 3% Rule Compliance and Employer Liability Audit

Context and Regulatory Origin: Community college faculty and staff participate in the State Universities Retirement System (SURS). Historically, to prevent the practice of "pension spiking"—where employers grant massive salary increases right before retirement to artificially inflate an employee's lifelong pension—the Illinois Pension Code imposed financial penalties on the employer. Originally known as the "6% rule" (and later adjusted to 3% for certain cohorts under Public Act 100-0587), the law mandates that if an employee's earnings increase by more than the statutory cap during the years used to calculate their Final Rate of Earnings (FRE), the community college itself must pay the actuarial present value of the resulting increase in pension benefits.

Audit Methodology and Procedures: The objective of this audit is to evaluate the college's payroll, human resources, and executive compensation processes to identify and mitigate employer liabilities generated by excessive salary increases. The auditor examines the FRE periods, which vary by tier: for a Tier 1 member, the FRE is based on the highest average annual salary of 4 consecutive academic years; for a Tier 2 member, it is based on 8 consecutive years.

The auditor tests a sample of salary increases, overload pay, and summer teaching contracts for employees nearing SURS retirement eligibility (e.g., Age 55 with 8 years of service, or any age with 30 years of service). When increases exceed the 3% or 6% thresholds, the auditor determines if the increase qualifies for strict statutory exemptions. Exemptions include salary increases provided when 10 or more years remain until retirement, necessary overload work for academic instruction, or promotions to a higher classification under the State Universities Civil Service System. The auditor also reviews executive and presidential contracts to ensure they contain explicit clauses capping creditable earnings increases at the statutory limit to legally protect the college from SURS penalties.

Broader Implications: A lack of internal controls over late-career salary adjustments can result in unexpected, massive SURS penalty invoices hitting the college's operating budget—sometimes amounting to tens or hundreds of thousands of dollars per employee. By auditing this process, the internal auditor ensures that the college proactively manages compensation structures, avoiding unbudgeted state assessments.

3. Investment Policy Compliance and Treasury Stewardship Audit

Context and Regulatory Origin: Community colleges hold substantial public funds that must be invested securely to ensure liquidity, yield, and safety, strictly governed by the Illinois Public Community College Act and the Public Funds Investment Act. Unauthorized, non-compliant, or overly aggressive investments can lead to catastrophic financial losses and severe breaches of fiduciary duty.

Audit Methodology and Procedures: The auditor determines whether the college's investment portfolio complies with the Board of Trustees' investment policy, state statutes, and fiduciary standards regarding asset allocation and risk thresholds. The auditor reconciles the college's investment accounts to ensure that caps on specific asset classes are not exceeded. For example, the auditor verifies that investments in bond mutual funds or local government investment pools do not exceed board-mandated limits of the total portfolio.

The audit also involves verifying that all investment vehicles and transfers were explicitly authorized by the Board of Trustees or a designated investment committee, and that this committee meets regularly to review investment mix and return. Furthermore, the auditor evaluates whether accurate, timely, and comprehensive quarterly investment reports are presented to the Board to ensure absolute transparency.

Broader Implications: The critical nature of this audit is highlighted by the highly publicized 2015 scandal at the College of DuPage. An internal audit revealed that the institution had lost \$2.2 million in the Illinois Metropolitan Investment Fund (IMET). The internal auditor discovered that financial officers had invested 29% of the college's portfolio (over \$80 million) in IMET—far exceeding the board's 5% policy limit. Following IMET's default on \$50.4 million in loans, the college suffered severe losses that could have been restricted to roughly \$381,000 had policy limits been followed. This internal audit finding led directly to the administrative leave of top financial officers, interventions by outside turnaround firms (AlixPartners) who identified over \$160 million in non-compliant investments, and a major overhaul of the institution's financial controls and Board policies.

4. Procurement, Competitive Bidding, and Change Order Compliance

Context and Regulatory Origin: Under the Illinois Public Community College Act (110 ILCS 805/3-27.1), all contracts for the purchase of supplies, materials, or work involving an expenditure in excess of \$25,000 (and in excess of \$50,000 for construction) must be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability, after due advertisement. Failure to comply invites vendor lawsuits, state investigations, and public scandals regarding cronyism and mismanagement of public funds.

Audit Methodology and Procedures: The auditor ensures that all procurements meet statutory bidding thresholds, that bid splitting is not occurring, and that statutory exemptions and change orders are utilized legally. Through expenditure data mining, the auditor analyzes the general ledger and accounts payable data for "split purchases"—instances where a department intentionally breaks a \$30,000 purchase into multiple smaller purchase orders to circumvent the \$25,000 Board approval and formal bidding threshold.

For a sample of large contracts, the auditor verifies the integrity of the bid process. This includes checking that the bid was publicly advertised for at least 10 days in a newspaper of general circulation, that sealed bids were opened publicly with at least three days' notice to bidders, and that the award went to the lowest responsible bidder.

The auditor deeply scrutinizes construction change orders. Under the statute, change orders that do not exceed 10% of the original contract price due to unforeseen revisions are generally exempt from re-bidding. The auditor verifies that management did not exploit this 10% exception to award unbid work that fundamentally alters the project scope. The auditor also tests purchases claimed under statutory exemptions (e.g., professional services, perishable foods, IT equipment) to ensure the exemption was applied correctly and not used to bypass competitive pressures.

Broader Implications: Procurement audits ensure a level playing field for vendors and protect taxpayer funds from waste. By identifying bid-splitting, the improper use of exemptions, or unauthorized emergency purchases (which legally require a three-quarters vote of the Board for ratification), the internal auditor protects the Board of Trustees from inadvertently approving illegal contracts.

5. Athletic Department NJCAA Eligibility and Internal Controls Audit

Context and Regulatory Origin: Community colleges with active athletic programs must comply with the strict eligibility requirements of the National Junior College Athletic Association (NJCAA). The NJCAA requires exhaustive documentation to certify that student-athletes are academically and physically eligible to compete. Violations can lead to team probations, forfeiture of championships, and long-term damage to institutional reputation.

Audit Methodology and Procedures: The internal auditor assesses the design and operating effectiveness of internal controls governing student-athlete eligibility, focusing specifically on academic records, physical exams, and transfer documentation. The auditor selects a sample of student-athletes across various sports and reviews their files for required NJCAA documentation. This includes proof of a high school transcript with an explicit graduation date noted, valid and timely physical examination records, and official transcripts for transfer students.

Crucially, the auditor evaluates the segregation of duties between the Athletic Department and the Student Records/Registrar's office. A sound control environment requires that athletic coaches and directors cannot unilaterally certify a player's academic eligibility without independent verification from the Registrar.

Broader Implications: A routine internal audit at the College of DuPage discovered severe documentation gaps dating back four years. Because required high school transcripts and physicals were missing or incomplete, numerous students were technically deemed ineligible under NJCAA rules during that four-year period. Upon discovery, the college voluntarily self-reported the violations, resulting in the NJCAA placing all athletic teams on probation for the 2018-2019 season, barring them from post-season competition. This audit directly led to a structural governance reform where the responsibility for obtaining eligibility documentation was permanently shifted from Athletics to the Student Records department, enforcing a critical segregation of duties to ensure future compliance.

6. Grant Accountability and Transparency Act (GATA) Compliance Audit

Context and Regulatory Origin: The State of Illinois enacted the Grant Accountability and Transparency Act (30 ILCS 708) to adopt federal Uniform Guidance (2 CFR 200) for all state and federal pass-through awards. The legislative intent of GATA is to increase accountability, transparency, and financial integrity in the use of grant funds while eliminating duplicative administrative burdens. GATA imposes strict lifecycle requirements on grantees, including mandatory pre-award risk assessments, adherence to complex allowable cost principles, and rigorous post-award monitoring.

Audit Methodology and Procedures: The auditor verifies that the community college maintains its "qualified" status in the state Grantee Portal and that grant funds are expended in strict adherence to GATA requirements and federal cost principles.

GATA Audit Area	Auditor Testing Procedures
Allowable Costs	Sample grant expenditures to ensure costs are reasonable, necessary, and allocable to the specific project. Verify that costs are not illegally used to meet federal cost-sharing/match requirements of other programs.

GATA Audit Area	Auditor Testing Procedures
Cost Treatment	Verify that costs incurred for the same purpose in like circumstances are treated consistently as either direct costs or indirect costs, adhering to generally accepted accounting principles.
Time and Effort	Review payroll records charged to grants to ensure salaries are supported by accurate certifications demonstrating that the employee's work was integral and specifically identifiable to the grant activity.
Subrecipient Monitoring	If the college passes through funds, test whether the college performed required risk assessments and monitored the subrecipient's compliance with GATA rules.

Broader Implications: Community colleges rely heavily on state and federal grants to subsidize adult education, vocational training (e.g., Perkins grants), and student support services. Failure to comply with GATA can result in the immediate suspension of funding, requirement to return advanced payments, and debarment from future awards. The internal audit ensures the college maintains absolute compliance, securing vital revenue streams.

7. State Officials and Employees Ethics Act (SOEEA) Compliance Audit

Context and Regulatory Origin: Community college employees, including faculty, staff, and Board members, are subject to the Illinois State Officials and Employees Ethics Act (5 ILCS 430). The SOEEA dictates strict rules regarding gift bans, prohibited political activities, and detailed time reporting.

Audit Methodology and Procedures: The auditor evaluates the college's mechanisms for enforcing SOEEA provisions, ensuring that employees complete mandatory annual ethics training, adhere to political activity restrictions, and accurately document time worked. The SOEEA uniquely requires state and university employees to periodically submit time reports documenting time spent each day on official State business to the nearest quarter hour, regardless of whether the employee is salaried or hourly. The auditor samples employee timecards to ensure these are submitted accurately and systematically approved by supervisors.

The auditor also tests compliance with "Prohibited Political Activity." The auditor reviews institutional policies and (where legally permissible) network/email usage to ensure employees are not using compensated time or college resources to manage political campaigns, solicit contributions, conduct public opinion polls, or distribute campaign literature. Furthermore, the auditor reviews expense reports, vendor relations, and conflict of interest disclosures to identify if employees intentionally solicited or accepted gifts from prohibited sources (such as vendors or registered lobbyists) that exceed the \$100 annual cumulative limit, or fall outside the allowable food/refreshment exceptions.

Broader Implications: A compliance review of the University of Illinois by the Legislative Audit Commission famously found that the institution failed to require all employees to submit time reports as mandated by the Act, resulting in a state-level audit finding. An active internal auditor in a community college prevents such embarrassing findings by enforcing time-reporting

mechanics and ensuring the designated Ethics Officer actively monitors gift disclosures and political activity boundaries.

8. Vendor Management and Occupational Fraud Risk Audit

Context and Regulatory Origin: Higher education institutions spend millions annually on third-party vendors for construction, IT services, and supplies. This high volume of transactions creates a prime environment for occupational fraud, including billing schemes, phantom vendors, embezzlement, and undisclosed conflicts of interest.

Audit Methodology and Procedures: The objective is to evaluate the vendor onboarding process, the segregation of duties in the accounts payable cycle, and the effectiveness of the institution's whistleblower hotline to prevent and detect fraud.

The auditor extracts the vendor master file and performs data analytics, comparing it against the employee database. The auditor searches for matching addresses, tax ID numbers, or bank routing accounts between vendors and employees, which may indicate a phantom vendor scheme or an undisclosed conflict of interest. The auditor also verifies compliance with nepotism policies, ensuring that bids are not awarded to vendors owned by immediate family members of full-time employees, unless strict statutory exceptions are met and publicly disclosed.

Additionally, the auditor evaluates the institution's anonymous reporting mechanism (whistleblower hotline). By analyzing Key Performance Indicators (KPIs) such as intake volume, anonymous reporting rate, substantiation rate, and average case closure time, the auditor ensures that reports of financial irregularities are handled promptly, objectively, and without retaliation against the reporter.

Broader Implications: Fraud investigations initiated by internal audit not only recover lost funds but also strongly deter future bad actors. By utilizing frameworks like the ACFE Occupational Fraud Framework, the internal auditor transitions the institution from a reactive posture to a proactive, anti-fraud culture, ensuring that unethical behavior, collusion, and management override of controls are detected early.

9. Federal Student Financial Aid (Title IV) and Return of Funds Audit

Context and Regulatory Origin: Community colleges process massive amounts of federal student aid under Title IV of the Higher Education Act. A critical compliance area involves students who withdraw before completing a term. If a student who receives Title IV funds officially or unofficially withdraws, the college must calculate the amount of unearned aid and return it to the Department of Education within strict timeframes. Furthermore, accurate enrollment status changes must be reported continuously to the National Student Loan Data System (NSLDS).

Audit Methodology and Procedures: The auditor ensures compliance with the Department of Education's requirements, focusing specifically on the Return of Title IV Funds (R2T4) and NSLDS reporting timelines. The auditor selects a sample of students who withdrew during the semester and recalculates the R2T4 formula. This ensures the Financial Aid Office determined the correct withdrawal date, accurately calculated the percentage of aid earned based on days attended, and returned unearned funds to the federal government within the mandated 45-day window.

Simultaneously, the auditor traces enrollment data from the Registrar's office to the NSLDS submissions to verify that changes in student enrollment status (e.g., dropping from full-time to

less-than-half-time) were reported accurately and within the required timeframe.

Broader Implications: An internal audit report at the City Colleges of Chicago previously identified findings related to the Return of Title IV Funds and post-withdrawal disbursements, prompting the Registrar and Financial Aid offices to convene and create new, robust reconciliation processes to ensure all students are accurately reported to NSLDS. Identifying and correcting these issues internally prevents the Department of Education from imposing severe monetary fines, limiting future aid, or placing the institution on Heightened Cash Monitoring (HCM) status.

10. Information Technology Controls and Cloud Service Provider Risk Audit

Context and Regulatory Origin: Community colleges hold vast amounts of highly sensitive student data subject to the Family Educational Rights and Privacy Act (FERPA) and financial information subject to the Gramm-Leach-Bliley Act (GLBA). The rapid migration of administrative systems to third-party Cloud Service Providers (CSPs) introduces significant cybersecurity, compliance, and operational risks.

Audit Methodology and Procedures: The auditor assesses the college's IT governance, logical access controls, and the risk management framework surrounding third-party cloud vendors and software management.

The auditor reviews the IT procurement and onboarding processes to ensure that CSPs undergo rigorous security assessments before contracts are signed. This includes reviewing vendor SOC 2 Type II reports, evaluating data interfaces, and ensuring proper encryption and data protection standards are explicitly required in the contract. The auditor tests Identity and Access Management (IAM) controls, verifying that user access to the ERP and student information systems is provisioned based strictly on the principle of least privilege, and that access is promptly revoked upon employee termination. Furthermore, the auditor investigates the use of unauthorized or "shadow" clouds by academic departments (e.g., faculty using unvetted third-party storage for sensitive student data) and recommends centralized IT oversight. The auditor may also assess advanced threat mitigation strategies, such as the deployment of honeypot management systems to detect threat actors within the university network.

Broader Implications: Data breaches in higher education carry astronomical financial and reputational costs, often resulting in class-action lawsuits and regulatory sanctions. An IT internal audit provides the Board of Trustees with assurance that executive management is not merely relying on blind trust when moving critical data to the cloud, but is actively enforcing encryption, testing disaster recovery backups, managing hardware lifecycles, and maintaining robust access controls.

Conclusion

The internal audit function within an Illinois community college is fundamentally distinct from external auditing. While an external auditor evaluates whether the historical financial statements present fairly in accordance with GAAP, the internal auditor serves as the central nervous system for organizational health and forward-looking risk management. By continuously scanning the horizon for emerging risks—be it a shift in the ICCB credit hour manual, a new interpretation of the SURS 3% penalty rule, or vulnerabilities in a new cloud ERP system—the

internal auditor ensures that the institution remains resilient, compliant, and agile.

The ten real-world audits detailed in this report demonstrate that the Principal Internal Auditor must possess a polymathic understanding of higher education operations. They must transition seamlessly from debating the nuances of the Grant Accountability and Transparency Act (GATA) with the research office, to interpreting the State Officials and Employees Ethics Act (SOEEA) with human resources, to enforcing the 10% change order rule with facilities management.

Ultimately, an effective internal audit department transforms compliance from a reactive, punitive exercise into a proactive, strategic advantage. By fostering a culture of transparency, accountability, and continuous improvement, the internal auditor safeguards not only the physical and financial assets of the community college but also its core mission of providing accessible, high-quality education to the public.

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Construction Manager at Risk - Downtown West Campus: Construction 2024-2026

Committee of the Whole: 8/11/2026

*Denotes updated information from last presentation

\$2,222,239.00

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Total Expensed
BR8245	BR8245 Board Resolution for Contingency for Downtown West Construction Project.					3/25/2025		\$2,222,239.00	
PCO CCF-009	This PCO is for the outstanding balance of \$5,915.00 where \$25,626.21 was applied to contaminated soils, fully exhausting Sitework Allowance #2 (Associated with PCO SA2 004)	4/21/2025	\$ 5,915.00	\$ 5,915.00	Approved	5/1/2025	NISC Northern Illinois Service Co	\$2,216,324.00	\$ 5,915.00
PCO CCF-008	CE #019 - DLC Foundation vs. Storm Sewer Due to conflict between the foundation in the SE corner of the DLC and the storm drain; the top of the footing is 728.5 and the bottom of the 12 inch storm pipe is at approximately 727.8. Ruiz will perform the following as a solution: Drop the elevation of the Foundation Walls approximately 1'-0", and refabricate concrete reinforcement.	4/15/2025	\$ 2,565.00	\$ 2,565.00	Approved	5/1/2025	Ruiz Construction Systems	\$2,213,759.00	\$ 8,480.00
PCO CCF-011	CE #023 - Contaminated Soils Use on 4/24 This PCO is for the unsuitable contaminated soils use on 4/24 Total Due = \$11,877.08	4/25/2025	\$ 11,877.08	\$ 11,877.08	Approved	5/1/2025	NISC Northern Illinois Service Co	\$2,201,881.92	\$ 20,357.08
PCO CCF-012	CE #024 - UST Removal in DLC Foundation NIS to perform the following due to an underground storage tank discovered in the DLC foundation: Remove and properly dispose of UST that had been discovered during excavation beneath the proposed foundation of the new DLC building.	4/28/2025	\$ 37,395.00	\$ 37,395.00	Approved	5/1/2025	NISC Northern Illinois Service Co	\$2,164,486.92	\$ 57,752.08
Terracon CO 4	Terracon's scope of services for the UST removal observation and reporting services related to the removal of the UST at the site will include: perform project coordination, UST removal observation, and associated data evaluation and reporting.	4/29/2025	\$ 12,250.00	\$ 12,250.00	Approved	4/29/2025	Terracon Consultants Inc	\$2,152,236.92	\$ 70,002.08
PCO-CCF-006	Precast Insulation Credit Deduct	2/26/2025	\$ (10,000.00)	\$ (10,000.00)	Approved	5/16/2025	Ruiz Construction Systems	\$2,162,236.92	\$ 60,002.08
PCO CCF-013	DTC EV Charger Electrical Rough Scope Remove all Credit back to owner for removal of EV Chargers at DTC	5/20/2025	\$ (2,228.00)	\$ (2,228.00)	Approved	5/22/2025	HELM Electric	\$2,164,464.92	\$ 57,774.08

PCO CCF 18	Contaminated Soils on 5/8 & 5/30: Overage on Contaminated Soils: Use for unsuitable Contaminated Soils on 5/8 & 5/23.	5/30/2025	\$ 2,670.41	\$ 2,670.41	Approved	6/10/2025	NISC Northern Illinois Service Co	\$2,161,794.51	\$ 60,444.49
PCO CCF 14	DLC & DTC ComEd New Service Costs	5/21/2025	\$ 9,326.00	\$ 9,326.00	Approved	6/12/2025	HELM Electric	\$2,152,468.51	\$ 69,770.49
PCO CCF 15	RFP #001 Floor Drain/ Floor Box Elimination	5/27/2025	\$ (3,540.00)	\$ (3,540.00)	Approved	6/12/2025	Ringland Johnson Construction	\$2,156,008.51	\$ 66,230.49
PCO CCF 17	Hand Dryers: Helm to provide the following due to no electrical connection shown on drawings: Add conduit wire and connect Hand Dryer in Bath 1210 and 1212.	5/30/2025	\$ 2,473.00	\$ 2,473.00	Approved	6/12/2025	Helm Electric	\$2,153,535.51	\$ 68,703.49
PCO CCF 019	Unsuitable Soils Sitework Allowance #1 (Remaining Balance Due) - - This PCO is for the outstanding balance due, fully exhausting Sitework Allowance #1	5/30/2025	\$ 4,416.00	\$ 4,416.00	Approved	6/18/2025	Ringland Johnson Construction	\$2,149,119.51	\$ 73,119.49
PCO CCF 020	Four Rivers Sanitation Authority (FRSA) Add for IC Permit Variance.	6/3/2025	\$ 205.00	\$ 205.00	Approved	6/18/2025	Ringland Johnson Construction	\$2,148,914.51	\$ 73,324.49
PCO CCF 16	PIC Adds on DLC & DTC (Control value indictor Code Req)	5/29/2025	\$ 12,266.22	\$ 12,266.22	approved	6/30/2025	NISC Northern Illinois Service Co	\$2,136,648.29	\$ 85,590.71
PCO CCF 022	Add for Switching DLC Pavers to Concrete Sidewalk	6/11/2025	\$ 1,539.75	\$ 1,539.75	Approved	7/11/2025	NISC Northern Illinois Service Co	\$2,135,108.54	\$ 87,130.46
PCO CCF 024	Barrier Curbs & ADA - RFI 100 Pricing Reconciliations (ADA Detectable Warning Panels)	6/17/2025	\$ 840.23	\$ 840.23	Approved	7/24/2025	NISC Northern Illinois Service Co	\$2,134,268.31	\$ 87,970.69
PCO CCF 025	Chestnut St. Entrance Apron - Owner Request for Additional Pavement Reconstruction (RHA @ Chestnut/Rockton)	6/17/2025	\$ 12,294.64	\$ 12,294.64	Approved	7/23/2025	NISC Northern Illinois Service Co	\$2,121,973.67	\$ 100,265.33
PCO CCF 028	DTC Hand Dryers connections with GFCI breakers Added	6/24/2025	\$ 3,950.00	\$ 3,950.00	Approved	7/14/2025	HELM Electric	\$2,118,023.67	\$ 104,215.33
PCO CCF 032R1	Eliminate Furring at DLC Elec Rooms	7/3/2025	\$ (2,548.00)	\$ (2,548.00)	Approved	7/23/2025	Rockwell Group	\$2,120,571.67	\$ 101,667.33
PCO CCF 007 REV 4	Structural ASI 001	7/17/2025	\$ 9,704.90	\$ 9,704.90	Approved	8/11/2025	Ruiz Construction Systems	\$2,110,866.77	\$ 111,372.23
PCO CCF 021 REV1	Credit Request for Switching Cast to PVC in Autobody and Auto Lab	6/10/2025	\$ (14,626.20)	\$ (14,626.20)	Approved	8/6/2025	MILLER ENGINEERING	\$2,125,492.97	\$ 96,746.03
PCO CCF 033 R1	Compressed Air Piping Miller Engineering to perform the following due to ASI #009: Add for compressed air piping in the DTC building.	7/9/2025	\$ 18,036.43	\$ 18,036.43	Approved	8/6/2025	MILLER ENGINEERING	\$2,107,456.54	\$ 114,782.46
PCO CCF 034	Credit for Remove scope of furnishing and installing the phenolic panels at the soffit	7/22/2025	\$ (53,200.00)	\$ (53,200.00)	Approved	8/6/2025	AMERICAN IGLOO BUILDERS	\$2,160,656.54	\$ 61,582.46
PCO CCF 030 R1	DTC rebar Shops: Jimmy'Z to perform the following: Step down CMU to 0'0" at Stair 2. Refer to masonry rebar shop drawings detial Z R02E.	7/2/2025	\$ 3,138.00	\$ 3,138.00	Approved	8/14/2025	Jimmy'Z Masonry	\$2,157,518.54	\$ 64,720.46
PCO CCF 035	Helm Electric RCO 11 & 12 Deduct VFDs	7/28/2025	\$ (28,886.00)	\$ (28,886.00)	Approved	8/14/2025	Jimmy'Z Masonry	\$2,186,404.54	\$ 35,834.46

PCO CCF 036 R1	ASI 010 Revised Scope Adjustment Cardinal Glass Company to provide labor and materials for the following: on the DTC - Changing from glass type GL10 to GL14 on Door 6100A. Approximately 48 square feet. Change from GL14 to GL10 at curtainwall elevation C includes door 6105A.	7/29/2025	\$ (1,182.00)	\$ (1,182.00)	Approved	8/14/2025	Cardinal Glass Co	\$2,187,586.54	\$ 34,652.46
PCO CCF 037	Nicor Gas Sleeves -Northern Illinois proposes the following: Provide and install 4" PVC sleeve for Nicor Gas service at DLC & DTC (approx. 70' for DLC & approx. 90' for DTC).	8/1/2025	\$ 4,803.90	\$ 4,803.90	Approved	8/20/2025	NISC Northern Illinois Service Co	\$2,182,782.64	\$ 39,456.36
PCO CCF 038	Storm Sewer and Grade Conflict/ Bust in DTC Lot	8/1/2025	\$ 8,551.25	\$ 8,551.25	Approved	8/20/2025	NISC Northern Illinois Service Co	\$2,174,231.39	\$ 48,007.61
PCO CCF 039	Relocate FHV Cabinet	8/5/2025	\$ 1,478.20	\$ 1,478.20	Approved	8/20/2025	Nelson Fire Protection	\$2,172,753.19	\$ 49,485.81
PCO CCF 023 REV 2	ASI 033 Mechanical and Electrical Updates: Miller Plumbing and Helm Electric shall incorporate project changes (Plumbing & Electrical) differing from original basis of design; as modified/noted by the Architect of Record and Engineer of Record and as set forth in ASI #003.	6/16/2025	\$ 20,812.60	\$ 20,812.60	Approved	8/29/2025	Helm Electric and Miller Plumbing	\$2,151,940.59	\$ 70,298.41
PCO CCF 029 Rev3	ASI #006 Per ASI – 6R1, there are changes that are being made to the location/orientation of the exterior site lighting. These changes are at no cost to the Project per standard details that are included in the Electrical Project Drawings. This zero-dollar change order is an official acknowledgement of the changes being incorporated as set forth by the Design Teams of record.	6/24/2025	\$ -	\$ -	Approved	9/16/2025	HELM Electric	\$2,151,940.59	\$ 70,298.41
PCO CCF 040	ASI 002 - RVC Structural Ruiz to perform the following labor and materials:	8/12/2025	\$ 21,032.78	\$ 21,032.78	Approved	9/16/2025	Ruiz Construction Systems	\$2,130,907.81	\$ 91,331.19
PCO CCF 044	ASI 016 Exterior Insulation: Changes per ASI 016	8/20/2025	\$ 3,532.00	\$ 3,532.00	Approved	9/11/2025	American Igloo, Rockwell Group	\$2,127,375.81	\$ 94,863.19
PCO CCF 051	CE #066 - RFI #165 Adds Excavate and backfill as required to allow for concrete saw cutting. Saw cut walls of precast concrete inlets to shorten structures as required in (3) locations.	9/15/2025	\$ 2,625.00	\$ 2,625.00	Approved	9/26/2025	NISC Northern Illinois Service Co	\$2,124,750.81	\$ 97,488.19
PCO CCF 054	CE #069 - Interior Bollards In accordance with ASI 018R1 and updated drawing A1.10, the following work is to be performed: Bollards. Concrete Anchorage. Slab Modifications	9/26/2025	\$ 5,754.14	\$ 5,754.14	Approved	10/3/2025	Ruiz Construction Systems	\$2,118,996.67	\$ 103,242.33

PCO CCF 010 REV 6	BP4 IFB vs. BP5 IFB Drawings - Structural Changes Pricing Reconciliation	9/10/2025	\$ 67,416.64	\$ 67,416.64	Approved	10/13/2025	Ruiz Construction Systems; NISC	\$2,051,580.03	\$ 170,658.97
PCO CCF 042 R1	DTC ASI 012	8/18/2025	\$ 3,973.42	\$ 3,973.42	Approved	10/16/2025	Miller Engineering Co	\$2,047,606.61	\$ 174,632.39
PCO CCF 043 R1	ASI 002 Masonry Changes	8/19/2025	\$ 228.00	\$ 228.00	Approved	10/13/2025	Jimmy'Z Masonry	\$2,047,378.61	\$ 174,860.39
PCO CCF 049 R1	DTC PIV Adds and Deducts	9/9/2025	\$ 6,832.51	\$ 6,832.51	Approved	10/16/2025	Miller Engineering Co; NISC	\$2,040,546.10	\$ 181,692.90
PCO CCF 050	CE #065 - DLC Added Fixture Length F7 The approved lighting submittal shows that DLC F7 (Qty 2), originally listed as 4' on the fixture schedule, now needs to be provided as 8'.	9/10/2025	\$ 780.00	\$ 780.00	Approved	10/13/2025	HELM Electric	\$2,039,766.10	\$ 182,472.90
PCO CCF 052	RFI #137 Adds Per RFI 137, the updated drawings reflect the following changes to the scope of work: • Installation of an open site drain, including all related vent piping, to accommodate the irrigation line drain. • Installation of a drain line complete with valve and cap.	9/17/2025	\$ 703.33	\$ 703.33	Approved	10/13/2025	Miller Engineering Co	\$2,039,062.77	\$ 183,176.23
PCO CCF 053	Unsuitable (non-bearing) allowance	9/19/2025	\$ 29,629.63	\$ 29,629.63	Approved	10/10/2025	NISC Northern Illinois Service Co	\$2,009,433.14	\$ 212,805.86
PCO CCF 055	DTC Paint Booths: Exhaust vs. IFB SS Locations vs. Precast Planking	9/26/2025	\$ 3,535.71	\$ 3,535.71	Approved	10/19/2025	Ruiz Construction Systems	\$2,005,897.43	\$ 216,341.57
PCO CCF 056	Hollow Core Plank 175X Support	9/26/2025	\$ 718.37	\$ 718.37	Approved	10/19/2025	Ruiz Construction Systems	\$2,005,179.06	\$ 217,059.94
PCO CCF 057	Hollow Core Plank 178X and 179X9 Support (Structural)	9/26/2025	\$ 909.18	\$ 909.18	Approved	10/19/2025	Ruiz Construction Systems	\$2,004,269.88	\$ 217,969.12
PCO CCF 060	DLC & DTC ASI-022 Piping Diameter REvisions for Terminal Heat Transfer Units	9/29/2025	\$ 3,906.25	\$ 3,906.25	Approved	10/13/2025	Miller Engineering Co	\$2,000,363.63	\$ 221,875.37
PCO CCF 061	Bent Plate at Ramp to Mechanical Roof	9/30/2025	\$ 720.00	\$ 720.00	Approved	10/13/2025	Rockwell Group	\$1,999,643.63	\$ 222,595.37
PCO CCF 045R1	ASI 015 DTC Gates	8/26/2025	\$ 8,036.00	\$ 8,036.00	DKA review	11/18/2025	Helm Electric	\$1,991,607.63	\$ 230,631.37
PCO CCF 064	RFI #206 Reconcile Gyp Board over CMU removed from Scope.	10/14/2025	\$ (1,484.00)	\$ (1,484.00)	Approved	11/11/2025	Rockwell Group	\$1,993,091.63	\$ 229,147.37
PCO CCF 066	ComEd CE #083 Reimbursement for utility costs for temporary power usage at job site	10/21/2025	\$ 3,913.32	\$ 3,913.32	Approved	11/13/2025	ComEd Electric	\$1,989,178.31	\$ 233,060.69
PCO CCF 067	Deduct TV Display Corridor 6200 DTC	10/23/2025	\$ (2,580.00)	\$ (2,580.00)	Approved	11/13/2025	Helm Electric	\$1,991,758.31	\$ 230,480.69

PCO CCF 069	Lift installation - RVC Cabinets required to incorporate installation.	10/24/2025	\$ 2,716.23	\$ 2,716.23	Approved	11/11/2025	Standard Industrial & Automotive Equipment	\$1,989,042.08	\$ 233,196.92
PCO CCF 070	Curtain Wall North Side DLC Interference	11/3/2025	\$ 4,122.00	\$ 4,122.00	Approved	11/11/2025	Rockwell Group	\$1,984,920.08	\$ 237,318.92
PCO CCF 062 R1	DTC Adds and Deduct: Deduct for Cord Reels per RFI #41 DTC. Added Hand Dryer DTC per RFI #186. Add per Electrical DTC Add Accesory Trim. Resulting total amount is a CREDIT -1,943.00	10/6/2025	\$ (1,943.00)	\$ (1,943.00)	Approved	12/4/2025	Helm Electric	\$1,986,863.08	\$ 235,375.92
PCO CCF 065 R1	Change door from Clear Anodized to Black Painted	10/17/2025	\$ 9,387.00	\$ 9,387.00	Upcoming	12/4/2025	Cardinal Glass	\$1,977,476.08	\$ 244,762.92
PCO CCF 072	DLC - Hand Dryer - Toilet Room 1214	11/6/2025	\$ 2,824.00	\$ 2,824.00	Approved	12/4/2025	Helm Electric	\$1,974,652.08	\$ 247,586.92
PCO CCF 074	DTC: Conflict with Base Plate and Curtain Wall	11/17/2025	\$ 2,720.00	\$ 2,720.00	Approved	12/4/2025	Rockwell Group; American Igloo; Cardinal Glass	\$1,971,932.08	\$ 250,306.92
PCO CCF 076R1	DTC Roof Scupper - rework needed	12/16/2025	\$ 4,535.00	\$ 4,535.00	Approved	12/30/2025	Rockwell Group; Miller Engineering Co	\$1,967,397.08	\$ 254,841.92
PCO CCF 077	DLC Mechanical Roof Clips - Tube Steel at roof	12/11/2025	\$ 2,350.00	\$ 2,350.00	Approved	12/30/2025	Rockwell Group	\$1,965,047.08	\$ 257,191.92
PCO CCF 078	DLC Exposed Columns at High Roof	12/11/2025	\$ 4,300.00	\$ 4,300.00	Approved	12/30/2025	HC Anderson Roofing; Rockwell Group	\$1,960,747.08	\$ 261,491.92
PCO CCF 083	ASI 031 changes include revisions to natural gas piping scope.	12/15/2025	\$ 6,975.55	\$ 6,975.55	Approved	12/19/2025	Miller Engineering Co	\$1,953,771.53	\$ 268,467.47
PCO CCF 068 R3	Top of Foundation Wall Elevation Discrepancy	10/24/2025	\$ 44,729.08	\$ 44,729.08	Approved	1/9/2026	Ruiz Construction Systems	\$1,909,042.45	\$ 313,196.55
PCO CCF 071 R1	Zero Spandrel Conflict Brake Metal	11/3/2025	\$ 16,189.00	\$ 16,189.00	Approved	1/8/2026	Cardinal Glass Co	\$1,892,853.45	\$ 329,385.55
PCO CCF 075	EOD Dimensions Interfere with CFMF - Steel stud system & Bent Plate	12/1/2025	\$ 1,706.12	\$ 1,706.12	Approved	1/6/2026	Ruiz Construction Systems	\$1,891,147.33	\$ 331,091.67
PCO CCF 079	E-Stop Changes per ASI 25 drawings	12/15/2025	\$ 16,002.04	\$ 16,002.04	Approved	1/6/2026	Helm Electric; Miller Engineering Co	\$1,875,145.29	\$ 347,093.71
PCO CCF 081R1	CE #098 Confirmation of Door Location Relative to Concrete Walkway (Plumbing)	11/26/2025	\$ 563.20	\$ 563.20	Approved	1/6/2026	Miller Engineering Co	\$1,874,582.09	\$ 347,656.91
PCO CCF 084	RFI # 253 - Elevator Pit extra piping due to sump pump location change	12/10/2025	\$ 2,263.34	\$ 2,263.34	Approved	1/6/2026	Miller Engineering Co	\$1,872,318.75	\$ 349,920.25
PCO CCF 087	Contaminated Soils in November 2025	12/22/2025	\$ 1,194.12	\$ 1,194.12	Approved	1/8/2026	Northern Illinois Service	\$1,871,124.63	\$ 351,114.37
PCO CCF 086	ASI #034 Changes	12/19/2025	\$ (1,869.72)	\$ (1,869.72)	Approved	1/27/2026	Miller Engineering Co	\$1,872,994.35	\$ 349,244.65
PCO CCF 088	RCO-29 DTC & DLC Camera Deduct (Multi xis IP Cameras and Genetec licensens)	1/5/2026	\$ (46,488.00)	\$ (46,488.00)	Approved	1/27/2026	Helm Electric	\$1,919,482.35	\$ 302,756.65

PCO CCF 089	RCO-31 Add for Security Cable Change (RFI 265)	1/7/2026	\$ 7,680.28	\$ 7,680.28	Approved	1/27/2026	Helm Electric	\$1,911,802.07	\$ 310,436.93
PCO CCF 090	HM Door Frames	1/12/2026	\$ 4,435.00	\$ 4,435.00	Approved	1/19/2026	Jimmy'Z Masonry	\$1,907,367.07	\$ 314,871.93
PCO CCF 059 R4	ASI 013 R1 Door Revisions	9/26/2025	\$ 12,441.69	\$ 12,441.69	Approved	2/5/2026	Ruiz Construction Systems; Cardinal Glass Co	\$1,894,925.38	\$ 327,313.62
PCO CCF 080R1	DLC Wall and Sill Detail at S. Wall 2nd Fl	11/26/2025	\$ 5,400.00	\$ 5,400.00	Approved	2/6/2026	Rockwell Group	\$1,889,525.38	\$ 332,713.62
PCO CCF 092	RFI #248 DLC Beam Issue	1/15/2026	\$ 14,423.47	\$ 14,423.47	Approved	2/5/2026	Ruiz Construction Systems	\$1,875,101.91	\$ 347,137.09
PCO CCF 085 R1	RFI #128 DLC: Boiler and Water Heater Venting Issues as Designed	12/9/2025	\$ 1,102.50	\$ 1,102.50	Approved	2/14/2026	Miller Engineering Co	\$1,873,999.41	\$ 348,239.59
PCO CCF 091 R1	ASI # 030 - HVAC soffit fin tube piping layout and sizing, and supply duct addition	1/13/2026	\$ 9,144.07	\$ 9,144.07	Approved	2/14/2026	Miller Engineering Co	\$1,864,855.34	\$ 357,383.66
PCO CCF 093	DTC East Wall Brick Masonry MEPFP Wall Penetrations	1/20/2026	\$ 3,556.00	\$ 3,556.00	Approved	2/22/2026	Miller Engineering Co, Helm Electric, Nelson Fire Protection, Jimmy'Z Masonry	\$1,861,299.34	\$ 360,939.66
PCO CCF 100	Per ASI 020 Rev. 1, provide demolition of existing storm piping and reroute storm piping in accordance with the revised drawings.	2/3/2026	\$ 5,878.32	\$ 5,878.32	Approved	2/22/2026	Miller Engineering Co	\$1,855,421.02	\$ 366,817.98
PCO CCF 101	Added Flashing at DTC RTU Roof Deck	2/4/2026	\$ 3,920.00	\$ 3,920.00	Approved	2/24/2026	HC Anderson - Roofing	\$1,851,501.02	\$ 370,737.98
PCO CCF 094	Temp Enclosures December (Remaining Amount Due)	1/21/2026	\$ 3,411.13	\$ 3,411.13	Approved	3/8/2026	Ruiz Construction Systems	\$1,848,089.89	\$ 374,149.11
PCO CCF 102	ASI 036 provide ECE duct work, black SAT ceiling system and add six concealed heads with black cover plates.	2/11/2026	\$ 10,083.60	\$ 10,083.60	Approved	3/11/2026	Nelson Fire; Rockwell Group	\$1,838,006.29	\$ 384,232.71
PCO CCF 103	DLC Vestibule 6107 Ceiling	2/17/2026	\$ 1,711.00	\$ 1,711.00	Approved	3/11/2026	Rockwell Group; Helm Electric	\$1,836,295.29	\$ 385,943.71
PCO CCF 096 R1	ASI #017 Costs Folding Grilles includes specifications for manual folding grille located DLC food service area.	1/26/2026	\$ 16,704.10	\$ 16,704.10	Approved	4/1/2026	Ruiz Construction Systems	\$1,819,591.19	\$ 402,647.81
PCO CCF 106	Added Low-Voltage Contacts for TCC Add low-voltage temperature control contracts at 64 locations for integration with lighting controls.	2/26/2026	\$ 2,929.00	\$ 2,929.00	Approved	4/1/2026		\$1,816,662.19	\$ 405,576.81
PCO CCF 107	RFI #335 Costs DTC: Compressed Air Lines at Engine and Diesel Lab Issues	3/2/2026	\$ 1,447.68	\$ 1,447.68	Approved	4/1/2026	Miller Engineering Co	\$1,815,214.51	\$ 407,024.49
PCO CCF 108	Per ASI 037, provide one full port resilient shutoff valve before fire protection backflow preventer in the DLC and DTC.	3/2/2026	\$ 5,627.44	\$ 5,627.44	Approved	4/1/2026	Miller Engineering Co, Nelson Fire Prot	\$1,809,587.07	\$ 412,651.93

PCO CCF 109	Temp Enclosures labor and material January.	3/3/2026	\$ 6,590.95	\$ 6,590.95	Approved	4/10/2026	Ruiz Construction Systems	\$1,802,996.12	\$ 419,242.88
PCO CCF 110	ASI 038 move mullion-mount intercom from exterior side of door 6107A to exterior 6107B	3/18/2026	\$ 5,214.00	\$ 5,214.00	Approved	4/10/2026	Cardinal Glass; Helm Electric	\$1,797,782.12	\$ 424,456.88
PCO CCF 111 R1	DTC Electrical Devices at Building Entrances relocate align with outermost panel	3/19/2026	\$ 4,709.00	\$ 4,709.00	Approved	4/14/2026	Helm Electric; Rockwell Group	\$1,793,073.12	\$ 429,165.88
PCO CCF 112 R1	RFI 310 DTC: Fireproofing at Fire Wall	3/23/2026	\$ 8,906.00	\$ 8,906.00	Approved	4/14/2026	Helm Electric; Rockwell Group	\$1,784,167.12	\$ 438,071.88
PCO CCF 113	CE #145 - DLC L-3 Per RFI #349: Miller is providing L-3 Bradley sink with top to North wall of lactation room. (Total length 70-3/4").	4/8/2026	\$ 3,970.72	\$ 3,970.72	Approved	4/14/2026	Miller Engineering Co	\$1,780,196.40	\$ 442,042.60
PCO CCF 104	DTC RFI 316	2/24/2026	\$ 817.00	\$ 817.00	Approved	4/24/2026	Rockwell Group; Cardinal Glass	\$1,779,379.40	\$ 442,859.60
PCO CCF 114	DTC Added Tamper Valve	4/9/2026	\$ 2,405.00	\$ 2,405.00	Approved	4/24/2026	Helm Electric	\$1,776,974.40	\$ 445,264.60
PCO CCF 095 R2	DLC Flex Storage East Wall Floor Gap	1/23/2026	\$ 1,023.88	\$ 1,023.88	Approved	6/1/2026	Ruiz Construction Systems	\$1,775,950.52	\$ 446,288.48
PCO CCF 105R4	Technology OSI -The following reflects equipment changes and deletions requested in the AV equipment for both the DTC and DLC building.	2/24/2026	\$ (283.00)	\$ (283.00)	Approved	5/4/2026	Helm Electric	\$1,776,233.52	\$ 446,005.48
PCO CCF 117	Temp Enclosures February through March	4/16/2026	\$ 10,900.03	\$ 10,900.03	Approved	6/1/2026	Ruiz Construction Systems	\$1,765,333.49	\$ 456,905.51
PCO CCF 118	RFI 363: Cloud Ceiling Finish Per RFI 363: Prep and paint exposed ceiling above clouds in room 1200.	4/23/2026	\$ 882.24	\$ 882.24	Approved	6/1/2026	Ruiz Construction Systems	\$1,764,451.25	\$ 457,787.75
PCO CCF 119	RFI #016: DTC & DLC Required Slope at Floor Drains	4/24/2026	\$ 5,600.00	\$ 5,600.00	Approved	5/8/2026	Northern Illinois Tile & Terrazzo	\$1,758,851.25	\$ 463,387.75
PCO CCF 120	System Server Change: Helm to provide the following: Single server solution for both the DLC and DTC.	4/29/2026	\$ 2,146.00	\$ 2,146.00	Approved	6/1/2026	Helm Electric	\$1,756,705.25	\$ 465,533.75
PCO CCF 121	Delete Auto Operators at DC 6105A and 6105B	5/18/2026	\$ (169.00)	\$ (169.00)	Approved	6/1/2026	Cardinal Glass Co	\$1,756,874.25	\$ 465,364.75
PCO CCF 123	Repair Damage to Temporary Fence on west side of project- April 2026	5/20/2026	\$ 831.40	\$ 831.40	Approved	6/1/2026	Northern Illinois Service	\$1,756,042.85	\$ 466,196.15
PCO CCF 122	RFI 375 Boss Carpet	5/18/2026	\$ 8,282.00	\$ 8,282.00	Approved	6/8/2026	Boss Carpet One	\$1,747,760.85	\$ 474,478.15
PCO CCF 124	Temp Enclosures April	5/22/2026	\$ 5,620.06	\$ 5,620.06	Approved	6/9/2026	Ruiz Construction Systems	\$1,742,140.79	\$ 480,098.21
PCO CCF 125	Tamper Switch (RFI 392)	5/28/2026	\$ 4,372.00	\$ 4,372.00	Approved	6/8/2026	Helm Electric	\$1,737,768.79	\$ 484,470.21
PCO CCF 126	RVC DTC Parts Washers	5/27/2026	\$ 10,647.00	\$ 10,647.00	Approved	6/8/2026	Helm Electric	\$1,727,121.79	\$ 495,117.21
PCO CCF 127	Adjust Heads in Cloud Ceilings (RFI 358)	5/27/2026	\$ 727.00	\$ 727.00	Approved	6/8/2026	Nelson Fire Protection	\$1,726,394.79	\$ 495,844.21
PCO CCF 128	Unsuitable Soils Job Trailer Area & NEC by DLC Entrance	5/28/2026	\$ 57,096.30	\$ 57,096.30	Approved	6/8/2026	Northern Illinois Service	\$1,669,298.49	\$ 552,940.51

PCO CCF 116	DTC Roof Beam Repair	4/15/2026	\$ 13,213.00	\$ 13,213.00	Approved	6/26/2026	Rockwell Group	\$1,656,085.49	\$ 566,153.51
PCO CCF 129	DTC Fireproofing at Fire Wall - Shaft Wall Assembly Paint	5/29/2026	\$ 574.69	\$ 574.69	Approved	6/23/2026	Ruiz Construction Systems	\$1,655,510.80	\$ 566,728.20
PCO CCF 130	Low Limit Locations for RTU (RFI 387, Credit)	6/3/2026	\$ (840.00)	\$ (840.00)	Approved	6/16/2026	Miller Engineering Co	\$1,656,350.80	\$ 565,888.20
PCO CCF 132	Omit Fine Grading and Turf Seeding Scope	6/4/2026	\$ (24,840.00)	\$ (24,840.00)	Approved	6/23/2026	Northern Illinois Service	\$1,681,190.80	\$ 541,048.20
PCO CCF 134	Temp Enclosures May	6/5/2026	\$ 2,031.13	\$ 2,031.13	Approved	6/23/2026	Ruiz Construction Systems	\$1,679,159.67	\$ 543,079.33
PCO CCF 135	DTC Fire Damper	6/12/2026	\$ 2,053.66	\$ 2,053.66	Approved	6/23/2026	Miller Engineering	\$1,677,106.01	\$ 545,132.99
PCO CCF 136	Add Panic Bar to Exit Gage	6/12/2026	\$ 1,647.80	\$ 1,647.80	Approved	6/23/2026	Northern Illinois Service	\$1,675,458.21	\$ 546,780.79
PCO CCF 137	Dumpster Allowance Usage June (Remaining Balance Due)	6/22/2026	\$ 2,458.80	\$ 2,458.80	Approved	6/29/2026	Ruiz Construction	\$1,672,999.41	\$ 549,239.59
PCO CCF 138	Temp Enclosures June	6/22/2026	\$ 1,705.73	\$ 1,705.73	Approved	6/29/2026	Ruiz Construction	\$1,671,293.68	\$ 550,945.32
PCO CCF 139	Builder's Risk Insurance Extension	6/23/2026	\$ 5,813.00	\$ 5,813.00	Approved	6/29/2026	Ringland Johnson Construction	\$1,665,480.68	\$ 556,758.32
PCO CCF 140	Overtime ROM - Glass & Glazing, Flooring, Capentry & General Trades, Ceiling	6/25/2026	\$ 14,998.14	\$14,998.14	Approved	7/2/2026	Cardinal Glass; Boss Carpet One; Ruiz Construction; Rockwell Group	\$1,650,482.54	\$ 571,756.46
* PCO CCF 141	RFI #410: EV Lab 1504 Fire damper	6/29/2026	\$ 2,672.65	\$ 2,672.65	Approved	7/13/2026	Miller Engineering	\$1,647,809.89	\$ 574,429.11
* PCO CCF 142	Construction Manager Additional Fee	7/6/2026	\$ 60,000.00	\$ 60,000.00	Approved	7/16/2026	Ringland Johnson Construction	\$1,587,809.89	\$ 634,429.11
* PCO CCF 133	General Clean Up May (Remaining Amount Due)	6/30/2026	\$ 7,471.00	\$ 7,471.00	Approved	7/25/2026	Ruiz Construction	\$1,580,338.89	\$ 641,900.11
* PCO CCF 144	Temp Enclosures second half of June	7/15/2026	\$ 1,378.92	\$ 1,378.92	Approved	7/31/2026	Ruiz Construction	\$1,578,959.97	\$ 643,279.03
* PCO CCF 145	General Clean up June	7/15/2026	\$ 26,381.55	\$ 26,381.55	Approved	7/31/2026	Ruiz Construction	\$1,552,578.42	\$ 669,660.58
* PCO CCF 146	ASI 039 Ductwork Grille and Fire Damper	7/17/2026	\$ 3,742.68	\$ 3,742.68	Approved	7/31/2026	Miller Engineering	\$1,548,835.74	\$ 673,403.26
* PCO CCF 147	RVC DLC Base Alternate (Credit)	7/17/2026	\$ (861.00)	\$ (861.00)	Approved	7/31/2026	Boss Carpet One	\$1,549,696.74	\$ 672,542.26
* PCO CCF 148	RVC Camera reconcile - Site Construction Security Camera service (CREDIT)	7/17/2026	\$ (1,800.00)	\$ (1,800.00)	Approved	7/31/2026	Ringland Johnson Construction	\$1,551,496.74	\$ 670,742.26
* PCO CCF 149	Elevator protection - heat and monitor module	7/22/2026	\$ 10,860.50	\$ 10,860.50	Approved	8/1/2026	Helm Electric; Nelson Fire Protection	\$1,540,636.24	\$ 681,602.76
*CO-1-SF	Landscaping - Semper Fi Land - Turf Seed Installation - Credit received on removed scope NISC PCO CCF 132	6/11/2026	\$ 25,000.00	\$ 25,000.00	Approved	6/17/2026	SEMPER FI LAND	\$1,515,636.24	\$ 706,602.76

Project: Turf Athletic Fields - SITEWORK - Baseball, Softball, Soccer - Construction 2025-2026

Committee of the Whole: 8/11/2026

*Denotes updated information from last presentation

\$129,826.34

Change Order Number	Proposed Change Order #	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
1	PCO-1	Additional Cost for Builders Risk insurance policy required by Contract was not in the contractor's original cost.	9/25/2025	\$1,429.96	\$1,429.96	APPROVED	10/21/2025 *Rev-1 Approved 11/18/2025	TEAM REIL	\$128,396.38
1-S	PCO-1 S	Added two gates to fence at Soccer Field SOCCER	1/6/2026	\$3,795.73	\$3,795.73	APPROVED	1/30/2026	TEAM REIL	\$124,600.65
2	PCO-004	Rev 3 - Softball - Demo concrete flatwork at Softball both dugouts.	4/6/2026	\$2,834.34	\$2,834.34	APPROVED	4/14/2026	TEAM REIL	\$121,766.31
3	PCO-007	This construction bulletin provides updates to drawings to give direction on the approval to expand the left field and right field outfield berm for spectator seating. Total amount identified in the CO will result in no change to the contract. \$0 Zero dollars cost. SOFTBALL	4/29/2026	\$0.00	\$0.00	APPROVED	5/7/2026	TEAM REIL	\$121,766.31
4	PCO-008	Fence sections and Gates added - total of 2 - BASEBALL	6/12/2026	\$11,381.50	\$11,381.50	APPROVED	7/2/2026	TEAM REIL	\$110,384.81
5	PCO-009	Fence sections and Gates added - total of 2 - SOFTBALL	6/12/2026	\$10,414.07	\$10,414.07	APPROVED	7/2/2026	TEAM REIL	\$99,970.74
6	PCO-019	Concrete and Dugout - 1st Base side only - BASEBALL	6/23/2026	\$11,395.16	\$11,395.16	APPROVED	7/2/2026	TEAM REIL	\$88,575.58
7	PCO-005	Concrete and Dugout - 1st Base side only - SOFTBALL	6/12/2026	\$4,865.59	\$4,865.59	APPROVED	7/2/2026	TEAM REIL	\$83,709.99
* 8	PCO-020	Remove and replace concrete at 3rd base dugout - SOFTBALL	7/2/2026	\$11,463.45	\$11,463.45	APPROVED	7/7/2026	TEAM REIL	\$72,246.54
* 2-S	PCO-003 S	SOCCER Potential Change Order #003: CE #004 Install Concrete Pad Inside Fence at Press Box	7/20/2026	\$16,662.52	\$16,662.52	APPROVED	8/3/2026	TEAM REIL	\$55,584.02

Election for Members of the Board of Trustees

Background:

The Consolidated Election for members of the Board of Trustees of Community College District No. 511 is required to be held on April 6, 2027. At this election, two Board members shall be elected for a term of six years each. Said election shall be conducted by the County Clerks of the Counties within this District and the Board of Election Commissioners of the City of Rockford in the manner provided in the "Illinois Election Code" for conducting such elections.

The first day to circulate nominating petitions is August 25, 2026.

The filing period for filing statements of candidacy and nominating petitions with the Secretary of the Board or designated representative for the April 6, 2027, Consolidated Election is November 16, 2026, through November 23, 2026, between the hours of 8:30 a.m. and 4:30 p.m.

Recommendation:

The Rock Valley College Board of Trustees acknowledges the scheduling of an election for members of the Community College Board to be held on Tuesday, April 6, 2027, to elect two board members for a term of six years each. The Board of Trustees also appoints the Chief Financial Officer and staff as the Board's designated representative to receive the statements of candidacy, nominating petitions, and election results from the various local election authorities and to transmit the results to the Board of Trustees within the time permitted by law (110 ILCS 805/3-7. 10).

Statements of candidacy and nominating petitions shall be filed in the Financial Services office in the Support Services Building at Rock Valley College, 3301 N. Mulford Road, Rockford, Illinois, between the hours of 8:30 a.m. and 4:30 p.m. CST each day except Saturdays, Sundays, and legal holidays beginning on November 16, 2026, and ending on November 23, 2026. Names of the candidates shall be submitted to the voters in the order determined by the applicable provisions of the Illinois Election Code.

Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees



ROCK VALLEY COLLEGE BOARD POLICY MANUAL ARTICLE 4-STUDENT REVIEW

August 11, 2026
Dr. Terrica Huntley
Vice President of Human Resources
Board of Trustees Committee of the Whole

ABOUT RVC

Rock Valley College is a comprehensive two-year community college in Rockford, Illinois, offering more than 100 courses for transfer, career programs, and certificates.

MISSION STATEMENT

Rock Valley College empowers students and the community through lifelong learning.

VISION STATEMENT

Rock Valley College empowers the community to grow as a society of learners through well-designed educational pathways that lead to further education, rewarding careers, cultural enrichment, and economic and technological development.

THE FOUR PILLARS

Rock Valley College is guided by its 2022-2027 Strategic Plan, which contains four strategic plan pillars.



PROCESS OVERVIEW

- Robbins Schwartz attorneys will perform an initial review to ensure all policies comply with current legal standards.
- The Assistant to the President and the Vice President of Human Resources will review the amended document to ensure policies align with current college practices.
- Trustees will be provided with a video explanation of the changes made to the policies in advance of the meeting.
- Recommended changes are presented to the Board of Trustees for a first reading. Board members will receive both a redlined version of the article with proposed changes and a clean version with changes applied for ease of comparison.
- Trustees are encouraged to provide their feedback, questions, and comments to the Office of the President for review.
- If there are no lingering concerns, a second reading is presented to the Board of Trustees for review prior to voting on applicable changes.
- Any existing/continuing concerns or changes will be reviewed by all parties prior to final Board approval.
- If approved, Human Resources and Marketing and Communications work together to update the article of the Board Policy Manual on the College's website.

EXECUTIVE SUMMARY

- Article 4-Students of the Rock Valley College Board Policy Manual addresses general, student handbook, and academic guidelines specifically for students.
- Many of the policies are being updated in conjunction with legal acts, employment statutes, enforcement policies, and Illinois Community College Board (ICCB) guidelines for fair labor practices, general guidelines for employment at the College, and benefits and compensation allocation. In this section, we focused on confirming the following in each policy:
 - Board Report numbers that match college records.
 - Usage of titles and descriptors that align with functions of the College.
 - Implementation of Programs/Committees/Initiatives/Plans to support Board Policy and relevant acts and legal guidelines.
 - The requirement of procedural manuals and administrative procedures where mentioned in Board Policy.
 - Consistent messaging in the Student Handbook.
 - Deletion of four policies from Article 4-Students that were moved to Article 2-Operations, and deletion of two policies (based on guidance from Robbins Schwartz) that apply to the entire campus community (Employees, Students, Volunteers, Contractors).

ARTICLE 4: BOARD POLICIES REQUIRING ADMINISTRATIVE PROCEDURES/ GUIDELINES/PLANS

- 4:10.030 - Student Admissions
- 4:10.040 - Student Residency
- 4:10.050 - International Students
- 4:10.060 - Testing for Academic Placement and Career Placement
- 4:10.070 - Student Classification
- 4:10.080 - Auditing a Course
- 4:10.090 - Student Financial Aid Program
- 4:10.100 – Scholarships
- 4:10.110 - Military Service Personnel, Education Opportunities
- 4:10.120 - Senior Citizen Tuition for Credit Classes

ARTICLE 4: BOARD POLICIES REQUIRING ADMINISTRATIVE PROCEDURES/GUIDELINES/PLANS (CONT.)

- 4:10.140 - Student Rights and Responsibilities
- 4:10.150 - Student Conduct
- 4:10.160 - Student Grievance Process
- 4:10.170 - Acceptable Use for Information Technology Systems - Students
- 4:10.190 - Education Records
- 4:10.200 - Intercollegiate Athletics
- 4:10.210 - Recognized Student Clubs and Organizations
- 4:10.220 - Student Publications
- 4:10.230 - Student Use of Facilities
- 4:10.240 - Student Use of Personal Vehicle for College-Sanctioned Travel
- 4:10.250 - Student Individual and Group Travel
- 4:10.260 - Diversity, Equity and Inclusion

ARTICLE 4: BOARD POLICIES REQUIRING ADMINISTRATIVE PROCEDURES/GUIDELINES/PLANS (CONT.)

- 4:20.010 - Academic Integrity
- 4:20.020 - Intellectual Property and Copyright Act Compliance
- 4:20.030 - Class Attendance and Participation
- 4:20.040 - Course Credit Hour Determination
- 4:20.050 - Evaluation of Student Performance
- 4:20.060 - Academic Honors
- 4:20.070 - Standards for Academic Progress
- 4:20.080 - Academic Appeals
- 4:20.090 - Academic Forgiveness
- 4:20.100 - Course Repetitions
- 4:20.110 - Graduation Requirements
- 4:20.120 - CAREER Agreement
- 4:20.130 - Religious Observance
- 4:20.140 - Administrative Withdrawal
- 4:20.150 - Withdrawal from Class

RECOMMENDATIONS FOR POLICY DELETIONS

Policies Approved to move to Article 2-Operations

- 4:10.010 - Non-Discrimination (2:10.130)
- 4:10.020 - Prohibiting Sex Based Misconduct (2:20.035)
- 4:10.260 - Cultural Excellence and Belonging (new 2:10.140)
- 4:10.270 - Service and Other Animals Policy (2:20.120)

NEXT STEPS

- Conduct primary and secondary reading at the August and September 2026 Board meetings of the Board Policy Manual Article 4-Students.
- Apply and present any requested changes from Board members for discussion.
- Present to Trustees for final approval.
- Communicate and highlight the presence of updated Board Policies and Administrative Procedures to the college campus for Article 4-Students.
- Begin reviewing Board Policy Article 5-Finance with appropriate RVC Cabinet members and leaders.

NOTABLE CHANGES FOR EXISTING POLICIES IN ARTICLE 4-STUDENTS

RVC Board Policy 4:10.010

4:10.010- NON-DISCRIMINATION

- This policy has already been approved in 2:10.130.
- We are recommending deletion of this policy from this section and having one central policy in Article 2: Operations.

Non-Discrimination

The College provides equal opportunities in its admissions, educational and extracurricular programs and activities consistent with federal and state law. Discrimination is prohibited on the basis of race, color, religion, national origin, ancestry, citizenship status, sex, age, physical or mental disability, marital status, order of protection status, sexual orientation, including but not limited to gender related identity discrimination, pregnancy, reproductive health decisions, veteran status, or unfavorable military discharge, use of lawful products while not at work, genetic information, or other legally protected categories.

This policy of equal educational opportunities applies to all policies and procedures. This policy governs admission, access, participation, and treatment in College programs and activities, and application for and treatment in all aspects of educational and extracurricular programs and activities.

Upon request RVC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would create an undue hardship.

Individuals who believe they have not received equal educational opportunities or with questions about any type of discrimination in the educational setting should bring these concerns to the attention of the Vice President of Student Development Affairs (or designee). Students may raise concerns without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to the appropriate disciplinary action, up to and including expulsion or termination.

Reference: AR 314

Adopted/Implemented: April 8, 2014

Revised:



Elizabeth Becker

If not already considered, removal and placement in a place applicable to all college operations

Joseph Perkosi

It does appear that we already consolidated these provisions in 2:10.130 and 2:10.120.



Terrica Huntley

042426 we agree with the recommendation to remove the policy and have one central policy for everyone (2:10.130)

4:10.020- PROHIBITING SEX- BASED MISCONDUCT

- This policy has already been approved in 2:10.035.
- We are recommending deletion of this policy from this section and having one central policy in Article 2: Operations.

Rock Valley College	
Prohibiting Sex-Based Misconduct	
I. Policy Statement Rock Valley CollegeThe College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation, <u>and gender-related identity and expression, pregnancy, and other protected characteristics related to sex under federal, state, or local law.</u> The College prohibits all forms of sex-based misconduct, including, but not limited to, sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of <u>protected characteristics under its -of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its-</u>Non-Discrimination-Students Policy and Equal Employment Opportunity Policy. It is the policy of the Rock Valley College to comply with Title IX of the <i>Education Amendments of 1972</i> ("Title IX"), the <i>Violence Against Women Reauthorization Act</i> ("VAWA"), Title VII of the <i>Civil Rights Act of 1964</i> ("Title VII"), the <i>Illinois Human Rights Act</i>, the <i>Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act</i> ("Clery Act"), the <i>Preventing Sexual Violence in Higher Education Act</i>, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct. Individuals-Employees or students found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College. <u>Contractors, visitors, and any other third parties found to have engaged in prohibited misconduct will be addressed in accordance with the authority of the College in the context of the relationship of the third-party to the College.</u>	EB Elizabeth Becker Same changes as were proposed under Article 3 section - please review the comments from the Article 3 documents including removal from this section and placing in applicable to all college operations section
II. Title IX Compliance As required under Title IX <u>and its implementing regulations</u>, the College does not discriminate on the basis of sex <u>and prohibits sex discrimination</u> in the education programs or-and activities <u>that it operates</u>. This requirement not to discriminate extends to admission and employment. The College has designated the Dean of Students and <u>Director of Employee Relations-Executive Director of Human Resources</u> as the Title IX Coordinator(s), who are responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.	

4:10.030- STUDENT ADMISSIONS NOTABLE CHANGES

- Add language clarifying ICCB guidelines in the admissions process.
- Acknowledge that certain programs have limited admissions and criteria are posted on the website.
- Connect this policy with Policy 2:10.130 to emphasize that the College does not discriminate in the admissions process.

RVC Board Policy 4:10.030

Student Admissions

The College has maintains an open admissions policy that provides postsecondary education consistent with the Illinois Public Community College Act and Illinois Community College Board (ICCB) requirements. The College will admit applicants who demonstrate allows anyone interested in taking classes, regardless of their past academic performance, the opportunity to do so based on minimum placement standards; subject to space limitations and any program-specific admission criteria.

Admission by the College does not guarantee entrance into a particular course or program of study. Certain program may have additional academic, placement, health, or background requirements, and may be subject to selective or limited enrollment. Program-specific admission requirements will be published by the College.

Priority enrollment for all degree and certificate programs shall be provided to a service member or veteran as defined in Section 3-29.10 of the *Illinois Public Community College Act*, after the student's eligibility to receive such benefits has been verified.

Consistent with the College's Non-Discrimination Policy, Policy ~~2:10.1303:00.000~~, the College will not discriminate in the admission or recruitment of students. Information regarding the admissions process, including procedures, deadlines, and documentation requirements, will be communicated to students through the College's website and other official publications. ~~Information on the admissions process will be communicated to students through various means including the College's website.~~

Reference: AR 314

Implemented: April 8, 2014

Revised:

Adopted: April 8, 2014

4:10.040- STUDENT RESIDENCY NOTABLE CHANGES

- Add language clarifying ICCB guidelines in the admissions process.
- Clarify the student's responsibility in providing documentation related to their residency status.

Rock Valley College

RVC Board Policy 4:10.040

Student Residency

The College will classify the residency of students enrolling in the College will be classified in accordance with the provisions of the Illinois Public Community College Act, 770 ILCS 805/37 et seq., and the Administrative Rules of the Illinois Community College Board (ICCB). Residency status is used to determine applicable tuition rates and certain eligibility criteria.

Students are responsible for establishing and documenting their residency status. The College will maintain procedures for student residency status classification, and verification, and appeals consistent in accordance with the ICCB regulations.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Adopted: April 8, 2014

RVC Board Policy 4:10.050

International Students

The College welcomes students from outside the United States. The College will admit and enroll eligible international students in accordance with federal regulations governing non-immigrant students. The College Coordinator of International Students will assist international students seeking to study at the College on an F-1 Visa.

A student whose permanent residence is outside of the United States and is attending the College on a visa shall be classified as an out-of-state student for tuition purposes, unless the student qualifies for a specific residency exception recognized by statute, ICCB rules, or College policy. has Live-In guest status with a resident of District 511. Live-In guest status is offered to students with F-1 visas only. International students who are classified as in-District students with Live-In guest status for tuition purposes shall be assessed a \$500 per semester fee to help offset the services provided to said students.

Information regarding international Sspecific admission requirements, procedures, and deadlines which apply to international students will be published only by the College's website and in other official publications. in the catalog and on the website among other locations.

Reference: Board Report 6234; AR 314

Implemented: February 22, 2005

Revised: April 8, 2014

4:10.050- INTERNATIONAL STUDENTS NOTABLE CHANGES

- Clarify that students are admitted in accordance with Federal Regulations.
- Approve continued practice of Live in Guest Status.

JP

Joseph Perkosi

Do we use this term because they are on a student visa. What a bout an international student seeking a green card?

Elizabeth Becker

"Nonimmigrant" is the immigration-law term for people admitted to the U.S. temporarily for a specific purpose—like study—rather than to live here permanently, which is what "immigrant" status is for.

Elizabeth Becker

Student classifications like F-1 and M-1 are expressly defined as **nonimmigrant student** categories in federal regulations, meaning the person is here to study for a limited period under specific conditions, not to immigrate.

TH

Terrica Huntley

04202626We still offer live in guest status. Are there any concerns with us continuing to offer live in guest status?

Elizabeth Becker

The proposed edits are not intended to eliminate or restrict the practice itself, but rather to remove detailed operational language from Board policy and retain flexibility to adjust elements as needed.

Elizabeth Becker

Can add back in, "The College has a Live-In guest status for students with F-1 visas, under which eligible students residing with a District 511 resident may be classified as in-District for tuition purposes, in accordance with applicable College procedures."

4:10.060- ACADEMIC AND CAREER PLACEMENT NOTABLE CHANGES

- Proposed title change to reflect multiple methods of placement according to legislation.
- Clarify language to include additional placement measures that are accepted by the College.

Rock Valley College

RVC Board Policy 4:10.060

Testing for Academic and Career Placement

The College is committed to supporting students in achieving their academic and career goals by placing them into courses that align with their current skills and preparation. The College requires new degree-seeking students, and other students as designated, to demonstrate placement levels in key disciplines through approved placement measures.~~success of its students. To promote such success, new students enrolling in credit classes are required to complete placement testing~~ prior to registration. Students may also be required to take career-related placement tests to determine eligibility for selective-enrollment College programs or courses.

Placement may be determined by using a combination of standardized test scores, high school coursework and grades, prior college credit, transitional courses, and/or College placement assessments, consistent with ICCB guidelines and College procedures. The College may also require additional placement or aptitude assessments for selective or limited-enrollment programs.

Students~~New students~~ may be eligible for able to obtain a waiver or exemptions from certain of one or more placement assessment tests by submitting proof of competency in a discipline as determined by the College. Information on placement requirements, methods, testing and waivers, and retesting ~~of testing~~ will be communicated to students through the College's website and other official publications ~~various means including the College's website~~.

As a member of the National College Testing Association, the College provides professional, accessible testing services in a secure and appropriate environment in order to advance the educational and career status of current students and district residents.

Reference: AR 314
Implemented: April 8, 2014
Revised:
Adopted: April 8, 2014

 Terrica Huntley
041526 Not all measures are testing, we recommend taking "testing" out of the title to reflect this
 Elizabeth Becker
Agree

RVC is an equal opportunity educator and employer.

4:10.070- STUDENT CLASSIFICATION NOTABLE CHANGES

- Add additional language to clarify student classification based upon credit hours and the semesters that students enroll in courses.

RVC Board Policy 4:10.070

Student Classification

For purposes of enrollment status, The College classifies students as follows:

- ~~Full-Time Student: s~~ A full-time

- ~~S~~ student ~~is s~~ enrolled in twelve (12) ~~or more~~ semester ~~credit~~ hours of course work ~~or more~~ during in the fall, spring, or summer term. ~~For s shall be considered full-time. The summer term enrollment across consists of summer session I and summer session II is combined to determine full-time status. The total amount of semester hours taken in summer I and summer II will determine the enrollment classification for the summer term.~~

Part-Time Student: A part-time student ~~sis~~ enrolled

- ~~Students enrolled in one (1) to eleven (11) (1-11) semester credit hours during a term of course work during the fall, spring or summer terms shall be considered part-time.~~
 - ~~Less Than Half-Time Student: A~~ ~~S~~ students enrolled in less than six (6) semester ~~credit~~ hours of course work during ~~any a~~ term ~~is shall be~~ considered less than half-time.

~~The College may use these classifications for determining eligibility for certain programs, services, and benefits, and will apply them consistent with applicable federal and state regulations.~~

Reference: AR 314

Implemented: April 8, 2014

Revised: ~~Adopted:~~ April 8, 2014

Revised: March 24, 2015



Terrica Huntley
043026 Are these definitions for Financial Aid purposes? If so, it seems there is conflict between part time (6-11 credit hours) and less than half time (1-5).

Elizabeth Becker
In reviewing the original policy, it appears that all students enrolled in 1-11 credit hours are treated as part-time, with an additional distinction for those enrolled in fewer than 6 credit hours as "less than half-time" students. To preserve that structure and avoid creating an apparent conflict, I recommend nesting "Less Than Half-Time Student" as a sub-bullet under "Part-Time Student." That way, all 1-11 credit hour students remain classified as part-time for general enrollment purposes, while the subset enrolled in fewer than 6 credit hours is clearly identified as less than half-time for any applicable program or regulatory requirements.

4:10.080- AUDITING A COURSE NOTABLE CHANGES

- Language is being proposed to clarify the outcome of auditing a course and the cost of auditing courses.
- The language proposed also clarifies how audited courses are recorded on a student's academic record.

Rock Valley College

RVC Board Policy 4:10.080

Auditing A Course

~~The College permits sStudents to enroll in credit courses on an audit basis, subject to space availability and applicable procedures. Students who audit a course may attend and participate in class but do not earn academic credit, and audited courses do not satisfy degree, certificate, or prerequisite requirements. may apply with the Records and Registration Office to audit a course. Auditing students pay full tuition and fees as enrolled.~~

~~Students auditing a course are charged the same tuition and fees as students taking the course for credit, unless otherwise provided by College policy. Audited courses are not counted in determining enrollment status, academic progress, and do not affect the A student auditing a course will not be considered enrolled in that course for purposes meeting standards of academic progress. Grades received in audited classes earn no credit and do not affect the student's grade point average or academic honors.~~

Specific procedures governing auditing a course will be published by the College.

Reference: AR 314
Implemented: April 8, 2014
Revised:
Adopted: April 8, 2014

4:10.090- STUDENT FINANCIAL AID PROGRAM NOTABLE CHANGES

- The recommendation is to clarify the limited relationship the Foundation has with Financial Aid.
- The proposed language indicates how the scholarship program is separately funded by the Foundation.

Rock Valley College

RVC Board Policy 4:10.090

Student Financial Aid Program

The College ~~will administer~~ federal, state, institutional, and private financial aid programs to promote student access to and persistence in higher education. Financial aid may include~~The program may consist of grants, loans, scholarships, veterans' educational benefits, and student employment/work opportunities.~~

~~The College will manage its financial aid programs in accordance consistent with F~~federal, S~~state and local laws~~rules and regulations, including but not limited to Title IV of the Higher Education Act, to students to encourage access to educational opportunities, as well as institutional policies and donor requirements. Eligibility for specific financial aid programs is determined by the rules of the funding source and by College procedures. ~~The program may consist of grants, loans, scholarships, veteran benefits, and work opportunities.~~

~~The College, with the assistance of the Rock Valley College Foundation~~ partners with the College to support and ~~will develop and administer a privately funded scholarship program that provides support for eligible students.]~~

Information about available financial aid programs, application procedures and deadlines, eligibility requirements, and standards of satisfactory academic progress will be published by the College.

~~The financial aid programs available to students and eligibility requirements will be published by the College.~~

Reference: AR 314

Implemented: April 8, 2014

Revised:

Adopted: April 8, 2014

EB

Elizabeth Becker

Consider removal since the next board policy is regarding scholarships through the Foundation specifically.

Joseph Perkosi

Agree. Keep comment box noting that recommendation.

4:10.100- SCHOLARSHIPS NOTABLE CHANGES

- The purpose of the proposed changes is to define how scholarship awards are utilized.

Rock Valley College

RVC Board Policy 4:10.100

Scholarships

~~The College, with the assistance of the~~ Rock Valley College Foundation will develop and administer a privately funded scholarship program that provides support for eligible students.

Guidelines, eligibility and the application process for the Foundation's scholarships will be published by the College. Unless otherwise specified by the donor or program, scholarship awards are applied toward tuition, fees, and other allowable educational expenses in accordance with applicable financial aid regulations.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Adopted: April 8, 2014

EB

Elizabeth Becker

Consideration of putting this with the previous policy?

Terrica Huntley

Thank you we prefer to keep it separate so that students with questions go directly towards the foundation and it isn't confused with financial aid/college



Terrica Huntley

The college doesn't administer scholarships, the foundation provides these individually. We would like to remove the college itself

4:10.110- MILITARY SERVICE PERSONNEL, EDUCATION OPPORTUNITIES NOTABLE CHANGES

- Language is included to define how students serving in the military are supported when called to active duty.
- The policy distinguishes between long term active-duty service and short-term military obligation.

Rock Valley College

RVC Board Policy 4:10.110

Military Service Personnel, Education Opportunities

The College recognizes and honors the service of members of the United States Armed Forces and veterans and is committed to supporting their educational goals. The College may waive Residency requirements for a degrees or certificates may be waived for eligible military personnel and veterans in accordance with Illinois law and ICCB regulations by the Office of Records and Registration. Credits earned from other institutions may be applied toward an approved program of study as determined through the College's Office of Records and Registration, as arranged through the Office.

If a student is called to active military duty and must withdraw from the College during a term, the College will work with the student to minimize adverse academic and financial consequences. Depending on the timing of the withdrawal and the student's progress in the course, options may include awarding after the midpoint of the term due to military duty with the armed services of the United States, the student may be eligible for full academic credit and a grade, granting an incomplete with an opportunity to complete the work later, or providing a for each course the student is registered. In order to receive full academic credit, the instructor of the course must be able to evaluate whether the student achieved the objectives for the course, at the time of withdrawal, and award an appropriate grade. If this evaluation is not possible, or if the student withdraws from the College prior to the midpoint of the term, the student is eligible for a full refund of all tuition and eligible fees paid and with no academic credit will be awarded.

Excused absences must be granted for students participating in short-term military obligations, including but not limited to annual training, weekend drills, or emergency state activations, in accordance with Illinois Public Act 103-0871. Reasonable academic accommodations such as rescheduling exam or permitting early or late submission of assignments shall be provided. Students should not be penalized for absences resulting from verified short-term military obligations.

To benefit from this Policy, the student must provide the Office of Records and Registration with a copy of the orders or official documentation requiring active duty service, submit a copy of the notice and/or orders calling for military duty to the Office.

Reference: AR 314
Implemented: April 8, 2014
Revised:
Adopted: April 8, 2014



Terrica Huntley

043026 How does the law give us authority to waive residency requirements?

Elizabeth Becker

Under federal law, 38 U.S.C. § 3679(c) (VACAA) requires public institutions to charge in-state tuition to "covered individuals," including veterans, active-duty service members, and eligible dependents or transferees using specified VA education benefits who reside in Illinois. Illinois law likewise authorizes and requires community colleges to treat qualifying service members, veterans, and VA-benefit users as in-district (or at least in-state) for tuition: 110 ILCS 805/6-4; 110 ILCS 805/6-4a; 23 Ill. Admin. Code § 1501.505. In short, for these covered categories, we must waive usual residency differentials and apply in-district or in-state rates as those provisions specify.



Elizabeth Becker

Harper 05.09.01

In accordance with Section 3-26.5 of the Public Community College Act (110 ILCS 805/3-26.5), the College shall allow a currently enrolled student who is called to active military service to complete any unfinished courses at a later date at no additional charge, unless course credit has already been given or the student received a full refund upon withdrawing from the course, in which case the student's record shall reflect that the withdrawal is due to active military service. Such a student shall be given priority over other students in reenrolling in the course or courses.



Terrica Huntley

041726 We recommend adding this paragraph to distinguish between long term active duty service and short term military obligation

Elizabeth Becker

Agreed

RVC Board Policy 4:10.120

4:10.120- SENIOR CITIZEN TUITION FOR CREDIT CLASSES NOTABLE CHANGES

- The language proposed explains to purpose of reduced and/or free tuition for Senior Citizens.
- The College would like your feedback if you desire to lower the rate of offering free tuition to age 60 or 62.

Senior Citizen Tuition for Credit Classes

The College values lifelong learning and offers reduced tuition opportunities for eligible senior citizens enrolled in credit courses. In accordance with Illinois law and College policy, qualifying senior residents may enroll in credit courses at a reduced or waived tuition rate, subject to space availability and course prerequisites.

Specific age thresholds, fee structures, and eligibility criteria will be published by the College. Unless otherwise provided by law, senior citizens are responsible for payment of applicable fees, books, and supplies. This policy does not apply to non-credit seminars, non-credit programs, non-credit classes, or continuing education courses.

Resident students between 62-64 years of age at the time of registration are eligible for a reduced tuition rate of \$25 per credit hour for credit classes. Resident students who are 65 years of age or older at the time of registration are eligible for free tuition for credit classes. Any student fees are still applicable to said students.

~~This policy does not apply to non-credit seminars, non-credit programs, non-credit classes, or continuing education courses.~~

Reference: Board Report 6556; [AR 314](#)

Implemented: October 28, 2008

Revised: April 8, 2014

Elizabeth Becker

Harper: 05.05.01 Senior Citizen Tuition In-district residents who are age 65 or older, are eligible to enroll in credit courses on a tuition-free basis during the three-day period prior to the first day of the class section in which enrollment is desired, provided that the class section has sufficient minimum enrollments at the regular tuition rate to meet the cost to the College of delivering the course.

Terrica Huntley

043026 Does the law determine the specific age? If so, we want to use that to guide what we offer. President recommendation to give free tuition to all those who are 60 or 62 and older. Please advise

Elizabeth Becker

The Senior Citizens Courses Act (110 ILCS 990) defines a "senior citizen" as any person 65 years or older whose annual household income is less than the threshold amount provided in the Senior Citizens and Persons with Disabilities Property Tax Relief Act (currently: less than 33,562 dollars for a one-person household, less than 44,533 dollars for a two-person household, and less than 55,500 dollars for a household of three or more persons).

Under this Act, public institutions of higher education, must permit qualifying senior citizens to enroll in regularly scheduled credit courses without payment of tuition, on a space-available basis; however, the statute expressly allows institutions to continue charging non-tuition fees (e.g., registration or course fees).

The law provides a minimum level of benefit; it does not restrict the College from being more generous. The Board may extend tuition waivers or discounts to individuals younger than 65, or from waiving some or all fees, so long as the College continues to honor the statutory entitlement for those 65 and older who meet the income criteria.

4:10.140- STUDENT RIGHTS AND RESPONSIBILITIES NOTABLE CHANGES

- No changes are being recommended.

Rock Valley College

RVC Board Policy 4:10.140

Student Rights and Responsibilities

The College recognizes the rights of its students guaranteed by the constitutions of the United States and the State of Illinois. This includes a student's rights within the institution to freedom of expression, inquiry, assembly, peaceful pursuit of an education, and reasonable use of College services and facilities. Associated with these rights are the responsibilities of students for fulfilling their academic obligations and complying with existing College rules and regulations.

If student conduct is disruptive or interferes with College operations, educational programs or the safety and welfare of the College community, the College reserves the right to seek disciplinary action. The right of due process will be afforded in any disciplinary action taken against a student.

Procedures governing student rights and responsibilities will be published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Adopted: April 8, 2014

4:10.150- STUDENT CONDUCT NOTABLE CHANGES

- Additional language is being proposed to define the Code of Conduct, determine who the Code of Conduct applies to and the outcome if violations of the Code of Conduct occur.

RockValleyCollege

RVC Board Policy 4:10.150

Student Conduct

~~The College expects Sstudents are expected to conduct themselves in a manner that demonstrates the College's core values, of mutual respect, excellence, diversity, collaboration, innovation, public trust, and learner-centered community. Students are responsible for adhering to all College policies and procedures, as well as applicable local, state, and federal laws.~~

~~The College will maintain a Code of Conduct that defines behavioral expectations, identifies prohibited conduct, and establishes procedures to provide a fair and educational process for reviewing alleged misconduct for students to conduct themselves in a manner consistent with these core values and the College's operation as an educational institution.~~

~~The Ceode of Conduct applies to conduct that occurs on College premises, at off-campus instruction sites, at College-sponsored activities, and to off-campus conduct that materially and substantially interferes with the College's operation, educational programs or the safety and welfare of the College community.~~

~~Alleged violations of the Student Code of Conduct may result in a range of educational and disciplinary outcomes, up to and including suspension or expulsion, consistent with the severity and context of the behavior. The conduct process will be administered in a manner that is impartial, timely, and developmentally focused, with a goal of promoting accountability, learning, and restoration where appropriate. Students will be afforded procedural due process, including notice of alleged violations, an opportunity to be heard, and defined avenues for appeal, as set forth in the Student Code of Conduct.~~

~~The College may seek disciplinary action against students for violations of College rules and regulations for conduct, including the standards of student conduct as set forth in the Code of Conduct.~~

~~Sanctions may be imposed for conduct which occurs on College premises, at off campus instruction sites, at College sponsored extracurricular activities or events when a student serves as a representative of the College, or in the course of using College technology or property. Sanctions may also be imposed for conduct that occurs on or off campus which materially and substantially interferes with the College's operation, educational programs or the safety and welfare of the College community.~~

~~The right of due process will be afforded in any disciplinary action taken against a student.~~

~~The right of due process will be afforded in any disciplinary action taken against a student.~~

The Student Code of Conduct will be published by the College.

RVC is an equal opportunity educator and employer.

RockValleyCollege

RVC Board Policy 4:10.150

Reference: AR 314

Implemented: April 8, 2014

Revised:

Adopted: April 8, 2014

4:10.160- STUDENT GRIEVANCE PROCESS NOTABLE CHANGES

- Additional language is being proposed to define the purpose of the student grievance process and identifying the components of the procedure that guides this process.

Rock Valley College

RVC Board Policy 4:10.160

Student Grievance Process

The College provides a process for students to seek review of concerns regarding alleged unfair, inconsistent, or improper application of College policies or practices, including but not limited to allegations of unjust or improper treatment by a College employee in an academic or non-academic context, other than matters addressed through separate procedures (such as discrimination, sexual misconduct, or grade appeals).

~~The College will maintain a student grievance process for students to request the review and consideration of an allegation of unjust or improper practice or harassment on the part of the College.~~

Specific procedures governing the Student Grievance Process will be published by the College. The procedure will outline the steps for filing a grievance, applicable timelines, levels of review, and the rights and responsibilities of the parties.

Reference: AR 314

Implemented: April 8, 2014

Revised:

4:10.170- ACCEPTABLE USE FOR INFORMATION TECHNOLOGY SYSTEMS – STUDENTS NOTABLE CHANGES

- This policy expands the rights of the College to ensure that IT resources are used appropriately and protected.
- If unacceptable use occurs, the College defines appropriate action being taken in accordance with the Student Code of Conduct.

Rock Valley College

RVC Board Policy 4:10.170

Acceptable Use for Information Technology Systems - Students

~~Access to Rock Valley College~~ ~~Student access to the College's~~ Information Technology ("IT") resources (including, without limitation, networks, internet access, computer equipment, servers, computer applications, and phone systems) is a privilege conditioned on responsible, ethical, and lawful behavior consistent with College policies. The use of this technology is intended to support the mission of the College and is ~~to be~~ used for intended the College-related activities, ~~for which they were intended~~.

Students may use the College's IT resources, subject to the limitations of applicable state and federal laws as well as Board Policies 2:30.020 and 2:30.030 and related procedures.

The College reserves the right consistent with applicable law and policy, to manage and monitor its IT resources, to protect network integrity and security, and to take action when misuse is suspected, including limiting-extend-limit, restricting, suspending, or revoking IT privileges and access to ~~its~~ IT resources ~~to any student and pursuing disciplinary action under the Student Code of Conduct~~. Specific standards and procedures governing acceptable use are published by the College.

References: Board Report(s) 6612, 6611; [AR 314](#)

Revised/Implemented: April 8, 2014

Revised:

4:10.190- EDUCATION RECORDS NOTABLE CHANGES

- The initial sentence was rewritten to highlight the Federal Regulation Family Educational Rights and Privacy Act as the purpose behind this policy.

Rock Valley College

RVC Board Policy 4:10.190

Education Records

The College maintains educational records for students in accordance with ~~The College will comply with the federal~~ Family Educational Rights and Privacy Act, 20 U.S.C. §1232g et seq., applicable federal regulations, and the Administrative Rules of the Illinois Community College Board.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Adopted: April 8, 2014

4:10.200- INTERCOLLEGIATE ATHLETICS NOTABLE CHANGES

- The College will maintain procedures that outlines expectations for those who participate in intercollegiate athletics.

Rock Valley College

RVC Board Policy 4:10.200

Intercollegiate Athletics

The College sponsors ~~will establish and maintain an~~ intercollegiate athletics programs that contributes to the educational growth of the students and enhances campus and student life. Participation is governed by College policies, the rules of relevant athletic conferences and associations, and applicable federal and state laws.

As an affiliate of the National Junior College Athletic Association (NJCAA), the College shall adhere to all applicable NJCAA rules and regulations, including those governing eligibility, recruitment, and conduct. The College shall comply with all data collection and reporting requirements of the *Equity in Athletics Disclosure Act*, 20 U.S.C. 7092(9).

The College will establish and maintain procedures that address eligibility standards, academic progress expectations for student-athletes, conduct requirements, health and safety protocols, and reporting obligations, and will publish relevant information for student-athletes, coaches, and staff in accordance with this Policy. Procedures for the College's intercollegiate athletics program will be promulgated consistent with this Policy.

Reference: AR 314
Implemented: April 8, 2014
Revised:
Adopted: April 8, 2014

4:10.210- RECOGNIZED STUDENT CLUBS AND ORGANIZATIONS NOTABLE CHANGES

- The proposed language serves to ensure that clubs and organizations are created and sustained to enhance the educational experience of the student and are consistent with the College's mission and values.
- If a club does not comply with College policies or procedures the club may be suspended.

Rock Valley College

RVC Board Policy 4:10.210

Recognized Student Clubs and Organizations

The College is committed to the ~~formation and operation~~ existence of, support for, and student participation in student clubs and organizations that enhance the educational, cultural, and social experience of students and are consistent with the College's mission and values. Recognized student clubs and organizations are overseen by the College's Department of Student Life.

Information ~~about forming and maintaining~~ pertaining to and specific procedures governing recognized student clubs and organizations, including processes and procedures, will be published by the College. The College may suspend or revoke recognition of a student organization that fails to comply with College policies or procedures.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Adopted: April 8, 2014

4:10.220- STUDENT PUBLICATIONS NOTABLE CHANGES

- The added language provides endorsement of College authorized publications in accordance with applicable laws and College policies.

RVC Board Policy 4:10.220

Student Publications

The College supports student expression through College-sponsored or authorized quality student publications and media produced for the benefit of students. The format for such publications may include a student newspaper, student literary magazine, and/or other formats which effectively communicate the views and ideas of students.

All College-sponsored or-and/or authorized student publications must operate in a professional manner and are expected to follow the standards of professional journalism. The College may sponsor student publications in the form of by providing work space, partial or total funding, and/or designation of an advisor.

The designated advisor will be responsible for overseeing student publications including compliance with applicable laws and College policies, but do not serve as censors of protected student expression.

Student publications and staff are subject to the Student Code of Conduct and other applicable policies, including those governing harassment, discrimination, and intellectual property. Procedures addressing the governance, funding, and oversight of student publications will be established and published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Adopted: April 8, 2014

4:10.230- STUDENT USE OF FACILITIES NOTABLE CHANGES

- The proposed changes specifies that students may use facilities in accordance with previously established policies and procedures and will be evaluated to ensure College operations are maintained safely and efficiently.

Rock Valley College

RVC Board Policy 4:10.230

Student Use of Facilities

The College permits reasonable use of College facilities by College-recognized student clubs and organizations, and by ~~and~~ other individual students and student groups. ~~will be allowed to use College facilities~~

Use of facilities is subject to ~~in accordance with the~~ procedures published by the College's Departments of Student Life and Administrative Services and in compliance with College policies and procedures.

The College may place reasonable time, place, and manner restrictions on the use of facilities to ensure the orderly operation of the College and to protect the safety of the campus community.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Adopted: April 8, 2014

4:10.240- STUDENT USE OF PERSONAL VEHICLE FOR COLLEGE- SANCTIONED TRAVEL NOTABLE CHANGES

- The College is recommending that students are authorized to continue using personal vehicles only with appropriate approval and when college vehicles are unavailable.
- When this occurs, the student drivers must maintain traffic laws and safety as defined in established procedures.

RVC Board Policy 4:10.240

Student Use of Personal Vehicle for College-Sanctioned Travel

The College may authorize students to use personal vehicles for College-sanctioned travel when such travel is necessary to participate in approved College activities and College vehicles are unavailable or impractical.

will permit student travel for in-district and out-of-district trips in personal vehicles for the purpose of conducting College business if College vehicles are unavailable. This includes travel. Students may receive College approval to drive their personal vehicles to any of the following in which they directly represent the College by their presence:

1. Professional meetings to which students are invited.
2. Programs in which students are assisting with the administration or implementation of the approved College program.
3. Intercollegiate sporting events which have official N4C recognition and/or receive direct/indirect (in kind) appropriations from the College operations budget.
4. Meetings of student clubs and/or classes that have classroom-related activities or carry the name of the College or receive direct appropriations from the College operations budget.

College-sanctioned use of personal vehicles by students will not be granted until the administrator, faculty or staff member to whom the students are responsible officially submits the following information to the Vice President of: Student Affairs (or designee) Student Development:

1. The exact nature of the College business in which the students will be involved;
2. The name of the driver and the other students who will be traveling in the personal vehicle;
3. Verification that the student driver is driving a fully insured vehicle;
4. The dates of the trip, the destination, and the time of departure from and return to the College;
5. The budget item number from which the student driver will be reimbursed at the Board approved rate; and
6. Evidence that the driver of the car has received clearance from the Chief of Police.

The Vice President of Student Affairs (or designee) Development must receive this information prior to the proposed trip and will and will give written permission for the trip to the appropriate administrator, faculty, or staff member.

Student drivers are responsible for operating their vehicles safely, in compliance with traffic laws, and for maintaining required insurance coverage. Authorization for College-sanctioned travel in personal vehicles may be denied, limited, or revoked if safety concerns or noncompliance with procedures are identified. The College will publish procedures implementing this policy, including approval processes, documentation requirements, and reimbursement practices.

Reference: AR 314
Implemented: April 8, 2014
Revised:
Adopted: April 8, 2014

4:10.250- STUDENT INDIVIDUAL AND GROUP TRAVEL NOTABLE CHANGES

- The College suggests adding a disclosure that ensures that students traveling are subject to the Student Code of Conduct and College policies.
- If violated, disciplinary action may occur.

Rock Valley College

RVC Board Policy 4:10.250

Student Individual and Group Travel

The College may ~~offer sponsor or approve~~ group domestic and international travel opportunities for students including individual and group travel associated with academic programs, study abroad, service learning, student organizations, and intercollegiate activities. The College's group travel programs will operate in accordance with all Board policies, administrative procedures and state, federal, and international laws.

Procedures and guidelines for student group travel will be published by the College.

Students participating in ~~College-sponsored or approved~~ travel remain subject to the Student Code of Conduct and all other applicable College policies. Violations of policy during travel may result in disciplinary action and, where appropriate, early termination of participation in the travel experience at the student's expense.

References: Board Report 6696, ~~March 23, 2017~~; Board Report 6876, ~~April 24, 2017~~; AR 314 Implemented: March 23, 2010; April 24, 2012; April 8, 2014
Revised: April 8, 2014

4:10.260- CULTURAL EXCELLENCE AND BELONGING NOTABLE CHANGES

- The College is recommending renaming this policy to Cultural Excellence and Belonging to align with our pillars and our Cultural Excellence and Belonging Division.
- Additionally, as this policy is not just for students, the College is recommending that it is moved to operations and renumbered 2:10:140.

Rock Valley College

RVC Board Policy 4:10.260

Diversity, Equity, & Inclusion Cultural Excellence and Belonging

Rock Valley College is committed to creating and sustaining a healthy, inclusive and accessible campus environment where all learners can make progress towards their educational and career goals.

Therefore, the College shall establish initiatives, measures, programs, procedures, and curriculum to advance excellence and belonging ~~equity and inclusion~~ for students, staff, faculty, administration, vendors and contractors, and other community partners.

Reference: Board Report 7763

Implemented: October 27, 2020

Revised:



Terrica Huntley

042926 The recommendation was made by VP Barnes to change the title to Cultural Excellence and Belonging to align with our pillars and move this Board Policy to Operations (2:10.140) as it impacts all RVC stakeholders

Elizabeth Becker
No objection.

4:10.270- SERVICE AND OTHER ANIMALS POLICY NOTABLE CHANGES

- Clarification on how employee groups are impacted by the ratio of cost sharing.

Rock Valley College

RVC Board Policy 3:10.270 (Employees) RVC Board Policy 4:10.270 (Students)

Service and Other Animals Policy

Rock Valley College recognizes the importance of allowing people with disabilities who require the use of service animals to receive the benefit of the work or tasks provided by such animals while on campus. As such, it is the College's policy of Rock Valley College to ensure that all individuals with disabilities who require the assistance of a service animal have an equal opportunity to access College property, courses, programs, and activities. The College Administration shall establish Procedures implementing this Policy.

Except as set forth in the Procedures implementing this Policy, service animals will be permitted to accompany individuals with disabilities in all public areas of the College. For purposes of this Policy, "service animal" is defined as set forth in the Americans with Disabilities Act ("ADA"), a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The support provided work or tasks performed by the service animal must be directly related to the individual's disability. Service animals whose sole function is to provide comfort or emotional support do not qualify as service animals under this Policy. Miniature horses may also be permitted on campus in certain circumstances where they have been individually trained to do work or perform tasks for the benefit of an individual with a disability.

Service animals must be under the control of the handler at all times. Service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents the use of these devices or unless these devices interfere with the service animal's safe and effective performance of the tasks it has been trained to perform. In such cases, the individual must still maintain control of the service animal by means of voice, signal, or other effective controls.

Students in need of a service animal on campus must contact Disability Support Services to request and manage their accommodations, including the need for a service animal on campus. Employees in need of a service animal on campus must contact Human Resources to request a reasonable accommodation allowing the presence of a service animal in the workplace.

Animals that do not satisfy the above criteria are strictly prohibited from all Rock Valley College property owned and operated buildings and grounds, except with prior authorization by Chief Operating Officer or designee.

The College reserves the right to remove and/or exclude any service animals from College property for legitimate and legally permissible public health or safety reasons.

In implementing this Policy, Rock Valley College complies with the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Service Animal Access Act/White Cane Law, and all other federal and State laws pertaining to service animals and/or accommodations for individuals with disabilities.

Reference: BR 7783- January 26, 2021; BR 7788- February 23, 2021 Board Report 7788

Implemented: February 23, 2021

Revised:

Terrica Huntley
042426 The Board will actually vote this Tuesday 4/28 to remove 3:10.270 and only have 1 policy (2.20.120). Is there an benefit of having a separate student policy or should everyone just reference 2.20.120? If so, we would recommend to delete this policy from this article

Elizabeth Becker
Agreed. Don't see a need to distinguish policies related to service and other animals based on student/employee status. One policy is sufficient, particularly since the policy already calls out students making the request through Disability Support Services and employees to handle this through HR.

4:20.010- ACADEMIC INTEGRITY NOTABLE CHANGES

- The recommended changes include expectations for Academic Integrity.
- Procedures are connected to the Student Handbook which will be published by the College.

RVC Board Policy 4:20.010

Academic Integrity

The College is committed to the principles of academic integrity in all aspects of College life. Furthermore, the College expects its students to uphold the highest standards of honesty in all academic work including: producing, do their own, original work, except when collaboration on projects is directed by faculty as part of the course or specific assignment. Acts of academic dishonesty are viewed by the College as a serious offense requiring an appropriate disciplinary response.

As members of the College community, students are expected to refrain from academic dishonesty in all forms including cheating, plagiarism or other improper appropriation of another's work as one's own, and falsifying records to advance one's academic standing, all as further defined in the College Catalog and the Student Handbook which also sets out procedures which will be followed to address and impose consequences for academic dishonesty when it is determined to have occurred.

Acts of academic dishonesty include, but are not limited to: plagiarism, cheating, misrepresentation, and fabrication. Students who commit any acts of academic dishonesty are subject to the penalties and sanctions agreed upon by College faculty and administration.

Violations of academic integrity are considered serious offenses and may result in academic and disciplinary consequences, including but not limited to a failing grade on an assignment, a failing grade in the course, and sanctions under the Student Code of Conduct, up to and including suspension or expulsion. Procedures for reporting, reviewing, and resolving alleged academic misconduct, including any appeal processes, will be published by the College as further defined within the College Catalog and Student Handbook. Procedures for addressing acts of academic dishonesty will be published in the Student Handbook.

Reference: AR 314
Implemented: April 8, 2014
Revised:
Adopted: April 8, 2014

4:20.020- INTELLECTUAL PROPERTY AND COPYRIGHT ACT COMPLIANCE NOTABLE CHANGES

- This policy been revised to specifically address the compliance of students. The responsibility of employees has been removed from this policy.

RockValleyCollege

RVC Board Policy 4:20.020

Intellectual Property and Copyright Act Compliance

The College encourages students to engage in the development of intellectual property and to facilitate ownership protection with regard to such development. The College further expects students to adhere to the federal Copyright Act of 1976, international copyright laws, and College copyright procedures and guidelines.

College administration will implement and maintain copyright procedures and guidelines necessary to ensure compliance with copyright laws and to facilitate ownership protection with respect to the development of intellectual property.

Liability for willful infringement of copyright law rests solely upon the person in violation. This procedure is applicable to all College employees, including students who are employees, and to all members of the College community whether or not they are actually employed by the College. Employees and students who engage in copyright infringement may also be subject to disciplinary action through the College's applicable discipline policy.

College employees and students who create works on their own time, and without the use of substantial College resources or financial support, own those works. The College shall not claim ownership of intellectual property created, unless the work involved was created in the course of employment, commissioned by the College, or created, developed, or produced with substantial College resources or financial support. In such instances, the rights of the creators and of the College shall be defined by Agreement prior to the commencement of the project.

Reference: AR 314
Implemented: April 8, 2014
Revised:

Adopted: April 8, 2014

Elizabeth Becker
Intellectual property isn't noted at all in the current policy

Elizabeth Becker
How is this policy compared to policy 3:10.040?

Terrica Huntley
042426 it seems as though the shift has moved to referencing students and staff. Are we okay with this? Should we mirror this language in the first 2 paragraphs as well? Dr. Smith will make sure this aligns with CBA Intellectual Property section. We have concerns that if this is the student section, that we shouldn't be talking about employees or community at all.

Terrica Huntley
052926 we removed any reference to employees or community members as this policy is intended for students

Elizabeth Becker
Agreed

Elizabeth Becker
Taken from Harper 3.25.00

Terrica Huntley
050126 We are wondering if this policy needs to be condensed and combined with 3.10.040 and then placed in Operations as it seems to read that it applies to students, employees and community. Please advise.

Elizabeth Becker
Agreed with this. If there is no meaningful differences between students and staff, then having one policy applicable to all makes sense.

4:20.030- CLASS ATTENDANCE AND PARTICIPATION NOTABLE CHANGES

- Additional language has been added to clarify attendance expectations and how these expectations will be documented.

Rock Valley College

RVC Board Policy 4:20.030

Class Attendance and Participation

Regular and consistent class attendance is an essential part of successful learning for students. Students are expected to promptly attend scheduled class meetings, arrive prepared and on time, and engage in learning activities as required by the course~~attend class and participate in all class meetings. Course syllabi will outline attendance and participation expectations, including how absences and late work may affect grades.~~

Students are responsible for ~~information-informing class~~ instructors promptly of unavoidable absences and for making arrangements to complete missed work when permitted. Each course instructor has discretion to~~will~~ decide when and how absences affect grades. Make-up work shall be arranged at the discretion of the course instructor.

Course instructors are required to identify students who are and who are not actively pursuing completion of the course in the tenth day of the term and at mid-term in compliance with the Administrative Rules of the Illinois Community College Board.

Reference: AR 314
Implemented: April 8, 2014
Revised:
Adopted: April 8, 2014

4:20.040- COURSE CREDIT HOUR DETERMINATION NOTABLE CHANGES

- The Course Credit Hour Determination policy 4:20.040 has been rewritten to ensure students understand how credit hours are determined, reviewed and approved in accordance with ICCB guidelines.

Rock Valley College

RVC Board Policy 4:20.040

Course Credit Hour Determination

The College assigns credit hours to courses in a manner that reflects a consistent measure of student work and learning outcomes, regardless of instructional method or course length, and in accordance with federal regulations and the Administrative Rules of the Illinois Community College Board. Changes in delivery of instruction (i.e., face-to-face, hybrid, and on-line) and alternative length of courses (i.e., less than 16-week courses), has led to the need to move beyond the Carnegie unit to define credit hour in such a way that it represents a consistent unit of measure regardless of the instructional method or length of course. In October of 2013, federal regulations identified the need for institutions to establish a credit hour determination that consistently and systematically reflects equivalency of work and learning expectations for all students enrolled in a given course, regardless of the delivery method or number of weeks in the course. Toward that end, the credit hour needs to be defined through student work as articulated through course learning outcomes and verified by aligned evidence of student achievement.

The College defines one semester credit hour as an amount of work that reasonably approximates, but is not limited to, the federal standard for credit hours, which may include a combination of direct instruction and out-of-class student work. For courses offered in alternative formats, such as hybrid, online, or accelerated terms, the total amount of student work required will be equivalent to that of a traditional semester-length course with the same credit hour value.

Academic Affairs, under the leadership of the Chief Academic Officer, will maintain procedures for reviewing and approving credit hours assigned to courses as part of curriculum development, syllabus review, and program review processes. All courses will be developed and reviewed to ensure that the credit hours awarded are consistent with College standards, ICCB rules, and applicable accreditation criteria. To comply with these guidelines and in accordance with Section 1501.309 of the Administrative Rules of the Illinois Community College Board, Academic Affairs, under the direction of the Provost/Chief Academic Officer, will engage in a process for reviewing courses to establish institutional expectations for the credit hour that is consistent across all methods of delivery and regardless of course length. All courses will produce a maximum rate of one semester credit hour or equivalent per week.

Review of credit hours assigned to courses through this process will occur in conjunction with review of the master course syllabus during course assessment, as well as during program review.

Reference: Board Report 7066
Implemented: December 17, 2013
Revised: April 8, 2014

RVC is an equal opportunity educator and employer.

4:20.050- EVALUATION OF STUDENT PERFORMANCE NOTABLE CHANGES

- No changes are being recommended this policy.

Rock Valley College

RVC Board Policy 4:20.050

Evaluation of Student Performance

The College will maintain an equitable process for course instructors to evaluate and record student performance which is compliant with applicable accreditation standards. Grading and evaluation standards will be communicated to students by course instructors through syllabi. This policy will be applied consistently with the College's collective bargaining agreement obligations.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Adopted: April 8, 2014

4:20.060- ACADEMIC HONORS NOTABLE CHANGES

- No significant changes are being recommended for this policy.

Rock Valley College

RVC Board Policy 4:20.060

Academic Honors

The College recognizes students who demonstrate high levels of academic achievement. In recognition of academic excellence, the College will ensure a means by which to honor students for their superior achievement.

The manner in which superior academic achievement will be recognized and any categories of academic honors will be published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Adopted: April 8, 2014

4:20.070- STANDARDS FOR ACADEMIC PROGRESS NOTABLE CHANGES

- No significant changes are being recommended for this policy.

Rock Valley College

RVC Board Policy 4:20.070

Standards for Academic Progress

The College is committed to student success. Students enrolled in an academic program must maintain minimum academic achievement standards. Standards for academic achievement are published by the College.

A student whose academic performance is below the acceptable standard will be placed on academic probation. A student who fails to progress toward satisfactory academic achievement may be dropped.

Satisfactory academic progress may be defined by grade point average and/or credit courses completed in relation to courses attempted.

Reference: AR 314
Implemented: April 8, 2014
Revised:
Adopted: April 8, 2014

4:20.080- ACADEMIC APPEALS **NOTABLE CHANGES**

- This policy has been rewritten to ensure students understand what an academic appeal is and how to pursue it.

Rock Valley College

RVC Board Policy 4:20.080

Academic Appeals

The College provides students with an opportunity to seek review of certain academic decisions, including final course grades and sanctions for academic misconduct, when the student believes that a decision was made in an arbitrary, capricious, or inconsistent manner or not in accordance with stated course standards or College policy.

The Academic Appeals Procedure published by the College will outline the grounds for appeal, submission requirements, timelines, levels of review, and final decision-making authority.

The College believes it is important for students to be able to address inequitable final grades and academic sanctions. Therefore, students will be provided with a process to appeal capricious final grades and sanctions for academic misconduct.

Specific procedures governing Academic Appeals will be published by the College.

Reference: AR 314
Implemented: April 8, 2014
Revised:
Adopted: April 8, 2014

4:20.090- ACADEMIC FORGIVENESS NOTABLE CHANGES

- This policy has been rewritten to ensure students understand what an academic forgiveness is and how to pursue it and the ramifications of using it on your transcript that other institutions may view.

Rock Valley College

RVC Board Policy 4:20.090

Academic Forgiveness

The College recognizes the challenges of pursuing a College education. The College will provide a one-time academic forgiveness process for eligible students who demonstrate a serious intent to continue academic studies.

Under Academic Forgiveness, a student who meets eligibility criteria may request that one or more prior terms of coursework, completed during a defined period, be excluded from the calculation of the student's cumulative grade point average for academic standing purposes.

Courses and grades approved for Academic Forgiveness will remain on the student's transcript but will be clearly noted as forgiven and will not be included in the institutional GPA calculation.

~~-applies to the calculation of a student's grade point average and does not result in the deletion of grades/hours from a student's transcript or Standards of Academic Progress calculation.~~ If a student is granted Academic Forgiveness, he or she may file an appeal to remove the hours/grade from the Standards of Academic Progress calculation for financial aid. Further, Academic Forgiveness does not guarantee financial aid eligibility or affect academic progress calculations required by external agencies or other institutions.

Specific procedures governing Academic Forgiveness eligibility will be published by the College.

Reference: AR 314
Implemented: April 8, 2014
Revised:
Adopted: April 8, 2014

4:20.100- COURSE REPETITIONS NOTABLE CHANGES

- This policy has been rewritten to ensure students understand the ramifications of repeating a course, how a repeated course is paid for and ensuring that procedures are published to explain the process.

RVC Board Policy 4:20.100

Course Repetitions

The College permits students to repeat courses in accordance with College policy and Illinois Community College Board rules. Students may wish to repeat a course to improve their understanding of the subject matter, raise a grade, or meet requirements for a specific program; however, limitations may apply based on academic, financial aid, or state-funding considerations.

When a course is repeated at Rock Valley College, the highest grade earned will generally be used in calculating the student's cumulative grade point average, although all attempts will remain on the transcript. The College may limit the number of times a course can be repeated, and certain courses may be excluded from repetition or may require special approval to repeat.

In instances where State reimbursement is not available for repeated coursework, the College may assess a supplemental tuition or fee for the repeated course. The College will publish specific procedures governing course repetitions, including the impact on GPA, financial aid, and degree or certificate requirements.

Students may repeat courses previously taken at the College unless repetition is restricted. Any limitations on course repetitions will be published by the College.

In those instances where the College does not receive reimbursement from the State for students who repeat courses, the College reserves the right to assess a supplemental fee. Specific procedures governing course repetition and GPA calculation will be published by the College.

Reference: AR 314
Implemented: April 8, 2014
Revised:
Adopted: April 8, 2014

4:20.110- GRADUATION REQUIREMENTS NOTABLE CHANGES

- No significant changes are being recommended for this policy.

Rock Valley College

RVC Board Policy 4:20.110

Graduation Requirements

The College ~~will establish and publish requirements for degrees and certificates in accordance with requirements for graduation shall conform to~~ units of instruction approved by the Illinois Community College Board ~~and Illinois Board of Higher Education. The College will publish requirements and guidelines consistent with this Policy.~~

Reference: Board Report 6563; [AR 314](#)

Implemented: December 16, 2008

Revised: April 8, 2014

4:20.120- CAREER AGREEMENT NOTABLE CHANGES

- Clarification is made to inform students of the opportunities to participate in programs under this agreement not available at Rock Valley College.

Rock Valley College

RVC Board Policy 4:20.120

CAREER Agreement

The College participates in the Comprehensive Agreement Regarding the Expansion of Educational Resources ("CAREER Agreement"), a cooperative agreement ~~with between twenty-eight~~ Illinois institutions of higher education that expands program access for students.

Under the CAREER Agreement, eligible -which allow- in-district students may enroll in approved programs at another participating community college when the College does not offer the desired program, and pay tuition at the receiving institution's in-district rate. The receiving institution collects tuition and fees and may claim state apportionment for such students, as permitted by ICCB rules.

The College may also participate in other cooperative agreements or consortia that facilitate access to educational programs not otherwise available to Rock Valley College students. The College will publish procedures and eligibility criteria for students seeking to participate in the CAREER Agreement or other cooperative program arrangements.

~~from a sending institution to attend a receiving institution for in-district tuition rates in order to complete a certificate or degree that the sending institution does not offer. The receiving institution collects tuition and fees and has the right to claim apportionment from the state for such students.~~

~~The College may additionally participate in other such cooperative agreements outside of the CAREER Agreement.~~

Reference: Board Report 6911; [AR 314](#)

Implemented: June 26, 2012

Revised: April 8, 2014

EB Elizabeth Becker
Harper 05.05.05

Tuition for Attendance at Other Illinois Public Community Colleges: Joint Agreements and Chargebacks Eligibility of in-district students to attend another Illinois public community college under a joint agreement referred to as the statewide CAREER Agreement as described below will be determined by the Registrar's Office, which is authorized by the Board to promulgate rules and procedures governing applications and arrangements for such attendance. Joint Agreements: Students who reside in the Harper College district and who wish to pursue a certificate or degree program offered by another Illinois public community college which is not offered by Harper College, may be eligible to enroll in and attend that program at the in-district resident tuition rates charged by the community college district of attendance, if that college district and the Harper College Board of Trustees have approved the CAREER joint agreement or another such agreement with one another for the provision of such educational services as authorized by Section 3-40 of the Public Community College Act. Chargebacks: A student who resides in the Harper College district, and who wishes to pursue a certificate or degree program not offered by Harper College but which is offered by another Illinois public community college with which Harper College does not have a joint agreement, may attend such other community college and request that Harper College pay "chargeback" tuition for their attendance. Students approved for chargeback will pay the in-district tuition rate of the receiving institution, and Harper College will reimburse the receiving institution for the balance of its tuition charge for out-of-district residents while the student is enrolled at the receiving institution in a program not offered by Harper. Out-of-district residents who wish to pursue a certificate or degree program at Harper College which is not available at the community college serving the college district in which they reside should consult with their community college district of residence to determine whether the desired certificate or degree program is part of the CAREER agreement.

4:20.130- RELIGIOUS OBSERVANCE NOTABLE CHANGES

- Clarification is being proposed to ensure that students make arrangements in advance when absence is needed due to religious observance.

Rock Valley College

RVC Board Policy 4:20.130

Religious Observance

The College recognizes and respects the diversity of religious beliefs and practices of its students in accordance with the *University Religious Observances Act*, 110 ILCS 110/0.01 et seq.

The College will reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements.

~~Students who anticipate being absent from class, examinations, or other academic obligations due to a religious observance are responsible for notifying their instructor(s) in advance so that reasonable accommodations can be made by the instructor. Reasonable accommodations may include, but are not limited to, reschedule an exam or assignment, providing a makeup test, altering assignment dates,~~ permitting a student to attend another section of the same course for a class period, or other reasonable accommodations. Instructors are not responsible for teaching material again. Instructors will inform students of this practice at the beginning of each semester so that arrangements can be made accordingly.

Requirement of Advance Notification: Advanced notice of intended absence for major religious observance is required in order to ensure appropriate accommodations may be made. Students must notify instructors through the Dean of Students Office at least five ~~school~~~~calendar~~ days prior to the absence for religious observance.

Grievance Procedures: A student ~~who believes they have not received reasonable accommodation for religious observance~~ may contact the Dean of Students ~~in the event that reasonable accommodations have not been made~~ in accordance with this policy. ~~The Dean of Students will work with the student, the instructor, and appropriate academic administrator(s) to address the concern, work toward a reasonable accommodation for religious observance.~~

Reference: Board Report 6990: [AR 314](#)

Implemented: April 2, 2013

Revised: April 8, 2014

EB

Elizabeth Becker

Changing language to cover if the denial of accommodation was reasonable - the concern will still be addressed, but it doesn't have to result in an accommodation as the current policy could be interpreted.

4:20.140- ADMINISTRATIVE WITHDRAWAL NOTABLE CHANGES

- No significant changes are being recommended for this policy.

Rock Valley College

RVC Board Policy 4:20.140

Administrative Withdrawal

The College may withdraw a student from a course when an instructor determines that the student is not actively pursuing completion of course objectives as established by their instructor. Students also may be withdrawn by the College for disciplinary reasons or extenuating circumstances.

Specific procedures governing administrative withdrawal will be published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

4:20.150- WITHDRAWAL FROM CLASS NOTABLE CHANGES

- Clarification is provided to explain how class withdrawal is in compliance with the Illinois student debt assistance act.

Rock Valley College

RVC Board Policy 4:20.150

Withdrawal from Class

The College will permit students to voluntarily withdraw from a class subject to appropriate limitations and guidelines published by the College. Students shall be responsible for withdrawing from courses they are no longer attending. Specific procedures governing voluntary withdrawal from class will be published by the College.

In compliance with the Illinois Student Debt Assistance Act (110 ILCS 66/20), the College has established a hardship withdrawal process for extenuating circumstances, i.e., medical or financial. The College will provide additional guidelines for students seeking to withdraw from a class due to an unforeseen hardship which requires a student to withdraw from, or be withdrawn from, a class or classes. In these situations, the College will request supporting documentation.

The College will provide additional guidelines for students seeking to withdraw from a class due to a medical condition which requires a student to withdraw from, or be withdrawn from, a class or classes. In these situations, the College may require certification from a licensed physician or psychiatrist for such withdrawal.

Reference: AR 314
Implemented: April 8, 2014
Revised:



Terrica Huntley
050126 Proposed language from Records to further clarify hardship withdrawal processes

Elizabeth Becker
Agreed.

QUESTIONS?

RVC is an equal opportunity educator and employer.
For more information, visit RockValleyCollege.edu.

Update to Rock Valley College Board Policy Manual
Article 4–Students
First Reading

Background:

The purpose of the Rock Valley College Board Policy Manual is to document the rules and regulations applicable to the operations of Rock Valley College and to ensure compliance with applicable laws and regulations.

During the April 23, 2024, Reorganization Meeting concerning Adoption of Policies of the Board, extensive discussion took place regarding the need to review and update the current Board Policy Manual. Trustees approved a motion to adopt the current Board Policies for a period not to exceed 90 days. During this period, Trustees Nelson and Gorski agreed to review the policies and prepare them for presentation to the College Attorney and President Spearman, prior to the Board of Trustees' review.

At the June 25, 2024, Regular Board of Trustees meeting, Board Report #8165 was approved to adopt the current Board Policy Manual (Policies of the Board) as presented on April 23, 2024, with no revisions. Beginning with Article 1-Board Bylaws, Robbins Schwartz attorneys and the Administration will recommend review and revisions on a section-by-section basis until the Board Policy Manual is fully updated.

On October 22, 2024, Board Report #8210, Article 1-Board of Trustees Bylaws, as reviewed and revised by Robbins Schwartz attorneys and College Administration, was adopted by the Board of Trustees.

On October 28, 2025, Board Report #8323, Article 2-Operations, as reviewed and revised by Robbins Schwartz attorneys and College Administration, was adopted by the Board of Trustees.

On April 28, 2026, Board Report #8377, Article 3-Human Resources, as reviewed and revised by Robbins Schwartz attorneys and College Administration, was adopted by the Board of Trustees.

Since then, College personnel, including vice presidents, deans, directors, executive directors, and staff, have been working with attorneys from Robbins Schwartz to update Article 4-Students regarding law, safety, and policy. Proposed changes were reviewed several times by each entity, and the appropriate administrative procedures were updated or created where applicable.

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Article 4-Students of the Board Policy Manual as reviewed and revised by Robbins Schwartz attorneys and College Administration. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment(s): Rock Valley College Board Policy Manual Article 4–Students

Rock Valley College

RVC Board Policy 4:10.010

Non-Discrimination

The College provides equal opportunities in its admissions, educational and extracurricular programs and activities consistent with federal and state law. Discrimination is prohibited on the basis of race, color; religion, national origin, ancestry, citizenship status, sex, age, physical or mental disability, marital status, order of protection status, sexual orientation, including but not limited to gender related identity discrimination, pregnancy, reproductive health decisions, veteran status, or unfavorable military discharge, use of lawful products while not at work, genetic information, or other legally protected categories.

This policy of equal educational opportunities applies to all policies and procedures. This policy governs admission, access, participation, and treatment in College programs and activities, and application for and treatment in all aspects of educational and extracurricular programs and activities.

Upon request RVC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would create an undue hardship.

Individuals who believe they have not received equal educational opportunities or with questions about any type of discrimination in the educational setting should bring these concerns to the attention of the Vice President of Student Affairs (or designee). Students may raise concerns without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to the appropriate disciplinary action, up to and including expulsion or termination.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

Prohibiting Sex-Based Misconduct

I. Policy Statement

The College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation, gender-related identity and expression, pregnancy, and other protected characteristics related to sex under federal, state, or local law. The College prohibits all forms of sex-based misconduct, including, but not limited to, sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of protected characteristics under its Non-Discrimination-Students Policy and Equal Employment Opportunity Policy.

It is the policy of the College to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Employees or students found to have engaged in prohibited misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College. Contractors, visitors, and any other third parties found to have engaged in prohibited misconduct will be addressed in accordance with the authority of the College in the context of the relationship of the third-party to the College.

II. Title IX Compliance

As required under Title IX and its implementing regulations, the College does not discriminate on the basis of sex and prohibits sex discrimination in the education programs and activities that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Dean of Students and Director of Employee Relations as the Title IX Coordinator(s), who are responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

III. Retaliation Prohibited

Retaliation, including intimidation, threats, coercion, adverse educational or employment actions, or discrimination against any person because they have, in good faith, reported or disclosed alleged discrimination, filed a complaint, or otherwise participated or declined to participate in an investigation into allegations of discrimination, is strictly prohibited.

Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set

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Rock Valley College

forth:

- The application and scope of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct and a definition of consent;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources
- Rights and options for assistance by the College, law enforcement, a medical facility, or a crisis center following an incident of sex-based misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against an elected official;
- Responsibilities of College employees with regard to reporting, forwarding, and/or keeping confidential allegations of discrimination, as applicable;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Potential sanctions that may be imposed following the implementation of the College's grievance procedures and limits on those sanctions;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator(s), Department of Human Resources, campus law enforcement, Responsible Employees and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other sex-based misconduct, or involved in the referral or provision of services to survivors.

Reference: BR 6109- October 28, 2003; BR 6329- April 4, 2006; BR 6924- August 29, 2012; AR 314- April 8, 2014; BR 7318- July 26, 2016; BR 7325- August 23, 2016; BR 7493- March 27, 2018; BR 7770- November 24, 2020

Implemented: August 29, 2012 (3:10.020) April 8, 2014 (4:10.020)

Revised: April 8, 2014 (3:10.020); August 23, 2016; March 27, 2018; November 24, 2020

Rock Valley College

RVC Board Policy 4:10.030

Student Admissions

The College has maintains an open admissions policy that provides postsecondary education consistent with the Illinois Public Community College Act and Illinois Community College Board (ICCB) requirements. The College will admit applicants who demonstrate interest in taking classes, regardless of their past academic performance, the opportunity to do so subject to space limitations and any program-specific admission criteria.

Admission by the College does not guarantee entrance into a particular course or program of study. Certain program may have additional academic, placement, health, or background requirements, and may be subject to selective or limited enrollment. Program-specific admission requirements will be published by the College.

Priority enrollment for all degree and certificate programs shall be provided to a service member or veteran as defined in Section 3-29.10 of the *Illinois Public Community College Act*, after the student's eligibility to receive such benefits has been verified.

Consistent with the College's Non-Discrimination Policy, Policy 2:10.130, the College will not discriminate in the admission or recruitment of students. Information regarding the admissions process, including procedures, deadlines, and documentation requirements, will be communicated to students through the College's website and other official publications.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:10.040

Student Residency

The College will classify the residency of students enrolling in accordance with the *Illinois Public Community College Act*, 770 ILCS 805/3 et seq., and the Administrative Rules of the Illinois Community College Board (ICCB). Residency status is used to determine applicable tuition rates and certain eligibility criteria.

Students are responsible for establishing and documenting their residency status. The College will maintain procedures for student residency status classification, verification, and appeals consistent with the ICCB regulations.

Reference: AR 314

Implemented: April 8, 2014

Revised:



RVC Board Policy 4:10.050

International Students

The College welcomes students from outside the United States. The College will admit and enroll eligible international students in accordance with federal regulations governing non-immigrant students. The College will assist international students seeking to study at the College on an F-1 Visa.

A student whose permanent residence is outside of the United States and is attending the College on a visa shall be classified as an out-of-state student for tuition purposes, unless the student qualifies for a specific residency exception recognized by statute, ICCB rules, or College policy.

Information regarding international specific admission requirements, procedures, and deadlines will be published on the College's website and in other official publications.

Reference: Board Report 6234; AR 314

Implemented: February 22, 2005

Revised: April 8, 2014

RVC Board Policy 4:10.060

Academic and Career Placement

The College is committed to supporting students in achieving their academic and career goals by placing them into courses that align with their current skills and preparation. The College requires new degree-seeking students, and other students as designated, to demonstrate placement levels in key disciplines through approved placement measures prior to registration. Students may also be required to take career-related placement tests to determine eligibility for selective-enrollment College programs or courses.

Placement may be determined by using a combination of standardized test scores, high school coursework and grades, prior college credit, transitional courses, and/or College placement assessments, consistent with ICCB guidelines and College procedures. The College may also require additional placement or aptitude assessments for selective or limited-enrollment programs.

Students may be eligible for waivers or exemptions from certain placement assessments by submitting proof of competency in a discipline as determined by the College. Information on placement requirements, methods, waivers, and retesting will be communicated to students through the College's website and other official publications.

As a member of the National College Testing Association, the College provides professional, accessible testing services in a secure and appropriate environment in order to advance the educational and career status of current students and district residents.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:10.070

Student Classification

For purposes of enrollment status, The College classifies students as follows:

- Full-Time Student: A full-time student is enrolled in twelve (12) or more semester credit hours of course work in the fall, spring, or summer term. For the summer term, enrollment across summer session I and summer session II is combined to determine full-time status.
- Part-Time Student: A part-time student is enrolled in one (1) to eleven (11) semester credit hours during a term.
 - Less Than Half-Time Student: A student enrolled in less than six (6) semester credit hours of course work during a term is considered less than half- time.

The College may use these classifications for determining eligibility for certain programs, services, and benefits, and will apply them consistent with applicable federal and state regulations.

Reference: AR 314

Implemented: April 8, 2014

Revised: March 24, 2015

Rock Valley College

RVC Board Policy 4:10.080

Auditing A Course

The College permits students to enroll in credit courses on an audit basis, subject to space availability and applicable procedures. Students who audit a course may attend and participate in class but do not earn academic credit, and audited courses do not satisfy degree, certificate, or prerequisite requirements.

Students auditing a course are charged the same tuition and fees as students taking the course for credit, unless otherwise provided by College policy. Audited courses are not counted in determining enrollment status, academic progress, and do not affect the student's grade point average or academic honors.

Specific procedures governing auditing a course will be published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:10.090

Student Financial Aid Program

The College administers federal, state, institutional, and private financial aid programs to promote student access to and persistence in higher education. Financial aid may include grants, loans, scholarships, veterans' educational benefits, and student employment opportunities.

The College will manage its financial aid programs in accordance with federal, state and local laws and regulations, including but not limited to Title IV of the Higher Education Act, as well as institutional policies and donor requirements. Eligibility for specific financial aid programs is determined by the rules of the funding source and by College procedures.

The Rock Valley College Foundation partners with the College to support and administer a privately funded scholarship program for eligible students.

Information about available financial aid programs, application procedures and deadlines, eligibility requirements, and standards of satisfactory academic progress will be published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:10.100

Scholarships

Rock Valley College Foundation will develop and administer a privately funded scholarship program that provides support for eligible students.

Guidelines, eligibility and the application process for the Foundation's scholarships will be published by the College. Unless otherwise specified by the donor or program, scholarship awards are applied toward tuition, fees, and other allowable educational expenses in accordance with applicable financial aid regulations.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:10.110

Military Service Personnel, Education Opportunities

The College recognizes and honors the service of members of the United States Armed Forces and veterans and is committed to supporting their educational goals. The College may waive residency requirements for degrees or certificates for eligible military personnel and veterans in accordance with Illinois law and ICCB regulations. Credits earned from other institutions may be applied toward an approved program of study as determined through the College's Office of Records and Registration.

If a student is called to active military duty and must withdraw from the College during a term, the College will work with the student to minimize adverse academic and financial consequences. Depending on the timing of the withdrawal and the student's progress in the course, options may include awarding full academic credit and a grade, granting an incomplete with an opportunity to complete the work later, or providing a full refund of tuition and eligible fees with no academic credit awarded.

Excused absences must be granted for students participating in short-term military obligations, including but not limited to annual training, weekend drills, or emergency state activations, in accordance with Illinois Public Act 103-0871. Reasonable academic accommodations such as rescheduling exam or permitting early or late submission of assignments shall be provided. Students will not be penalized for absences resulting from verified short-term military obligations.

To benefit from this Policy, the student must provide the Office of Records and Registration with a copy of the orders or official documentation requiring active duty service.

Reference: AR 314

Implemented: April 8, 2014

Revised:



RVC Board Policy 4:10.120

Senior Citizen Tuition for Credit Classes

The College values lifelong learning and offers reduced tuition opportunities for eligible senior citizens enrolled in credit courses. In accordance with Illinois law and College policy, qualifying senior residents may enroll in credit courses at a reduced or waived tuition rate, subject to space availability and course prerequisites.

Specific age thresholds, fee structures, and eligibility criteria will be published by the College. Unless otherwise provided by law, senior citizens are responsible for payment of applicable fees, books, and supplies. This policy does not apply to non-credit seminars, non-credit programs, non-credit classes, or continuing education courses.

Reference: Board Report 6556; AR 314

Implemented: October 28, 2008

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 4:10.140

Student Rights and Responsibilities

The College recognizes the rights of its students guaranteed by the constitutions of the United States and the State of Illinois. This includes a student's rights within the institution to freedom of expression, inquiry, assembly, peaceful pursuit of an education, and reasonable use of College services and facilities. Associated with these rights are the responsibilities of students for fulfilling their academic obligations and complying with existing College rules and regulations.

If student conduct is disruptive or interferes with College operations, educational programs or the safety and welfare of the College community, the College reserves the right to seek disciplinary action. The right of due process will be afforded in any disciplinary action taken against a student.

Procedures governing student rights and responsibilities will be published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

RVC Board Policy 4:10.150

Student Conduct

The College expects students to conduct themselves in a manner that demonstrates the College's core values. . Students are responsible for adhering to all College policies and procedures, as well as applicable local, state, and federal laws.

The College will maintain a Code of Conduct that defines behavioral expectations, identifies prohibited conduct, and establishes procedures to provide a fair and educational process for reviewing alleged misconduct.

The Code of Conduct applies to conduct that occurs on College premises, at off-campus instruction sites, at College-sponsored activities, and to off-campus conduct that materially and substantially interferes with the College's operation, educational programs or the safety and welfare of the College community.

Alleged violations of the Student Code of Conduct may result in a range of educational and disciplinary outcomes, up to and including suspension or expulsion, consistent with the severity and context of the behavior. The conduct process will be administered in a manner that is impartial, timely, and developmentally focused, with a goal of promoting accountability, learning, and restoration where appropriate. Students will be afforded procedural due process, including notice of alleged violations, an opportunity to be heard, and defined avenues for appeal, as set forth in the Student Code of Conduct.

The Student Code of Conduct will be published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:10.160

Student Grievance Process

The College provides a process for students to seek review of concerns regarding alleged unfair, inconsistent, or improper application of College policies or practices, including but not limited to allegations of unjust or improper treatment by a College employee in an academic or non-academic context, other than matters addressed through separate procedures (such as discrimination, sexual misconduct, or grade appeals).

Specific procedures governing the Student Grievance Process will be published by the College. The procedure will outline the steps for filing a grievance, applicable timelines, levels of review, and the rights and responsibilities of the parties.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:10.170

Acceptable Use for Information Technology Systems - Students

Access to Rock Valley College Information Technology ("IT") resources (including, without limitation, networks, internet access, computer equipment, servers, computer applications, and phone systems) is a privilege conditioned on responsible, ethical, and lawful behavior consistent with College policies. The use of this technology is to support the mission of the College and is used for intended the College-related activities.

Students may use the College's IT resources, subject to the limitations of applicable state and federal laws as well as Board Policies 2:30.020 and 2:30.030 and related procedures.

The College reserves the right, consistent with applicable law and policy, to manage and monitor its IT resources, to protect network integrity and security, and to take action when misuse is suspected, including limiting, restricting, suspending, or revoking IT privileges and access to IT resources and pursuing disciplinary action under the Student Code of Conduct. Specific standards and procedures governing acceptable use are published by the College.

References: Board Report(s) 6612, 6611; AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:10.190

Education Records

The College maintains educational records for students in accordance with the *Family Educational Rights and Privacy Act*, 20 U.S.C. §1232g et seq., applicable federal regulations, and the Administrative Rules of the Illinois Community College Board.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:10.200

Intercollegiate Athletics

The College sponsors intercollegiate athletics programs that contribute to the educational growth of the students and enhances campus and student life. Participation is governed by College policies, the rules of relevant athletic conferences and associations, and applicable federal and state laws.

As an affiliate of the National Junior College Athletic Association (NJCAA), the College shall adhere to all applicable NJCAA rules and regulations, including those governing eligibility, recruitment, and conduct. The College shall comply with all data collection and reporting requirements of the *Equity in Athletics Disclosure Act*, 20 U.S.C. 7092(9).

The College will establish and maintain procedures that address eligibility standards, academic progress expectations for student-athletes, conduct requirements, health and safety protocols, and reporting obligations, and will publish relevant information for student-athletes, coaches, and staff in accordance with this Policy.

Reference: AR 314

Implemented: April 8, 2014

Revised:

RVC Board Policy 4:10.210

Recognized Student Clubs and Organizations

The College is committed to the formation and operation of student clubs and organizations that enhance the educational, cultural, and social experience of students and are consistent with the College's mission and values. Recognized student clubs and organizations are overseen by the College's Department of Student Life.

Information about forming and maintaining student clubs and organizations, including processes and procedures, will be published by the College. The College may suspend or revoke recognition of a student organization that fails to comply with College policies or procedures.

Reference: AR 314

Implemented: April 8, 2014

Revised:

RVC Board Policy 4:10.220

Student Publications

The College supports student expression through College-sponsored or authorized publications and media.

All College-sponsored and/or authorized student publications must operate in a professional manner and are expected to follow the standards of professional journalism. The College may sponsor student publications in the form of work space, partial or total funding, and/or designation of an advisor. The designated advisor will be responsible for overseeing student publications including compliance with applicable laws and College policies, but do not serve as censors of protected student expression.

Student publications and staff are subject to the Student Code of Conduct and other applicable policies, including those governing harassment, discrimination, and intellectual property. Procedures addressing the governance, funding, and oversight of student publications will be established and published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:10.230

Student Use of Facilities

The College permits reasonable use of College facilities by College-recognized student clubs and organizations, and by other individual students and student groups.

Use of facilities is subject to the procedures published by the College's Departments of Student Life and Administrative Services and in compliance with College policies and procedures.

The College may place reasonable time, place, and manner restrictions on the use of facilities to ensure the orderly operation of the College and to protect the safety of the campus community.

Reference: AR 314

Implemented: April 8, 2014

Revised:

RVC Board Policy 4:10.240

Student Use of Personal Vehicle for College-Sanctioned Travel

The College may authorize students to use personal vehicles for College-sanctioned travel when such travel is necessary to participate in approved College activities and College vehicles are unavailable or impractical.

This includes travel to any of the following in which they directly represent the College by their presence:

1. Professional meetings to which students are invited.
2. Programs in which students are assisting with the administration or implementation of the approved College program.
3. Intercollegiate sporting events which have official N4C recognition and/or receive direct/indirect (in kind) appropriations from the College operations budget.
4. Meetings of student clubs and/or classes that have classroom-related activities or carry the name of the College or receive direct appropriations from the College operations budget.

College-sanctioned use of personal vehicles by students will not be granted until the administrator, faculty or staff member to whom the students are responsible officially submits the following information to the Vice President of Student Affairs (or designee):

1. The exact nature of the College business in which the students will be involved;
2. The name of the driver and the other students who will be traveling in the personal vehicle;
3. Verification that the student driver is driving a fully insured vehicle;
4. The dates of the trip, the destination, and the time of departure from and return to the College;
5. The budget item number from which the student driver will be reimbursed at the Board approved rate; and
6. Evidence that the driver of the car has received clearance from the Chief of Police.

The Vice President of Student Affairs (or designee) must receive this information prior to the proposed trip and will give written permission for the trip to the appropriate administrator, faculty, or staff member.

Student drivers are responsible for operating their vehicles safely, in compliance with traffic laws,

RVC Board Policy 4:10.240

and for maintaining required insurance coverage. Authorization for College-sanctioned travel in personal vehicles may be denied, limited, or revoked if safety concerns or noncompliance with procedures are identified. The College will publish procedures implementing this policy, including approval processes, documentation requirements, and reimbursement practices.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:10.250

Student Individual and Group Travel

The College may sponsor or approve domestic and international travel opportunities for students, including individual and group travel associated with academic programs, study abroad, service learning, student organizations, and intercollegiate activities. The College's group travel programs will operate in accordance with all Board policies, administrative procedures and state, federal, and international laws.

Procedures and guidelines for student group travel will be published by the College.

Students participating in College-sponsored or approved travel remain subject to the Student Code of Conduct and all other applicable College policies. Violations of policy during travel may result in disciplinary action and, where appropriate, early termination of participation in the travel experience at the student's expense.

References: Board Report 6696, 6876, AR 314

Implemented: March 23, 2010; April 24, 2012; April 8, 2014

Revised: April 8, 2014

RVC Board Policy 4:10.260

Cultural Excellence and Belonging

Rock Valley College is committed to creating and sustaining a healthy, inclusive and accessible campus environment where all learners can make progress towards their educational and career goals.

Therefore, the College shall establish initiatives, measures, programs, procedures, and curriculum to advance excellence and belonging for students, staff, faculty, administration, vendors and contractors, and other community partners.

Reference: Board Report 7763

Implemented: October 27, 2020

Revised:

Rock Valley College

RVC Board Policy 3:10.270 (Employees)

RVC Board Policy 4:10.270 (Students)

Service and Other Animals Policy

It is the policy of Rock Valley College to ensure that all individuals with disabilities who require the assistance of a service animal have an equal opportunity to access College property, courses, programs, and activities. The College Administration shall establish Procedures implementing this Policy.

Except as set forth in the Procedures implementing this Policy, service animals will be permitted to accompany individuals with disabilities in all public areas of the College. For purposes of this Policy, "service animal" is defined as set forth in the Americans with Disabilities Act ("ADA"). The support provided by the service animal must be directly related to the individual's disability. Service Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under this Policy.

Service animals must be under the control of the handler at all times. Service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents the use of these devices or unless these devices interfere with the service animal's safe and effective performance of the tasks it has been trained to perform. In such cases, the individual must still maintain control of the service animal by means of voice, signal, or other effective controls.

Students in need of a service animal on campus must contact Disability Support Services to request and manage their accommodations, including the need for a service animal on campus. Employees in need of a service animal on campus must contact Human Resources to request a reasonable accommodation allowing the presence of a service animal in the workplace.

Animals that do not satisfy the above criteria are strictly prohibited from all Rock Valley College property.

The College reserves the right to remove and/or exclude any service animals from College property for legitimate and legally permissible public health or safety reasons.

In implementing this Policy, Rock Valley College complies with the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Service Animal Access Act/White Cane Law, and all other federal and State laws pertaining to service animals and/or accommodations for individuals with disabilities.

Reference: BR 7783- January 26, 2021; BR 7788- February 23, 2021

Implemented: February 23, 2021**Revised:**

RVC Board Policy 4:20.010

Academic Integrity

The College is committed to the principles of academic integrity in all aspects of College life. Furthermore, the College expects its students to uphold the highest standards of honesty in all academic work including: producing their own, original work, except when collaboration on projects is directed by faculty as part of the course or specific assignment. Acts of academic dishonesty are viewed by the College as a serious offense requiring an appropriate disciplinary response.

As members of the College community, students are expected to refrain from academic dishonesty in all forms including cheating, plagiarism or other improper appropriation of another's work as one's own, and falsifying records to advance one's academic standing, all as further defined in the College Catalog and the Student Handbook which also set out procedures which will be followed to address and impose consequences for academic dishonesty when it is determined to have occurred.

Procedures for reporting, reviewing, and resolving alleged academic misconduct, including any appeal processes, will be published by the College as further defined within the College Catalog and Student Handbook.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:20.020

Intellectual Property and Copyright Act Compliance

The College encourages students to engage in the development of intellectual property and to facilitate ownership protection with regard to such development. The College further expects students to adhere to the federal Copyright Act of 1976, international copyright laws, and College copyright procedures and guidelines.

College administration will implement and maintain copyright procedures and guidelines necessary to ensure compliance with copyright laws and to facilitate ownership protection with respect to the development of intellectual property.

Liability for willful infringement of copyright law rests solely upon the person in violation. This procedure is applicable to students who are employees,. Students who engage in copyright infringement may also be subject to disciplinary action through the College's applicable discipline policy.

Students who create works on their own time, and without the use of substantial College resources or financial support, own those works. The College shall not claim ownership of intellectual property created, unless the work involved was created in the course of employment; commissioned by the College; or created, developed, or produced with substantial College resources or financial support. In such instances, the rights of the creators and of the College shall be defined by Agreement prior to the commencement of the project.

Reference: AR 314

Implemented: April 8, 2014

Revised:

RVC Board Policy 4:20.030

Class Attendance and Participation

Regular and consistent class attendance is an essential part of successful learning for students. Students are expected to promptly attend scheduled class meetings, arrive prepared and on time, and engage in learning activities as required by the course. Course syllabi will outline attendance and participation expectations, including how absences and late work may affect grades.

Students are responsible for informing instructors promptly of unavoidable absences and for making arrangements to complete missed work when permitted. Each course instructor has discretion to decide when and how absences affect grades. Make-up work shall be arranged at the discretion of the course instructor.

Course instructors are required to identify students who are and who are not actively pursuing completion of the course in the tenth day of the term and at mid-term in compliance with the Administrative Rules of the Illinois Community College Board.

Reference: AR 314

Implemented: April 8, 2014

Revised:

RVC Board Policy 4:20.040

Course Credit Hour Determination

The College assigns credit hours to courses in a manner that reflects a consistent measure of student work and learning outcomes, regardless of instructional method or course length, and in accordance with federal regulations and the Administrative Rules of the Illinois Community College Board.

The College defines one semester credit hour as an amount of work that reasonably approximates, but is not limited to, the federal standard for credit hours, which may include a combination of direct instruction and out-of-class student work. For courses offered in alternative formats, such as hybrid, online, or accelerated terms, the total amount of student work required will be equivalent to that of a traditional semester-length course with the same credit hour value.

Academic Affairs, under the leadership of the Chief Academic Officer, will maintain procedures for reviewing and approving credit hours assigned to courses as part of curriculum development, syllabus review, and program review processes. All courses will be developed and reviewed to ensure that the credit hours awarded are consistent with College standards, ICCB rules, and applicable accreditation criteria.

Reference: Board Report 7066; AR 314

Implemented: December 17, 2013

Revised: April 8, 2014

RVC Board Policy 4:20.050

Evaluation of Student Performance

The College will maintain an equitable process for course instructors to evaluate and record student performance which is compliant with applicable accreditation standards. Grading and evaluation standards will be communicated to students by course instructors through syllabi. This policy will be applied consistently with the College's collective bargaining agreement obligations.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:20.060

Academic Honors

The College recognizes students who demonstrate high levels of academic achievement. In recognition of academic excellence, the College will ensure a means by which to honor students for their superior achievement.

The manner in which superior academic achievement will be recognized and any categories of academic honors will be published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

RVC Board Policy 4:20.070

Standards for Academic Progress

The College is committed to student success. Students enrolled in an academic program must maintain minimum academic achievement standards. Standards for academic achievement are published by the College.

A student whose academic performance is below the acceptable standard will be placed on academic probation. A student who fails to progress toward satisfactory academic achievement may be dropped.

Satisfactory academic progress may be defined by grade point average and/or credit courses completed in relation to courses attempted.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:20.080

Academic Appeals

The College provides students with an opportunity to seek review of certain academic decisions, including final course grades and sanctions for academic misconduct, when the student believes that a decision was made in an arbitrary, capricious, or inconsistent manner or not in accordance with stated course standards or College policy.

The Academic Appeals Procedure published by the College will outline the grounds for appeal, submission requirements, timelines, levels of review, and final decision-making authority.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:20.090

Academic Forgiveness

The College recognizes the challenges of pursuing a College education. The College will provide a one-time academic forgiveness process for eligible students who demonstrate a serious intent to continue academic studies.

Under Academic Forgiveness, a student who meets eligibility criteria may request that one or more prior terms of coursework, completed during a defined period, be excluded from the calculation of the student's cumulative grade point average for academic standing purposes.

Courses and grades approved for Academic Forgiveness will remain on the student's transcript but will be clearly noted as forgiven and will not be included in the institutional GPA calculation.

If a student is granted Academic Forgiveness, he or she may file an appeal to remove the hours/grade from the Standards of Academic Progress calculation for financial aid. Further, Academic Forgiveness does not guarantee financial aid eligibility or affect academic progress calculations required by external agencies or other institutions.

Specific procedures governing Academic Forgiveness eligibility will be published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:20.100

Course Repetitions

The College permits students to repeat courses in accordance with College policy and Illinois Community College Board rules. Students may wish to repeat a course to improve their understanding of the subject matter, raise a grade, or meet requirements for a specific program; however, limitations may apply based on academic, financial aid, or state-funding considerations.

When a course is repeated at Rock Valley College, the highest grade earned will generally be used in calculating the student's cumulative grade point average, although all attempts will remain on the transcript. The College may limit the number of times a course can be repeated, and certain courses may be excluded from repetition or may require special approval to repeat.

In instances where State reimbursement is not available for repeated coursework, the College may assess a supplemental tuition or fee for the repeated course. The College will publish specific procedures governing course repetitions, including the impact on GPA, financial aid, and degree or certificate requirements.

Reference: AR 314

Implemented: April 8, 2014

Revised:

RVC Board Policy 4:20.110

Graduation Requirements

The College will establish and publish requirements for degrees and certificates in accordance with units of instruction approved by the Illinois Community College Board and Illinois Board of Higher Education.

Reference: Board Report 6563; AR 314

Implemented: December 16, 2008

Revised: April 8, 2014

RVC Board Policy 4:20.120

CAREER Agreement

The College participates in the Comprehensive Agreement Regarding the Expansion of Educational Resources ("CAREER Agreement"), a cooperative agreement with Illinois institutions of higher education that expands program access for students.

Under the CAREER Agreement, eligible in-district students may enroll in approved programs at another participating community college when the College does not offer the desired program, and pay tuition at the receiving institution's in-district rate. The receiving institution collects tuition and fees and may claim state apportionment for such students, as permitted by ICCB rules.

The College may also participate in other cooperative agreements or consortia that facilitate access to educational programs not otherwise available to Rock Valley College students. The College will publish procedures and eligibility criteria for students seeking to participate in the CAREER Agreement or other cooperative program arrangements.

Reference: Board Report 6911; AR 314

Implemented: June 26, 2012

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 4:20.130

Religious Observance

The College recognizes and respects the diversity of religious beliefs and practices of its students in accordance with the *University Religious Observances Act*, 110 ILCS 110/0.01 et seq.

The College will reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements.

Students who anticipate being absent from class, examinations, or other academic obligations due to a religious observance are responsible for notifying their instructor(s) in advance so that reasonable accommodations can be made by the instructor. Reasonable accommodations may include, but are not limited to, reschedule an exam or assignment, permitting a student to attend another section of the same course for a class period, or other reasonable accommodations. Instructors are not responsible for teaching material again. Instructors will inform students of this practice at the beginning of each semester so that arrangements can be made accordingly.

Requirement of Advance Notification: Advanced notice of intended absence for major religious observance is required in order to ensure appropriate accommodations may be made. Students must notify instructors through the Dean of Students Office at least five school days prior to the absence for religious observance.

Grievance Procedures: A student who believes they have not received reasonable accommodation for religious observance may contact the Dean of Students in accordance with this policy. The Dean of Students will work with the student, the instructor, and appropriate academic administrator(s) to address the concern.

Reference: Board Report 6990; AR 314

Implemented: April 2, 2013

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 4:20.140

Administrative Withdrawal

The College may withdraw a student from a course when an instructor determines that the student is not actively pursuing completion of course objectives as established by their instructor. Students also may be withdrawn by the College for disciplinary reasons or extenuating circumstances.

Specific procedures governing administrative withdrawal will be published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:20.150

Withdrawal from Class

The College will permit students to voluntarily withdraw from a class subject to appropriate limitations and guidelines published by the College. Students shall be responsible for withdrawing from courses they are no longer attending. Specific procedures governing voluntary withdrawal from class will be published by the College.

In compliance with the Illinois Student Debt Assistance Act (110 ILCS 66/20), the College has established a hardship withdrawal process for extenuating circumstances, i.e., medical or financial. The College will provide additional guidelines for students seeking to withdraw from a class due to an unforeseen hardship which requires a student to withdraw from, or be withdrawn from, a class or classes. In these situations, the College will request supporting documentation.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:10.010

Non-Discrimination

The College provides equal opportunities in its admissions, educational and extracurricular programs and activities consistent with federal and state law. Discrimination is prohibited on the basis of race, color; religion, national origin, ancestry, citizenship status, sex, age, physical or mental disability, marital status, order of protection status, sexual orientation, including but not limited to gender related identity discrimination, pregnancy, reproductive health decisions, veteran status, or unfavorable military discharge, use of lawful products while not at work, genetic information, or other legally protected categories.

This policy of equal educational opportunities applies to all policies and procedures. This policy governs admission, access, participation, and treatment in College programs and activities, and application for and treatment in all aspects of educational and extracurricular programs and activities.

Upon request RVC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would create an undue hardship.

Individuals who believe they have not received equal educational opportunities or with questions about any type of discrimination in the educational setting should bring these concerns to the attention of the Vice President of Student Affairs (or designee). Students may raise concerns without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to the appropriate disciplinary action, up to and including expulsion or termination.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Commented [EB1]: If not already considered, removal and placement in a place applicable to all college operations

Commented [JP2R1]: It does appear that we already consolidated these provisions in 2:10.130 and 2:10.120..

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Commented [TH3]: 042426 we agree with the recommendation to remove the policy and have one central policy for everyone (2:10.130)

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Rock Valley College

Prohibiting Sex-Based Misconduct

I. Policy Statement

The College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation, gender-related identity and expression, pregnancy, and other protected characteristics related to sex under federal, state, or local law. The College prohibits all forms of sex-based misconduct, including, but not limited to, sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of protected characteristics under its Non-Discrimination-Students Policy and Equal Employment Opportunity Policy.

It is the policy of the College to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Employees or students found to have engaged in prohibited misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College. Contractors, visitors, and any other third parties found to have engaged in prohibited misconduct will be addressed in accordance with the authority of the College in the context of the relationship of the third-party to the College.

II. Title IX Compliance

As required under Title IX and its implementing regulations, the College does not discriminate on the basis of sex and prohibits sex discrimination in the education programs and activities that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Dean of Students and Director of Employee Relations as the Title IX Coordinator(s), who are responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

III. Retaliation Prohibited

Retaliation, including intimidation, threats, coercion, adverse educational or employment actions, or discrimination against any person because they have, in good faith, reported or disclosed alleged discrimination, filed a complaint, or otherwise participated or declined to participate in an investigation into allegations of discrimination, is strictly prohibited.

Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set

RVC is an equal opportunity educator and employer.

Commented [EB4]: Same changes as were proposed under Article 3 section - please review the comments from the Article 3 documents including removal from this section and placing in applicable to all college operations section

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Deleted: Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any

Deleted: ¶ person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.¶

Rock Valley College

forth:

- The [application and](#) scope of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct [and a definition of consent](#);
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources
- [Rights and options](#) for assistance [by the College, law enforcement, a medical facility, or a crisis center](#) following an incident of sex-based misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against [an](#) elected official;
- [Responsibilities of College employees with regard to reporting, forwarding, and/or keeping confidential allegations of discrimination, as applicable](#);
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- [Potential sanctions that may be imposed following the implementation of the College's grievance procedures and limits on those sanctions](#);
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator(s), Department of Human Resources, campus law enforcement, Responsible Employees and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other [sex-based](#) misconduct, or involved in the referral or provision of services to [survivors](#).

Reference: [BR 6109- October 28, 2003](#); [BR 6329- April 4, 2006](#); [BR 6924- August 29, 2012](#); [AR 314- April 8, 2014](#); [BR 7318- July 26, 2016](#); [BR 7325- August 23, 2016](#); [BR 7493- March 27, 2018](#); [BR 7770- November 24, 2020](#).

Implemented: August 29, 2012 (3:10.020) April 8, 2014 (4:10.020)

Revised: April 8, 2014 (3:10.020); August 23, 2016; March 27, 2018; November 24, 2020

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Commented [TH5]: 042426 we agree with the recommendation to remove the policy and have one central policy for everyone (2:10.035)

Deleted: Board Report(s) 6924, 7318, 7325, 7493, 7770...

Rock Valley College

RVC Board Policy 4:10.030

Student Admissions

The College has maintains an open admissions policy that provides postsecondary education consistent with the Illinois Public Community College Act and Illinois Community College Board (ICCB) requirements. The College will admit applicants who demonstrate interest in taking classes, regardless of their past academic performance, the opportunity to do so subject to space limitations and any program-specific admission criteria.

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Admission by the College does not guarantee entrance into a particular course or program of study. Certain program may have additional academic, placement, health, or background requirements, and may be subject to selective or limited enrollment. Program-specific admission requirements will be published by the College.

Priority enrollment for all degree and certificate programs shall be provided to a service member or veteran as defined in Section 3-29.10 of the *Illinois Public Community College Act*, after the student's eligibility to receive such benefits has been verified.

Consistent with the College's Non-Discrimination Policy, Policy 2:10.130, the College will not discriminate in the admission or recruitment of students. Information regarding the admissions process, including procedures, deadlines, and documentation requirements, will be communicated to students through the College's website and other official publications.

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Reference: AR 314
Implemented: April 8, 2014
Revised:

Deleted: Information on the admissions process will be communicated to students through various means including the College's website.¶

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Rock Valley College

RVC Board Policy 4:10.040

Student Residency

The College will classify the residency of students enrolling in accordance with the Illinois Public Community College Act, 770 ILCS 805/3 et seq., and the Administrative Rules of the Illinois Community College Board (ICCB). Residency status is used to determine applicable tuition rates and certain eligibility criteria.

Students are responsible for establishing and documenting their residency status. The College will maintain procedures for student residency status classification, verification, and appeals consistent with the ICCB regulations.

Reference: AR 314
Implemented: April 8, 2014
Revised:

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Rock Valley College

RVC Board Policy 4:10.050

International Students

The College welcomes students from outside the United States. The College will admit and enroll eligible international students in accordance with federal regulations governing non-immigrant students. The College will assist international students seeking to study at the College on an F-1 Visa.

A student whose permanent residence is outside of the United States and is attending the College on a visa shall be classified as an out-of-state student for tuition purposes, unless the student qualifies for a specific residency exception recognized by statute, ICCB rules, or College policy.

Information regarding international specific admission requirements, procedures, and deadlines will be published on the College's website and in other official publications.

Reference: Board Report 6234; AR 314

Implemented: February 22, 2005

Revised: April 8, 2014

Commented [JP6]: Do we use this term because they are on a student visa. What about an international student seeking a green card?

Commented [EB7R6]: "Nonimmigrant" is the immigration-law term for people admitted to the U.S. temporarily for a specific purpose—like study—rather than to live here permanently, which is what "immigrant" status is for.

Commented [EB8R6]: Student classifications like F-1 and M-1 are expressly defined as **nonimmigrant student** categories in federal regulations, meaning the person is here to study for a limited period under specific conditions, not to immigrate.

Deleted: Coordinator of International Students

Commented [TH9]: 04202626We still offer live in guest status. Are there any concerns with us continuing to offer live in guest status?

Commented [EB10R9]: The proposed edits are not intended to eliminate or restrict the practice itself, but rather to remove detailed operational language from Board policy and retain flexibility to adjust elements as needed.

Commented [EB11R9]: Can add back in, "The College has a Live-In guest status for students with F-1 visas, under which eligible students residing with a District 511 resident may be classified as in-District for tuition purposes, in accordance with applicable College procedures."

Deleted: has Live-In guest status with a resident of District 511. Live-In guest status is offered to students with F-1 visas only. International students who are classified as in-District students with Live-In guest status for tuition purposes shall be assessed a \$500 per semester fee to help offset the services provided to said students.

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Rock Valley College

RVC Board Policy 4:10.060

Academic and Career Placement

The College is committed to supporting students in achieving their academic and career goals by placing them into courses that align with their current skills and preparation. The College requires new degree-seeking students, and other students as designated, to demonstrate placement levels in key disciplines through approved placement measures prior to registration. Students may also be required to take career- related placement tests to determine eligibility for selective-enrollment College programs or courses.

Placement may be determined by using a combination of standardized test scores, high school coursework and grades, prior college credit, transitional courses, and/or College placement assessments, consistent with ICCB guidelines and College procedures. The College may also require additional placement or aptitude assessments for selective or limited-enrollment programs.

Students may be eligible for waivers or exemptions from certain placement assessments by submitting proof of competency in a discipline as determined by the College. Information on placement requirements, methods, waivers, and retesting will be communicated to students through the College's website and other official publications.

As a member of the National College Testing Association, the College provides professional, accessible testing services in a secure and appropriate environment in order to advance the educational and career status of current students and district residents.

Reference: AR 314
Implemented: April 8, 2014
Revised:

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Commented [TH12]: 041526 Not all measures are testing, we recommend taking "testing" out of the title to reflect this

Commented [EB13R12]: Agree

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Deleted: success of its students. To promote such success, new students enrolling in credit classes are required to complete placement testing

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Rock Valley College

RVC Board Policy 4:10.070

Student Classification

For purposes of enrollment status, The College classifies students as follows:

- **Full-Time Student:** A full-time student is enrolled in twelve (12) or more semester credit hours of course work in the fall, spring, or summer term. For the summer term, enrollment across summer session I and summer session II is combined to determine full-time status.
- **Part-Time Student:** A part-time student is enrolled in one (1) to eleven (11) semester credit hours during a term.
 - **Less Than Half-Time Student:** A student enrolled in less than six (6) semester credit hours of course work during a term is considered less than half-time.

The College may use these classifications for determining eligibility for certain programs, services, and benefits, and will apply them consistent with applicable federal and state regulations.

Reference: AR 314

Implemented: April 8, 2014

Revised: March 24, 2015

Commented [TH14]: 043026Are these definitions for Financial Aid purposes? If so, it seems there is conflict between part time (6-11 credit hours) and less than half time (1-5).

Commented [EB15R14]: In reviewing the original policy, it appears that all students enrolled in 1–11 credit hours are treated as part-time, with an additional distinction for those enrolled in fewer than 6 credit hours as "less than half-time" students. To preserve that structure and avoid creating an apparent conflict, I recommend nesting "Less Than Half-Time Student" as a sub-bullet under "Part-Time Student." That way, all 1–11 credit hour students remain classified as part-time for general enrollment purposes, while the subset enrolled in fewer than 6 credit hours is clearly identified as less than half-time for any applicable program or regulatory requirements.

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Revised:

Rock Valley College

RVC Board Policy 4:10.080

Auditing A Course

The College permits students to enroll in credit courses on an audit basis, subject to space availability and applicable procedures. Students who audit a course may attend and participate in class but do not earn academic credit, and audited courses do not satisfy degree, certificate, or prerequisite requirements.

Students auditing a course are charged the same tuition and fees as students taking the course for credit, unless otherwise provided by College policy. Audited courses are not counted in determining enrollment status, academic progress, and do not affect the student's grade point average or academic honors.

Specific procedures governing auditing a course will be published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

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Deleted: may apply with the Records and Registration Office to audit a course. Auditing students pay full tuition and fees as enrolled.

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Deleted: A student auditing a course will not be considered enrolled in that course for purposes meeting standards of academic progress. Grades received in audited classes earn no credit and do not affect the ...

Deleted: Adopted: April 8, 2014¶

Rock Valley College

RVC Board Policy 4:10.090

Student Financial Aid Program

The College administers federal, state, institutional, and private financial aid programs to promote student access to and persistence in higher education. Financial aid may include grants, loans, scholarships, veterans' educational benefits, and student employment opportunities.

The College will manage its financial aid programs in accordance with federal, state and local laws and regulations, including but not limited to Title IV of the Higher Education Act, as well as institutional policies and donor requirements. Eligibility for specific financial aid programs is determined by the rules of the funding source and by College procedures.

The Rock Valley College Foundation partners with the College to support and administer a privately funded scholarship program for eligible students.

Information about available financial aid programs, application procedures and deadlines, eligibility requirements, and standards of satisfactory academic progress will be published by the College.

Reference: AR 314
Implemented: April 8, 2014
Revised:

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Moved up [1]: The program may consist of grants, loans, scholarships, veteran benefits, and work opportunities.¶

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Commented [EB16]: Consider removal since the next board policy is regarding scholarships through the Foundation specifically

Commented [JP17R16]: Agree. Keep comment box noting that recommendation.

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The financial aid programs available to students and eligibility requirements will be published by the College.¶

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Rock Valley College

RVC Board Policy 4:10.100

Scholarships

Rock Valley College Foundation will develop and administer a privately funded scholarship program that provides support for eligible students.

Guidelines, eligibility and the application process for the Foundation's scholarships will be published by the College. Unless otherwise specified by the donor or program, scholarship awards are applied toward tuition, fees, and other allowable educational expenses in accordance with applicable financial aid regulations.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Commented [EB18]: Consideration of putting this with the previous policy?

Commented [TH19R18]: Thank you we prefer to keep it separate so that students with questions go directly towards the foundation and it isn't confused with financial aid/college

Commented [TH20]: The college doesn't administer scholarships, the foundation provides these individually. We would like to remove the college itself

Deleted: The College, with the assistance of the

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Rock Valley College

RVC Board Policy 4:10.110

Military Service Personnel, Education Opportunities

The College recognizes and honors the service of members of the United States Armed Forces and veterans and is committed to supporting their educational goals. The College may waive residency requirements for degrees or certificates for eligible military personnel and veterans in accordance with Illinois law and ICCB regulations. Credits earned from other institutions may be applied toward an approved program of study as determined through the College's Office of Records and Registration.

If a student is called to active military duty and must withdraw from the College during a term, the College will work with the student to minimize adverse academic and financial consequences. Depending on the timing of the withdrawal and the student's progress in the course, options may include awarding full academic credit and a grade, granting an incomplete with an opportunity to complete the work later, or providing a full refund of tuition and eligible fees with no academic credit awarded.

Excused absences must be granted for students participating in short-term military obligations, including but not limited to annual training, weekend drills, or emergency state activations, in accordance with Illinois Public Act 103-0871. Reasonable academic accommodations such as rescheduling exam or permitting early or late submission of assignments shall be provided. Students will not be penalized for absences resulting from verified short-term military obligations.

To benefit from this Policy, the student must provide the Office of Records and Registration with a copy of the orders or official documentation requiring active duty service.

Reference: AR 314
Implemented: April 8, 2014
Revised:

RVC is an equal opportunity educator and employer.

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Commented [TH21]: 043026 How does the law give us authority to waive residency requirements?

Commented [EB22R21]: Under federal law, 38 U.S.C. § 3679(c) (VACAA) requires public institutions to charge in-state tuition to "covered individuals," including veterans, active-duty service members, and eligible dependents or transferees using specified VA education benefits who reside in Illinois. Illinois law likewise authorizes and requires community colleges to treat qualifying service members, veterans, and VA-benefit users as in-district (or at least in-state) for tuition: 110 ILCS 805/6-4; 110 ILCS 805/6-4a; 23 Ill. Admin. Code § 1501.505. In short, for these covered categories, we must waive usual residency differentials and apply in-district or in-state rates as those provisions specify.

Deleted: by the Office of Records and Registration.

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Commented [EB23]: Harper 05.09.01

In accordance with Section 3-26.5 of the Public Community College Act (110 ILCS 805/3-26.5), the College shall allow a currently enrolled student who is called to active military service to complete any unfinished courses at a later date at no additional charge, unless course credit has already been given or the student received a full refund upon withdrawing from the course, in which case the student's record shall reflect that the withdrawal is due to active military service. Such a student shall be given priority over other students in reenrolling in the course or courses.

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Commented [TH24]: 041726 We recommend adding this paragraph to distinguish between long term and short term military obligations. [3]

Commented [EB25R24]: Agreed

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Rock Valley College

RVC Board Policy 4:10.120

Senior Citizen Tuition for Credit Classes

The College values lifelong learning and offers reduced tuition opportunities for eligible senior citizens enrolled in credit courses. In accordance with Illinois law and College policy, qualifying senior residents may enroll in credit courses at a reduced or waived tuition rate, subject to space availability and course prerequisites.

Specific age thresholds, fee structures, and eligibility criteria will be published by the College. Unless otherwise provided by law, senior citizens are responsible for payment of applicable fees, books, and supplies. This policy does not apply to non-credit seminars, non-credit programs, non-credit classes, or continuing education courses.

Reference: Board Report 6556; [AR 314](#)

Implemented: October 28, 2008

Revised: April 8, 2014

Commented [EB26]: Harper: 05.05.01 Senior Citizen Tuition In-district residents who are age 65 or older, are eligible to enroll in credit courses on a tuition-free basis during the three-day period prior to the first day of the class section in which enrollment is desired, provided that the class section has sufficient minimum enrollments at the regular tuition rate to meet the cost to the College of delivering the course.

Commented [TH27]: 043026 Does the law determine the specific age? If so, we want to use that to guide what we offer. President recommendation to give free tuition to all those who are 60 or 62 and older. Please advise

Commented [EB28R27]: The Senior Citizens Courses Act (110 ILCS 990) defines a "senior citizen" as any person **65 years** or older **whose annual household income is less than** the threshold amount provided in the Senior Citizens and Persons with Disabilities Property Tax Relief Act (currently: less than 33,562 dollars for a one-person household, less than 44,533 dollars for a two-person household, and less than 55,500 dollars for a household of three or more persons).

Under this Act, public institutions of higher education, must permit qualifying senior citizens to enroll in regularly scheduled credit courses without payment of tuition, on a space-available basis; however, the statute expressly allows institutions to continue charging non-tuition fees (e.g., registration or course fees).

The law provides a **minimum level of benefit**; it does not restrict the College from being more generous. The Board may extend tuition waivers or discounts to individuals younger than 65, or from waiving some or all fees, so long as the College continues to honor the statutory entitlement for those 65 and older who meet the income criteria.

Moved (insertion) [2]

Deleted: Resident students between 62-64 years of age at the time of registration are eligible for a reduced tuition rate of \$25 per credit hour for credit classes. Resident students who are 65 years of age or older at the time of registration are eligible for free tuition for credit classes. Any student fees are still applicable to said students.¶

Moved up [2]: This policy does not apply to non-credit seminars, non-credit programs, non-credit classes, or continuing education courses.¶



RVC Board Policy 4:10.140

Student Rights and Responsibilities

The College recognizes the rights of its students guaranteed by the constitutions of the United States and the State of Illinois. This includes a student's rights within the institution to freedom of expression, inquiry, assembly, peaceful pursuit of an education, and reasonable use of College services and facilities. Associated with these rights are the responsibilities of students for fulfilling their academic obligations and complying with existing College rules and regulations.

If student conduct is disruptive or interferes with College operations, educational programs or the safety and welfare of the College community, the College reserves the right to seek disciplinary action. The right of due process will be afforded in any disciplinary action taken against a student.

Procedures governing student rights and responsibilities will be published by the College.

Reference: AR 314
Implemented: April 8, 2014
Revised:

Deleted: Adopted: April 8, 2014

Rock Valley College

RVC Board Policy 4:10.150

Student Conduct

The College expects students to conduct themselves in a manner that demonstrates the College's core values. Students are responsible for adhering to all College policies and procedures, as well as applicable local, state, and federal laws.

The College will maintain a Code of Conduct that defines behavioral expectations, identifies prohibited conduct, and establishes procedures to provide a fair and educational process for reviewing alleged misconduct.

The Code of Conduct applies to conduct that occurs on College premises, at off-campus instruction sites, at College-sponsored activities, and to off-campus conduct that materially and substantially interferes with the College's operation, educational programs or the safety and welfare of the College community.

Alleged violations of the Student Code of Conduct may result in a range of educational and disciplinary outcomes, up to and including suspension or expulsion, consistent with the severity and context of the behavior. The conduct process will be administered in a manner that is impartial, timely, and developmentally focused, with a goal of promoting accountability, learning, and restoration where appropriate. Students will be afforded procedural due process, including notice of alleged violations, an opportunity to be heard, and defined avenues for appeal, as set forth in the Student Code of Conduct.

The Student Code of Conduct will be published by the College.

Reference: AR 314
Implemented: April 8, 2014
Revised:

Deleted: S

Deleted: are expected

Deleted: I

Deleted:

Deleted: of mutual respect, excellence, diversity, collaboration, innovation, public trust, and learner-centered community

Deleted: for students to conduct themselves in a manner consistent with these core values and the College's operation as an educational institution.

Deleted: c

Deleted: The College may seek disciplinary action against students for violations of College rules and regulations for conduct, including the standards of student conduct as set forth in the Code of Conduct.¶

¶
Sanctions may be imposed for conduct which occurs on College premises, at off-campus instruction sites, at College-sponsored extracurricular activities or events when a student serves as a representative of the College, or in the course of using College technology or property. Sanctions may also be imposed for conduct that occurs on or off campus which materially and substantially interferes with the College's operation, educational programs or the safety and welfare of the College community.¶

¶
The right of due process will be afforded in any disciplinary action taken against a student.¶

¶

Deleted: Adopted: April 8, 2014¶

Rock Valley College

RVC Board Policy 4:10.160

Student Grievance Process

The College provides a process for students to seek review of concerns regarding alleged unfair, inconsistent, or improper application of College policies or practices, including but not limited to allegations of unjust or improper treatment by a College employee in an academic or non-academic context, other than matters addressed through separate procedures (such as discrimination, sexual misconduct, or grade appeals).

Specific procedures governing the Student Grievance Process will be published by the College. The procedure will outline the steps for filing a grievance, applicable timelines, levels of review, and the rights and responsibilities of the parties.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Deleted: The College will maintain a student grievance process for students to request the review and consideration of an allegation of unjust or improper practice or harassment on the part of the College.¶

Rock Valley College

RVC Board Policy 4:10.170

Acceptable Use for Information Technology Systems - Students

Access to Rock Valley College Information Technology ("IT") resources (including, without limitation, networks, internet access, computer equipment, servers, computer applications, and phone systems) is a privilege conditioned on responsible, ethical, and lawful behavior consistent with College policies. The use of this technology is to support the mission of the College and is used for intended the College-related activities.

Students may use the College's IT resources, subject to the limitations of applicable state and federal laws as well as Board Policies 2:30.020 and 2:30.030 and related procedures.

The College reserves the right, consistent with applicable law and policy, to manage and monitor its IT resources, to protect network integrity and security, and to take action when misuse is suspected, including limiting, restricting, suspending, or revoking IT privileges and access to JT resources and pursuing disciplinary action under the Student Code of Conduct. Specific standards and procedures governing acceptable use are published by the College.

References: Board Report(s) 6612, 6611: AR 314

Implemented: April 8, 2014

Revised:

Deleted: Student access to the College's

Deleted: intended

Deleted: to be

Deleted:

Deleted: for which they were intended.

Deleted: extend, limit

Deleted: deny

Deleted: its

Deleted: to any student

Deleted: ¶
Revised

Rock Valley College

RVC Board Policy 4:10.190

Education Records

The College maintains educational records for students in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g et seq., applicable federal regulations, and the Administrative Rules of the Illinois Community College Board.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Deleted: The College will comply with

Deleted: federal

Deleted: Adopted: April 8, 2014¶

Rock Valley College

RVC Board Policy 4:10.200

Intercollegiate Athletics

The College sponsors intercollegiate athletics programs that contribute to the educational growth of the students and enhances campus and student life. Participation is governed by College policies, the rules of relevant athletic conferences and associations, and applicable federal and state laws.

Deleted: will establish and maintain an

Deleted: s

As an affiliate of the National Junior College Athletic Association (NJCAA), the College shall adhere to all applicable NJCAA rules and regulations, including those governing eligibility, recruitment, and conduct. The College shall comply with all data collection and reporting requirements of the *Equity in Athletics Disclosure Act*, 20 U.S.C. 7092(9).

Deleted: ¶

The College will establish and maintain procedures that address eligibility standards, academic progress expectations for student-athletes, conduct requirements, health and safety protocols, and reporting obligations, and will publish relevant information for student-athletes, coaches, and staff in accordance with this Policy.

Deleted: Procedures for the College's intercollegiate athletics program will be promulgated consistent with this Policy.

Deleted: ¶

Reference: AR 314

Implemented: April 8, 2014

Revised:

Deleted: Adopted: April 8, 2014¶

Rock Valley College

RVC Board Policy 4:10.210

Recognized Student Clubs and Organizations

The College is committed to the [formation and operation of](#) student clubs and organizations [that enhance the educational, cultural, and social experience of students and are consistent with the College's mission and values](#). Recognized student clubs and organizations are overseen by the College's Department of Student Life.

Deleted: existence of, support for, and student participation in

Information [about forming and maintaining](#) student clubs and organizations, [including processes and procedures](#), will be published by the College. [The College may suspend or revoke recognition of a student organization that fails to comply with College policies or procedures.](#)

Deleted: pertaining to and specific procedures governing recognized

Reference: AR 314

Implemented: April 8, 2014

Revised:

Deleted: Adopted: April 8, 2014¶

Rock Valley College

RVC Board Policy 4:10.220

Student Publications

The College supports student expression through College-sponsored or authorized publications and media.

All College-sponsored and/or authorized student publications must operate in a professional manner and are expected to follow the standards of professional journalism. The College may sponsor student publications in the form of, work space, partial or total funding, and/or designation of an advisor. The designated advisor will be responsible for overseeing student publications including compliance with applicable laws and College policies, but do not serve as censors of protected student expression.

Student publications and staff are subject to the Student Code of Conduct and other applicable policies, including those governing harassment, discrimination, and intellectual property. Procedures addressing the governance, funding, and oversight of student publications will be established and published by the College.

Reference: AR 314
Implemented: April 8, 2014
Revised:

Deleted: quality student

Deleted: produced for the benefit of students. The format for such publications may include a student newspaper, student literary magazine, and/or other formats which effectively communicate the views and ideas of students.

Deleted: or

Deleted: by providing

Deleted: ¶
¶

Deleted: Adopted: April 8, 2014¶

Rock Valley College

RVC Board Policy 4:10.230

Student Use of Facilities

The College permits reasonable use of College facilities by College-recognized student clubs and organizations, and by other individual students and student groups.

Use of facilities is subject to the procedures published by the College's Departments of Student Life and Administrative Services and in compliance with College policies and procedures.

The College may place reasonable time, place, and manner restrictions on the use of facilities to ensure the orderly operation of the College and to protect the safety of the campus community.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Deleted: and

Deleted: will be allowed to use College facilities

Deleted: in accordance with

Deleted: Adopted: April 8, 2014

Rock Valley College

RVC Board Policy 4:10.240

Student Use of Personal Vehicle for College-Sanctioned Travel

The College may authorize students to use personal vehicles for College-sanctioned travel when such travel is necessary to participate in approved College activities and College vehicles are unavailable or impractical.

This includes travel to any of the following in which they directly represent the College by their presence:

1. Professional meetings to which students are invited.
2. Programs in which students are assisting with the administration or implementation of the approved College program.
3. Intercollegiate sporting events which have official N4C recognition and/or receive direct/indirect (in kind) appropriations from the College operations budget.
4. Meetings of student clubs and/or classes that have classroom-related activities or carry the name of the College or receive direct appropriations from the College operations budget.

College-sanctioned use of personal vehicles by students will not be granted until the administrator, faculty or staff member to whom the students are responsible officially submits the following information to the Vice President of Student Affairs (or designee):

1. The exact nature of the College business in which the students will be involved;
2. The name of the driver and the other students who will be traveling in the personal vehicle;
3. Verification that the student driver is driving a fully insured vehicle;
4. The dates of the trip, the destination, and the time of departure from and return to the College;
5. The budget item number from which the student driver will be reimbursed at the Board approved rate; and
6. Evidence that the driver of the car has received clearance from the Chief of Police.

The Vice President of Student Affairs (or designee) must receive this information prior to the proposed trip and will give written permission for the trip to the appropriate administrator, faculty, or staff member.

Student drivers are responsible for operating their vehicles safely, in compliance with traffic laws.

RVC is an equal opportunity educator and employer.

Deleted: will permit student travel for in-district and out-of-district trips in personal vehicles for the purpose of conducting College business if College vehicles are unavailable.

Deleted: Students may receive College approval to drive their personal vehicles

Deleted:

Deleted: Student Development

Deleted: Development

Deleted: and will

Rock Valley College

RVC Board Policy 4:10.240

[and for maintaining required insurance coverage. Authorization for College-sanctioned travel in personal vehicles may be denied, limited, or revoked if safety concerns or noncompliance with procedures are identified. The College will publish procedures implementing this policy, including approval processes, documentation requirements, and reimbursement practices.](#)

Reference: AR 314

Implemented: April 8, 2014

Revised:

Deleted: Adopted: April 8, 2014

Rock Valley College

RVC Board Policy 4:10.250

Student Individual and Group Travel

The College may sponsor or approve domestic and international travel opportunities for students, including individual and group travel associated with academic programs, study abroad, service learning, student organizations, and intercollegiate activities. The College's group travel programs will operate in accordance with all Board policies, administrative procedures and state, federal, and international laws.

Deleted: offer

Deleted: group

Procedures and guidelines for student group travel will be published by the College.

Students participating in College-sponsored or approved travel remain subject to the Student Code of Conduct and all other applicable College policies. Violations of policy during travel may result in disciplinary action and, where appropriate, early termination of participation in the travel experience at the student's expense.

References: Board Report 6696, 6876, **AR 314**

Implemented: March 23, 2010; April 24, 2012; April 8, 2014

Revised: April 8, 2014

Deleted: March 23, 20170; Board Report

Deleted: April 24, 20172,,

Rock Valley College

RVC Board Policy 4:10.260

Cultural Excellence and Belonging

Rock Valley College is committed to creating and sustaining a healthy, inclusive and accessible campus environment where all learners can make progress towards their educational and career goals.

Therefore, the College shall establish initiatives, measures, programs, procedures, and curriculum to advance excellence and belonging for students, staff, faculty, administration, vendors and contractors, and other community partners.

Reference: Board Report 7763

Implemented: October 27, 2020.

Revised:

Deleted: Diversity, Equity, & Inclusion

Deleted: equity and inclusion

Commented [TH29]: 042926 The recommendation was made by VP Barnes to change the title to Cultural Excellence and Belonging to align with our pillars and move this Board Policy to Operations (2:10.140) as it impacts all RVC stakeholders

Commented [EB30R29]: No objection.

Deleted: ¶

RVC is an equal opportunity educator and employer.

Rock Valley College

RVC Board Policy 3:10.270 (Employees) RVC Board Policy 4:10.270 (Students)

Service and Other Animals Policy

It is the policy of Rock Valley College to ensure that all individuals with disabilities who require the assistance of a service animal have an equal opportunity to access College property, courses, programs, and activities. The College Administration shall establish Procedures implementing this Policy.

Except as set forth in the Procedures implementing this Policy, service animals will be permitted to accompany individuals with disabilities in all public areas of the College. For purposes of this Policy, "service animal" is defined as set forth in the Americans with Disabilities Act ("ADA"). The support provided by the service animal must be directly related to the individual's disability. Service Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under this Policy.

Service animals must be under the control of the handler at all times. Service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents the use of these devices or unless these devices interfere with the service animal's safe and effective performance of the tasks it has been trained to perform. In such cases, the individual must still maintain control of the service animal by means of voice, signal, or other effective controls.

Students in need of a service animal on campus must contact Disability Support Services to request and manage their accommodations, including the need for a service animal on campus. Employees in need of a service animal on campus must contact Human Resources to request a reasonable accommodation allowing the presence of a service animal in the workplace.

Animals that do not satisfy the above criteria are strictly prohibited from all Rock Valley College property.

The College reserves the right to remove and/or exclude any service animals from College property for legitimate and legally permissible public health or safety reasons.

In implementing this Policy, Rock Valley College complies with the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Service Animal Access Act/White Cane Law, and all other federal and State laws pertaining to service animals and/or accommodations for individuals with disabilities.

Reference: [BR 7783- January 26, 2021](#); [BR 7788- February 23, 2021](#),
Implemented: February 23, 2021 **Revised:**

Deleted: Rock Valley College recognizes the importance of allowing people with disabilities who require the use of service animals to receive the benefit of the work or tasks provided by such animals while on campus. As such, i

Deleted: College's

Deleted: a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability.

Deleted: work or tasks performed

Deleted: Miniature horses may also be permitted on campus in certain circumstances where they have been individually trained to do work or perform tasks for the benefit of an individual with a disability.

Deleted: owned and operated buildings and grounds, except with prior authorization by Chief Operating Officer or designee

Commented [TH31]: 042426 The Board will actually vote this Tuesday 4/28 to remove 3:10.270 and only have 1 policy (2.20.120). Is there an benefit of having a separate student policy or should everyone just reference 2:20.120? If so, we would recommend to delete this policy from this article

Commented [EB32R31]: Agreed. Don't see a need to distinguish policies related to service and other animals based on student/employee status. One policy is sufficient, particularly since the policy already calls out students making the request through Disability Support Services and employees to handle this through HR.

Deleted: Board Report 7788

Deleted: ¶

RVC is an equal opportunity educator and employer.

Rock Valley College

RVC Board Policy 4:20.010

Academic Integrity

The College is committed to the principles of academic integrity in all aspects of College life. Furthermore, the College expects its students to uphold the highest standards of honesty in all academic work including: producing their own, original work, except when collaboration on projects is directed by faculty as part of the course or specific assignment. Acts of academic dishonesty are viewed by the College as a serious offense requiring an appropriate disciplinary response.

As members of the College community, students are expected to refrain from academic dishonesty in all forms including cheating, plagiarism or other improper appropriation of another's work as one's own, and falsifying records to advance one's academic standing, all as further defined in the College Catalog and the Student Handbook which also set out procedures which will be followed to address and impose consequences for academic dishonesty when it is determined to have occurred.

Procedures for reporting, reviewing, and resolving alleged academic misconduct, including any appeal processes, will be published by the College as further defined within the College Catalog and Student Handbook.

Reference: AR 314
Implemented: April 8, 2014
Revised:

Deleted: do

Deleted: /

Deleted: s

Deleted: Acts of academic dishonesty include, but are not limited to: plagiarism, cheating, misrepresentation, and fabrication. Students who commit any acts of academic dishonesty are subject to the penalties and sanctions agreed upon by College faculty and administration.¶

Deleted: Violations of academic integrity are considered serious offenses and may result in academic and disciplinary consequences, including but not limited to a failing grade on an assignment, a failing grade in the course, and sanctions under the Student Code of Conduct, up to and including suspension or expulsion.

Deleted: Procedures for addressing acts of academic dishonesty will be published in the Student Handbook.¶

Deleted: Adopted: April 8, 2014¶

Rock Valley College

RVC Board Policy 4:20.020

Intellectual Property and Copyright Act Compliance

The College encourages students to engage in the development of intellectual property and to facilitate ownership protection with regard to such development. The College further expects students to adhere to the federal Copyright Act of 1976, international copyright laws, and College copyright procedures and guidelines.

College administration will implement and maintain copyright procedures and guidelines necessary to ensure compliance with copyright laws and to facilitate ownership protection with respect to the development of intellectual property.

Liability for willful infringement of copyright law rests solely upon the person in violation. This procedure is applicable to students who are employees. Students who engage in copyright infringement may also be subject to disciplinary action through the College's applicable discipline policy.

Students who create works on their own time, and without the use of substantial College resources or financial support, own those works. The College shall not claim ownership of intellectual property created, unless the work involved was created in the course of employment; commissioned by the College; or created, developed, or produced with substantial College resources or financial support. In such instances, the rights of the creators and of the College shall be defined by Agreement prior to the commencement of the project.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Commented [EB33]: Intellectual property isn't noted at all in the current policy

Commented [EB34R33]: How is this policy compared to policy 3:10.040?

Commented [TH35]: 042426 it seems as though the shift has moved to referencing students and staff. Are we okay with this? Should we mirror this language in the first 2 paragraphs as well? Dr. Smith will make sure this aligns with CBA Intellectual Property section. We have concerns that if this is the student section, that we shouldn't be talking about employees or community at all.

Commented [TH36R35]: 052926 we removed any reference to employees or community members as this policy is intended for students

Commented [EB37R35]: Agreed

Deleted: all College employees, including

Deleted: and to all members of the College community whether or not they are actually employed by the College

Deleted: Employees and s

Deleted: College employees and s

Commented [TH39]: 050126 We are wondering if this policy needs to be condensed and combined with 3.10.040 and then placed in Operations as it seems to read that it applies to students, employees and community. Please advise.

Commented [EB40R39]: Agreed with this. If there is no meaningful differences between students and staff, then having one policy applicable to all makes sense.

Deleted: Adopted: April 8, 2014

Rock Valley College

RVC Board Policy 4:20.030

Class Attendance and Participation

Regular and consistent class attendance is an essential part of successful learning for students. Students are expected to promptly attend scheduled class meetings, arrive prepared and on time, and engage in learning activities as required by the course. Course syllabi will outline attendance and participation expectations, including how absences and late work may affect grades.

Deleted: attend class and participate in all class meetings

Students are responsible for informing instructors promptly of unavoidable absences and for making arrangements to complete missed work when permitted. Each course instructor has discretion to decide when and how absences affect grades. Make-up work shall be arranged at the discretion of the course instructor.

Deleted: information

Deleted: class

Deleted: will

Course instructors are required to identify students who are and who are not actively pursuing completion of the course in the tenth day of the term and at mid-term in compliance with the Administrative Rules of the Illinois Community College Board.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Deleted: Adopted: April 8, 2014¶

Rock Valley College

RVC Board Policy 4:20.040

Course Credit Hour Determination

The College assigns credit hours to courses in a manner that reflects a consistent measure of student work and learning outcomes, regardless of instructional method or course length, and in accordance with federal regulations and the Administrative Rules of the Illinois Community College Board.

The College defines one semester credit hour as an amount of work that reasonably approximates, but is not limited to, the federal standard for credit hours, which may include a combination of direct instruction and out-of-class student work. For courses offered in alternative formats, such as hybrid, online, or accelerated terms, the total amount of student work required will be equivalent to that of a traditional semester-length course with the same credit hour value.

Academic Affairs, under the leadership of the Chief Academic Officer, will maintain procedures for reviewing and approving credit hours assigned to courses as part of curriculum development, syllabus review, and program review processes. All courses will be developed and reviewed to ensure that the credit hours awarded are consistent with College standards, ICCB rules, and applicable accreditation criteria.

Reference: Board Report 7066; [AR 314](#)

Implemented: December 17, 2013

Revised: April 8, 2014

Deleted: Changes in delivery of instruction (i.e., face-to-face, hybrid, and on-line) and alternative length of courses (i.e., less than 16-week courses), has led to the need to move beyond the Carnegie unit to define credit hour in such a way that it represents a consistent unit of measure regardless of the instructional method or length of course. In October of 2013, federal regulations identified the need for institutions to establish a credit hour determination that consistently and systematically reflects equivalency of work and learning expectations for all students enrolled in a given course, regardless of the delivery method or number of weeks in the course. Toward that end, the credit hour needs to be defined through student work as articulated through course learning outcomes and verified by aligned evidence of student achievement.

Deleted: To comply with these guidelines and in accordance with Section 1501.309 of the Administrative Rules of the Illinois Community College Board, Academic Affairs, under the direction of the Provost/Chief Academic Officer, will engage in a process for reviewing courses to establish institutional expectations for the credit hour that is consistent across all methods of delivery and regardless of course length. All courses will produce a maximum rate of one semester credit hour or equivalent per week.¶
Review of credit hours assigned to courses through this process will occur in conjunction with review of the master course syllabus during course assessment, as well as during program review

Rock Valley College

RVC Board Policy 4:20.050

Evaluation of Student Performance

The College will maintain an equitable process for course instructors to evaluate and record student performance which is compliant with applicable accreditation standards. Grading and evaluation standards will be communicated to students by course instructors through syllabi. This policy will be applied consistently with the College's collective bargaining agreement obligations.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Deleted: Adopted: April 8, 2014

Rock Valley College

RVC Board Policy 4:20.060

Academic Honors

The College recognizes students who demonstrate high levels of academic achievement. In recognition of academic excellence, the College will ensure a means by which to honor students for their superior achievement.

The manner in which superior academic achievement will be recognized and any categories of academic honors will be published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Deleted: Adopted: April 8, 2014

Rock Valley College

RVC Board Policy 4:20.070

Standards for Academic Progress

The College is committed to student success. Students enrolled in an academic program must maintain minimum academic achievement standards. Standards for academic achievement are published by the College.

A student whose academic performance is below the acceptable standard will be placed on academic probation. A student who fails to progress toward satisfactory academic achievement may be dropped.

Satisfactory academic progress may be defined by grade point average and/or credit courses completed in relation to courses attempted.

Reference: AR 314
Implemented: April 8, 2014
Revised:

Deleted: Adopted: April 8, 2014¶

Rock Valley College

RVC Board Policy 4:20.080

Academic Appeals

The College provides students with an opportunity to seek review of certain academic decisions, including final course grades and sanctions for academic misconduct, when the student believes that a decision was made in an arbitrary, capricious, or inconsistent manner or not in accordance with stated course standards or College policy.

The Academic Appeals Procedure published by the College will outline the grounds for appeal, submission requirements, timelines, levels of review, and final decision-making authority.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Deleted: The College believes it is important for students to be able to address inequitable final grades and academic sanctions. Therefore, students will be provided with a process to appeal capricious final grades and sanctions for academic misconduct.¶

¶ Specific procedures governing Academic Appeals will be published by the College.¶

Deleted: Adopted: April 8, 2014¶

Rock Valley College

RVC Board Policy 4:20.090

Academic Forgiveness

The College recognizes the challenges of pursuing a College education. The College will provide a one-time academic forgiveness process for eligible students who demonstrate a serious intent to continue academic studies.

Under Academic Forgiveness, a student who meets eligibility criteria may request that one or more prior terms of coursework, completed during a defined period, be excluded from the calculation of the student's cumulative grade point average for academic standing purposes.

Courses and grades approved for Academic Forgiveness will remain on the student's transcript but will be clearly noted as forgiven and will not be included in the institutional GPA calculation.

If a student is granted Academic Forgiveness, he or she may file an appeal to remove the hours/grade from the Standards of Academic Progress calculation for financial aid. Further, Academic Forgiveness does not guarantee financial aid eligibility or affect academic progress calculations required by external agencies or other institutions.

Specific procedures governing Academic Forgiveness eligibility will be published by the College.

Reference: AR 314
Implemented: April 8, 2014
Revised:

Deleted: applies to the calculation of a student's grade point average and does not result in the deletion of grades/hours from a student's transcript or Standards of Academic Progress calculation. I

Deleted: Adopted: April 8, 2014¶

Rock Valley College

RVC Board Policy 4:20.100

Course Repetitions

The College permits students to repeat courses in accordance with College policy and Illinois Community College Board rules. Students may wish to repeat a course to improve their understanding of the subject matter, raise a grade, or meet requirements for a specific program; however, limitations may apply based on academic, financial aid, or state-funding considerations.

When a course is repeated at Rock Valley College, the highest grade earned will generally be used in calculating the student's cumulative grade point average, although all attempts will remain on the transcript. The College may limit the number of times a course can be repeated, and certain courses may be excluded from repetition or may require special approval to repeat.

In instances where State reimbursement is not available for repeated coursework, the College may assess a supplemental tuition or fee for the repeated course. The College will publish specific procedures governing course repetitions, including the impact on GPA, financial aid, and degree or certificate requirements.

Reference: AR 314
Implemented: April 8, 2014
Revised:

Deleted: Students may repeat courses previously taken at the College unless repetition is restricted. Any limitations on course repetitions will be published by the College.¶

¶
In those instances where the College does not receive reimbursement from the State for students who repeat courses, the College reserves the right to assess a supplemental fee. Specific procedures governing course repetition and GPA calculation will be published by the College.¶

Deleted: Adopted: April 8, 2014¶

Rock Valley College

RVC Board Policy 4:20.110

Graduation Requirements

The College will establish and publish requirements for degrees and certificates in accordance with units of instruction approved by the Illinois Community College Board and Illinois Board of Higher Education.

Deleted: requirements for graduation shall conform to ...

Deleted: The College will publish requirements and guidelines consistent with this Policy.

Reference: Board Report 6563; [AR 314](#)

Implemented: December 16, 2008

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 4:20.120

CAREER Agreement

The College participates in the Comprehensive Agreement Regarding the Expansion of Educational Resources ("CAREER Agreement"), a cooperative agreement with Illinois institutions of higher education that expands program access for students.

Under the CAREER Agreement, eligible in-district students may enroll in approved programs at another participating community college when the College does not offer the desired program, and pay tuition at the receiving institution's in-district rate. The receiving institution collects tuition and fees and may claim state apportionment for such students, as permitted by ICCB rules.

The College may also participate in other cooperative agreements or consortia that facilitate access to educational programs not otherwise available to Rock Valley College students. The College will publish procedures and eligibility criteria for students seeking to participate in the CAREER Agreement or other cooperative program arrangements.

Reference: Board Report 6911; [AR 314](#)

Implemented: June 26, 2012

Revised: April 8, 2014

RVC is an equal opportunity educator and employer.

Commented [EB41]: Harper 05.05.05
Tuition for Attendance at Other Illinois Public Community Colleges: Joint Agreements and Chargebacks Eligibility of in-district students to attend another Illinois public community college under a joint agreement referred to as the statewide CAREER Agreement as described below will be determined by the Registrar's Office, which is authorized by the Board to promulgate rules and procedures governing applications and arrangements for such attendance. Joint Agreements: Students who reside in the Harper College district and who wish to pursue a certificate or degree program offered by another Illinois public community college which is not offered by Harper College, may be eligible to enroll in and attend that program at the in-district resident tuition rates charged by the community college district of attendance, if that college district and the Harper College Board of Trustees have approved the CAREER joint agreement or another such agreement with one another for the provision of such educational services as authorized by Section 3-40 of the Public Community College Act. Chargebacks: A student who resides in the Harper College district, and who wishes to pursue a certificate or degree program not offered by Harper College but which is offered by another Illinois public community college with which Harper College does not have a joint agreement, may attend such other community college and request that Harper College pay "chargeback" tuition for their attendance. Students approved for chargeback will pay the in-district tuition rate of the receiving institution, and Harper College will reimburse the receiving institution for the balance of its tuition charge for out-of-district residents while the student is enrolled at the receiving institution in a program not offered by Harper. Out-of-district residents who wish to pursue a certificate or degree program at Harper College which is not available at the community college serving the college district in which they reside should consult with their community college district of residence to determine whether the desired certificate or degree program is part of the CAREER agreement.

Deleted: between

Deleted: twenty-eight

Deleted: which allow

Deleted: from a sending institution to attend a receiving institution for in-district tuition rates in order to complete a certificate or degree that the sending institution does not offer. The receiving institution collects tuition and fees and has the right to claim apportionment from the state for such students.¶

¶
The College may additionally participate in other such cooperative agreements outside of the CAREER Agreement.¶

Rock Valley College

RVC Board Policy 4:20.130

Religious Observance

The College recognizes and respects the diversity of religious beliefs and practices of its students in accordance with the *University Religious Observances Act*, 110 ILCS 110/0.01 et seq.

The College will reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements.

Students who anticipate being absent from class, examinations, or other academic obligations due to a religious observance are responsible for notifying their instructor(s) in advance so that reasonable accommodations can be made by the instructor. Reasonable accommodations may include, but are not limited to, reschedule an exam or assignment, permitting a student to attend another section of the same course for a class period, or other reasonable accommodations. Instructors are not responsible for teaching material again. Instructors will inform students of this practice at the beginning of each semester so that arrangements can be made accordingly.

Deleted: providing a makeup test, altering assignment dates

Deleted: ,

Requirement of Advance Notification: Advanced notice of intended absence for major religious observance is required in order to ensure appropriate accommodations may be made. Students must notify instructors through the Dean of Students Office at least five school days prior to the absence for religious observance.

Deleted: calendar

Grievance Procedures: A student who believes they have not received reasonable accommodation for religious observance may contact the Dean of Students in accordance with this policy. The Dean of Students will work with the student, the instructor, and appropriate academic administrator(s) to address the concern.

Deleted: in the event that reasonable accommodations have not been made

Commented [EB42]: Changing language to cover if the denial of accommodation was reasonable - the concern will still be addressed, but it doesn't have to result in an accommodation as the current policy could be interpreted.

Deleted: work toward a reasonable accommodation for religious observance.

Reference: Board Report 6990; AR 314

Implemented: April 2, 2013

Revised: April 8, 2014



RVC Board Policy 4:20.140

Administrative Withdrawal

The College may withdraw a student from a course when an instructor determines that the student is not actively pursuing completion of course objectives as established by their instructor. Students also may be withdrawn by the College for disciplinary reasons or extenuating circumstances.

Specific procedures governing administrative withdrawal will be published by the College.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 4:20.150

Withdrawal from Class

The College will permit students to voluntarily withdraw from a class subject to appropriate limitations and guidelines published by the College. Students shall be responsible for withdrawing from courses they are no longer attending. Specific procedures governing voluntary withdrawal from class will be published by the College.

In compliance with the Illinois Student Debt Assistance Act (110 ILCS 66/20), the College has established a hardship withdrawal process for extenuating circumstances, i.e., medical or financial. The College will provide additional guidelines for students seeking to withdraw from a class due to an unforeseen hardship which requires a student to withdraw from, or be withdrawn from, a class or classes. In these situations, the College will request supporting documentation.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Commented [TH43]: 050126 Proposed language from Records to further clarify hardship withdrawal processes

Commented [EB44R43]: Agreed.

Deleted: The College will provide additional guidelines for students seeking to withdraw from a class due to a medical condition which requires a student to withdraw from, or be withdrawn from, a class or classes. In these situations, the College may require certification from a licensed physician or psychiatrist for such withdrawal.¶

Page 12: [1] Deleted Elizabeth Becker 2/24/2026 3:47:00 PM

Page 12: [2] Deleted Elizabeth Becker 2/24/2026 3:48:00 PM

Page 12: [3] Commented [TH24] Terrica Huntley 4/17/2026 1:51:00 PM

041726 We recommend adding this paragraph to distinguish between long term active duty service and short term military obligation

Personnel Report

A. Appointments

_____, Nursing Faculty, Full-time, FAC, Lane __, Step____,
\$_____, effective _____.

_____, English Faculty, Full-time, FAC, Lane __, Step____,
\$_____, effective _____.

_____, Welding Faculty, Full-time, FAC, Lane __, Step____,
\$_____, effective _____.

_____, Director of Career Services, Full-time, ADM, Grade _____,
\$_____, effective _____.

B. Departures

Heidi Penney, Nursing Faculty, Full-time Faculty, departure effective
August 3, 2026.

Howard J. Spearman, Ph.D.
President

ROCK VALLEY COLLEGE 2026 - AT A GLANCE CAMPUS FACILITY EVENTS					
Date	Event	Staff	Student	Athletic	Community
August					
8/1/2026	Kevin Rice Memorial Bike Ride - ERC Commons, 9:30am	x			x
8/1/2026	TRiO Legacy Night - SSC Atrium, 4pm	x	x		
8/5/2026	New Student Welcome Event - SSC Atrium, 11am	x	x		
08/05 - 08/06	The Addams Family Showing - BST, 7:30pm	x	x		x
8/6/2026	Belvidere Chamber of Commerce Leadership Academy - ATC 1302, 10:30am				x
08/07 - 08/08	The Addams Family Showing - BST, 8pm	x	x		x
8/9/2026	The Addams Family Showing - BST, 7:30pm	x	x		x
8/11/2026	New Student Welcome Event - SSC Atrium, 10am	x	x		
8/12/2026	CLR Annual Meeting - BST, 9:30am	x	x		x
8/12/2026	Adult Learner Welcome - SSC Atrium, 6pm	x	x		
8/13/2026	New Student Welcome Event - SSC Atrium, 12pm	x	x		
8/14/2026	WEI Transition to Career - ERC PAR, 10am	x	x		x
8/14/2026	Downtown West Ribbon Cutting Ceremony - DTWC, 10am	x	x		x
8/14/2026	AI in Business by SBDC - SSC Atrium, 5pm				x
8/14/2026	Stars of Starlight Performance - BST, 7pm	x	x		x
8/17/2026	Welcome Week Goose Chase Campus - SSC Atrium, 10am	x	x		
8/18/2026	Club Involvement Fair - SSC Atrium, 11am	x	x		
8/19/2026	Community Resource Fair - SSC Atrium, 11am	x	x		x
8/19/2026	Patriotic Ice Cream Social - BELL 013, 1:30pm	x	x		
8/20/2026	ISS Welcome Back Breakfast - SSC Atrium, 10am	x	x		
8/20/2026	Beyond the Game: Guest Speaker - PEC Gym, 1:30pm	x	x		x
8/20/2026	CAB's Welcome Back Block Party - PKLT 02, 3pm	x	x		
8/21/2026	Welcome Week Advisor Lunch & Learn - SSC Atrium, 11am	x			
8/26/2026	CEJA Central Region NOFO Workshop - SSC Atrium, 1pm				x
8/28/2026	Welcome Week Club Leadership Training - SSC Atrium, 9am	x	x		
September					
9/1/2026	Turntable Tuesday - SSC MCC, 12pm	x	x		
9/1/2026	First Tuesday Lecture - SSC Atrium, 5:30pm	x	x		x
9/8/2026	Professional Development Day - PEC Gym, 8am	x			
9/10/2026	BSU & BMCI Welcome Back Cookout & Movie - SSC Gazebo, 5pm	x	x		
9/11/2026	ISRC Chapter 6 Respiratory Care Conference - SSC Atrium, 7:30am	x	x		x
9/12/2026	Midwest College Elite MBB Camp - PEC Gym, 9am	x	x	x	x
9/13/2026	Veteran's Association Car Show - WTC Parking lot, 10am	x	x		x
9/13/2026	RVC and Wildcat's Skills & Drills - PEC Gym, 3pm	x	x	x	x
9/14/2026	ACT College & Career Readiness Workshop - SSC Atrium, 9am				x
9/14/2026	Homecoming Karaoke Kickoff - SSC Atrium, 1:30pm	x	x		
9/15/2026	Turntable Tuesday - SSC MCC, 12pm	x	x		
9/16/2026	NIU Engineering @ RVC Internship & Job Fair - WTC Lobby, 3:30pm	x	x		x
9/16/2026	Massage Therapy Graduation - HSC Lobby, 6pm	x	x		x
9/19/2026	Lifescape Senior Expo - PEC Gym, 9am	x	x		x
9/23/2026	Wellness Wednesday: Suicide Awareness - SSC Atrium, 12pm	x	x		x
9/26/2026	Members Alliance Community Funfest - PKLT 1, 11am	x	x		x
9/27/2026	Boone County Cars for CASA - ATC PKLT, 12pm	x	x		x
9/27/2026	RVC and Wildcat's Skills & Drills - PEC Gym, 3pm	x	x	x	x
9/29/2026	Turntable Tuesday - SSC MCC, 12pm	x	x		

ROCK VALLEY COLLEGE 2026 - AT A GLANCE CAMPUS FACILITY EVENTS

Date	Event	Staff	Student	Athletic	Community
October					
10/1/2026	Golden Eagles Family Breakfast - DTWC Conference Space, 8am	x	x		x
10/3/2026	Making Strides Against Breast Cancer - Grounds, 7am				x
10/6/2026	IACAC College Fair - PEC Gym, 4pm	x	x		x
10/6/2026	First Tuesday Lecture - SSC Atrium, 5:30pm	x	x		x
10/08 - 10/09	Model UN Conference - SSC & PEC & WTC, 9am	x	x		x
10/8/2026	Phlebotomy Pinning Ceremony - HSC Lobby, 6pm	x	x		x
10/10/2026	RVC MBB Jamboree - PEC Gym, 8am	x	x	x	x
10/10/2026	Out of Darkness Rockford Area Walk - WTC GRDS, 10am	x	x		x
10/11/2026	WBB JUCO Jamboree - PEC Gym, 7am	x	x	x	x
10/12/2026	Midterm Mania: De-stress Fest - SSC Atrium, 11am	x	x		
10/13/2026	Midterm Mania: Pilates - SSC Atrium, 11am	x	x		
10/13/2026	Turntable Tuesday - SSC MCC, 12pm	x	x		
10/14/2026	Midterm Mania: Soul Food Social - SSC Atrium, 11am	x	x		
10/14/2026	Prenatal Myth Busters & Sideling Refresher - HSC Lobby, 5pm	x	x		
10/15/2026	Funding Forward Conference - DTWC Conference Space, 8am	x	x		x
10/15/2026	Healthcare Career Fair - SSC Atrium, 2pm	x	x		x
10/16/2026	GRCC Leadership of Rockford - PEC 0110, 8:30am				x
10/16/2026	CEANCI National Manufacturing Day - ATC, 9am				x
10/17/2026	Fall Scholar Success Summit - SSC Atrium, 1pm	x	x		x
10/21/2026	PICU College Fair - SSC Atrium, 10am	x	x		x
10/22/2026	Manufacturing Career Fair - ATC Flex Lab, 2pm	x	x		x
10/23/2026	Brother to Brother Conference - SSC Atrium, 9am	x	x		x
10/24/2026	Rotary Community End Polio Now Awareness Walk - PKLT 01, 10am				x
10/27/2026	Turntable Tuesday - SSC MCC, 12pm	x	x		
10/30/2026	Trunk or Treat - PKLT 1, 6pm	x	x		x
November					
11/3/2026	First Tuesday Lecture - SSC Atrium, 5:30pm	x	x		x
11/5/2026	HCCTP Completion Ceremony - SSC Atrium, 1pm	x	x		x
11/06 - 11/07	IDHA Annual Educational Session - SSC Atrium, 8am	x	x		x
11/7/2026	Veteran's 5k Run - PKLT 10, 10am	x	x		x
11/10/2026	Turntable Tuesday - SSC MCC, 12pm	x	x		
11/11/2026	Veteran's Day Celebration - SSC Atrium, 12pm	x	x		x
11/13/2026	Multicultural International Showcase - SSC Atrium, 6pm	x	x		x
11/14/2026	Art in the Family Showcase - SSC Atrium, 10am				x
11/18/2026	Wellness Wednesday: Change your Habits - SSC Atrium, 12pm	x	x		