

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

**Regular Meeting
September 24, 2024, 5:15 p.m.**

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

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. Bond Issue Notification Act (BINA) Hearing**

**BINA PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS ON THE PROPOSAL TO
SELL WORKING CASH FUND BONDS IN AN AMOUNT NOT TO EXCEED \$14,700,000
FOR THE PURPOSE OF INCREASING THE WORKING CASH FUND OF THE DISTRICT**

- A.** Board Chair states that a hearing is being held to receive public comments regarding the College's plan to sell working cash fund bonds to increase the working cash fund of the College
- B.** Board Chair asks the Board for any further comments about the proposed bonds
- C.** Board Chair asks the public for any written or oral testimony about the proposed bonds
- D.** Board Chair asks for a motion and a second to adjourn the Hearing
- E.** Adjourn BINA Hearing

G. General Presentations

H. Approval of Minutes

- 1. August 13, 2024 Committee of the Whole Meeting
- 2. August 27, 2024 Regular Board Meeting

I. Action Items

- 1. Approve Claims Sheet (Check Register-August 2024) (BR8197)
- 2. Approve Purchase Report
 - a. Purchase Report-A – FY25 Purchases (BR8198-A)
- 3. Approve public hearing concerning the intent of the Board of Trustees to sell not to exceed \$14,700,000 Working Cash Fund Bonds for the purpose of increasing the working cash fund of the District. (BR8199)
- 4. Approve Dual and Articulated Credit Memorandum of Understanding – Rockford Public Schools #205 (BR8200)
- 5. Approve Running Start Intergovernmental Agreement – Rockford Public Schools #205 (BR8201)
- 6. Approve Personnel Report (BR8202)
- 7. Approve Intergovernmental Storage Agreement (IGA) with City of Loves Park for Fire Truck (BR8203)

8. First Reading: Adoption of Board Policy Manual: Article 1 Board of Trustees Bylaws (BR8204)

J. Other Business

1. New Business
2. Unfinished Business

K. Updates/Reports

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

- L. Adjourn to Closed Session** to discuss: 1) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 2) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

M. Reconvene Open Session

- N. Date of Next Committee of the Whole Meeting:** October 8, 2024, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

- O. Date of Next Regular Board Meeting:** October 22, 2024, 5:15 p.m. The meeting will be held in Room 1300 at the Advanced Technology Center, 1400 Big Thunder Blvd., Belvidere, IL.

Location changed for this meeting only.

P. Adjourn

Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, August 13, 2024
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, August 13, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus. Chairperson Robert Trojan called the meeting to order at 5:15 p.m.

Roll Call

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

Mr. Robert Trojan

Ms. Gloria Cardenas Cudia

Mr. Richard Kennedy

Ms. Kristen Simpson

Mr. Paul Gorski joined the meeting at 5:16 p.m.

Ms. Crystal Soltow

Mr. Nico Mikos, RVC Student Trustee, joined the meeting at 5:19 p.m.

The following Trustee was absent at roll call: Mr. John Nelson.

Also present: Dr. Howard J. Spearman, President; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Patrick Peyer, Vice President of Student Affairs; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Ms. Terrica Huntley, Interim 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; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ellen Olson, Vice President of Finance; Ms. Ann Kerwitz, Assistant to the President; Ms. Araceli Olvera, Interim Executive Assistant; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations; Attorney Aaron Kacel, Robbins Schwartz.

Board Member Attendance by Means Other Than Physical Presence

There were no Board Members attending by means other than physical presence.

Communications and Petitions

There were no communications and petitions to be recognized.

Recognition of Visitors

Dr. Spearman introduced Attorney Aaron Kacel from Robbins Schwartz as Rock Valley College's attorney of record for tonight's meeting.

Review of Minutes

There were no comments on the minutes from the July 9, 2024, Board of Trustees Committee of the Whole meeting.

General Presentations

1. PMA Presentation

Ms. Ellen Olson, vice president of finance, introduced Ms. Tammie Beckwith Schallmo, Senior Vice President and Managing Director with PMA Securities, who presented the Rock Valley College (RVC) Financing Plan for Capital Projects. Ms. Schallmo discussed the following:

- RVC's existing and annual debt service levies
- Financing considerations

- Upcoming capital projects
 - Classroom Building II (CLII)
 - Health Sciences Center
 - To be funded with \$14.7 million Series 2024 Working Cash Bonds
 - Downtown Rockford Facility
 - To be funded with Debt Certificates-to-Funding Bonds
- Arbitrage Rebate discussion
- Sources of funding
- Tax-exempt bonds
 - IRS requirements
 - Historical tax-exempt interest rates since 2020
- Two financing scenarios for the RVC Downtown West Campus
 - \$14.7 million Working Cash Bond proceeds generated in November 2024 (CLII and HSC)
AND
 - Scenario One
 - 18-month spend-down plan
 - \$50.785 million in Debt Certificate proceeds generated in April 2025
 - Subsequent Funding Bonds issued in August 2025 OR
 - Scenario Two
 - 18-month spend-down plan
 - \$36.4 million in Debt Certificate proceeds generated in April 2025
 - \$14.385 million Debt Certificate proceeds generated in March 2026
 - Subsequent funding bonds issued in July 2026.

Ms. Schallmo stated that PMA recommends that the College proceed with Scenario One, the 18-month spend-down plan. Ms. Schallmo noted that it was too early to decide and that she would return to RVC with updated recommendations at the beginning of 2025. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the Enrollment Update. Ms. Snider stated she had updated information to provide. RVC is at 92% to goal for Summer II and 88% to goal for Fall. In Summer II and Fall, the College is 93% to goal and 90% to the stretch goal.

2. Higher Learning Commission (HLC) Quarterly Update

Dr. Lisa Mehlig, executive director of outcomes assessment and HLC liaison, presented the HLC quarterly update. Dr. Mehlig discussed the institutional accreditation reaffirmation and the next steps to be taken. Dr. Mehlig stated that the HLC Assurance Argument Lock Date is September 16, 2024, and the HLC site visit will be October 14-15, 2024.

Dr. Mehlig stated that the Criterion Subcommittees disbanded, and three new subcommittees were formed: Writing, Engagement, and Site Visit. Dr. Mehlig explained that the Assessment Academy Project is in the final year of a five-year project. The next step is the impact report. Part One/Reflection will be held on October 6, 2024, and the Results Forum will be held on October 16-17, 2024.

3. Early College Items

As an introduction to the Early College items on the agenda, Dr. Hansen Stewart, vice president of career and technical education and workforce development, provided an overview of the Dual and Articulated Credit and Running Start programs and agreements with the area high school districts.

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

Running Start is a formal program that allows qualified students to attend RVC for their junior and senior high school years. Students may enroll in a two-year degree completion program in which students take courses that meet the requirements for both a high school diploma and an RVC associate degree simultaneously or a one-year program that meets the requirements for both a high school diploma and one year of RVC credit courses simultaneously. The Running Start program will be administered through the Early College office at RVC in conjunction with the high schools enrolled in the program.

The Senior Semester Intergovernmental Agreement (IGA) allows qualified district students to attend RVC for their final high school semester of senior year. Students take dual credit courses that meet the requirements for both a high school diploma and one semester of RVC credit courses simultaneously. Discussion ensued.

Dual and Articulated Credit Memorandum of Understanding (MOU)

- Meridian C.U.S.D. #223**
- North Boone C.U.S.D. #200**
- Winnebago C.U.S.D. #323**

Running Start Intergovernmental Agreement (IGA)

- North Boone C.U.S.D. #200**
- Winnebago C.U.S.D. #323**

Senior Semester Intergovernmental Agreement (IGA)

- North Boone C.U.S.D. #200**

Finance Discussion: Board Liaison Trustee Gorski

1. Purchase Reports

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

Purchase Report A – FY2025 Amendment:

- A. Software Licensing – (Maintenance Services Software Support – IT Administration)
 - 1. CDW Government Inc. Chicago, IL \$ 10,300.00 (1)*
Not to Exceed

Purchase Report B – FY2025 Purchases:

- A. Professional Services – (Capital – Downtown West Site Improvements)
 - 1. Helm Service Freeport, IL \$ 52,800.00 (1)*
Not to Exceed
- B. Proctoring Software – (Administrative Software – Online Learning)
 - 2. Honorlock Inc. Boca Raton, FL \$ 72,000.00 (2)*
- C. Police Squad Car – (Automotive – RVC Police Department)
 - 3. Morrow Brothers Ford Inc. Greenfield, IL \$ 55,560.00 (3)*
- D. Demolition – (Capital – Downtown West Site Improvements)
 - 4. Northern Illinois Service Company Rockford, IL \$ 914,929.00 (4)*
Not to Exceed
 - Green Demolition Contractors LaPorte, IN \$ 915,800.00
 - N-TRAK Group Loves Park, IL \$ 1,196,959.00
 - McDonagh Demolition Chicago, IL \$ 1,724,835.00
 - Alpine Demolition Services St. Charles, IL \$ 2,225,254.00
- E. Electric Vehicle – (Instructional Equipment – IGEN E-Vehicle Grant)
 - 5. Tesla Schaumburg, IL \$ 51,000.00 (5)*

F. Lighting Upgrade – (Facilities, Plan Operations, and Maintenance – Capital Expense)

6. Helm Electric Facility Solutions	Freeport, IL	\$ 502,252.00 (6)*
		Not to Exceed
Kelso-Burnett	Rockford, IL	\$ 729,600.00

Discussion ensued on Purchase Report B. Trustee Gorski stated he is questioning item B and the exemption used. Trustee Gorski would like item B taken off the Board Report and put on a separate Board Report, as he will not support it. Board Chair Trojan and Dr. Spearman agreed that Item B would be removed from Purchase Report B and placed on a new Purchase Report C so it could be voted upon separately at the August 27, 2024, regular Board meeting.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through July 31, 2024. Total operating cash is \$46,165,281. Total operating cash and investments are \$94,170,928. Total capital funds are \$18,966,575. Since June 30, 2024, the change in capital funds is \$233,014. The change in operating cash and investments since June 30, 2024, is <\$1,019,393>. Ms. Olson stated that the total operating cash and investment funds were 92.58% of the FY2025 operating budget.

3. Resolution Calling for Bond Issue Notification Act Public Hearing Working Cash Bonds Not to Exceed \$14,700,000

Ms. Olson presented the Resolution Calling for Bond Issue Notification Act Public Hearing Working Cash Bonds, not to exceed \$14,700,000. Ms. Olson stated that RVC will be altering, remodeling, and equipping Classroom II (CLII) and the Health Sciences Center (HSC). Ms. Olson explained that the Capital Development Board will manage the CLII project as the state will partially fund the project. RVC is expected to issue debt obligations to pay for the capital projects. The resolution's intent is in anticipation of the obligation to call for a Bond Issue Notification Act (BINA) Public Hearing to be held on September 24, 2024, before the Regular Board of Trustees Meeting. At the hearing, the Board will present the reasons for the proposed bond issue and permit the public to show the reasons for the proposed bond issue and permit the public to present oral or written testimony on the proposal to sell bonds in an amount not to exceed \$14,700,000 to increase the working cash fund of RVC.

4. *Informational Only* / Quarterly Purchase Activity

The purchase orders quarterly report was included in the August 13, 2024, Committee of the Whole packet. The report listed purchase orders for \$10,000 to \$25,000 from April 2024 through June 2024.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Rick Jenks, vice president of operations, presented the Personnel Report. Mr. Jenks stated that there were two appointments and one departure.

2. College Bookstore Contract

Mr. Jenks presented the College Bookstore Contract. Mr. Jenks stated that on April 24, 2024, RVC requested proposals for bookstore services. A request for a proposal was sent out inviting vendors to submit proposals for one of two models: a fully virtual bookstore or a hybrid with both a virtual and a physical bookstore. RVC is seeking a three-year contract with two one-year optional renewals. RVC received ten proposals from seven vendors.

A seventeen-member selection committee was formed, comprised of faculty, staff, and administration from various departments. The committee used a scoring matrix to evaluate the responses and shortlist the respondents. The top four respondents were invited to give presentations detailing their virtual bookstore and user experience.

The committee used a second scoring matrix to evaluate the finalists, primarily focusing on each respondent's alignment with RVC's goals and student's needs. After careful consideration, the committee determined that a hybrid model with both a virtual bookstore and a physical, on-campus presence would be the best fit for a hybrid model.

The selection committee selected BibliU Campus because it demonstrated an excellent user interface for students and faculty, a proven ability to integrate seamlessly with Ellucian Colleague and Canvas, flexibility to meet the College's evolving needs, and a solid transition plan to a hybrid bookstore. Discussion ensued.

2. Classroom Building II (CLII) Update

Mr. Jenks gave a quick overview of the CLII progress with the Capital Development Board (CDB). Mr. Jenks stated that the CDB has narrowed down the architects that bid from nine to four and that CDB set a date of August 26, 2024, to choose the architect.

3. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for August and September 2024 and highlighted Professional Development Day on September 3, 2024, along with several other events.

New Business/Unfinished Business

1. Unfinished Business:

There was no unfinished business.

2. New Business:

Dr. Spearman invited trustees to participate in Professional Development Day, held Tuesday after Labor Day, September 3, 2024, as there will be many interesting breakout sessions.

Welcome Week is starting, and Dr. Spearman wanted to thank the volunteers who signed up as greeters and other duties. It is a fun time to be on campus, and if trustees get a chance to be on campus, he encouraged them to say hello to students as they walk around.

Dr. Spearman praised Ms. Jennifer Thompson for her beautiful job directing Beauty and the Beast. He saw the production and was awed by the performances.

Dr. Spearman announced that RVC was highlighted in the recent Association of Community College Trustees (ACCT) newsletter that Bourn and Koch, Inc. received the 2024 industry partner award from the Illinois Community College Trustees Association (ICCTA).

Dr. Spearman thanked Winnebago County Chairman Joe Chiarelli, who helped establish a rural transit system to help families in rural areas get to the city, RVC's campus, and medical support. The transit system should be effective in the next few months. Trustee Gorski asked who would provide the transportation, and Dr. Spearman stated it was the Reagan Mass Transit District (RMTD).

Adjourn to Closed Session

At 6:35 p.m., a motion was made by Trustee Kennedy, seconded by Trustee Cardenas Cudia, to adjourn to closed session to discuss: 1) The purchase or lease of real property for the use of the public body per Section 2 (c) (5) in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 6:53 p.m., a motion was made by Trustee Cardenas Cudia, seconded by Trustee Gorski, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on August 27, 2024, at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on September 10, 2024, at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Adjourn

At 6:55 p.m., Trustee Gorski made a motion, seconded by Student Trustee Mikos, to adjourn the meeting. The motion was approved by a unanimous vote.

Submitted by: Tracy L. Luethje

Richard Kennedy, Secretary

Robert Trojan, Chairperson

DRAFT

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

ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

August 27, 2024, 5:15 p.m.

MINUTES

Call to Order

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened in Room 0214 (Performing Arts Room) in the Educational Resource Center (ERC) on Tuesday, August 27, 2024. The meeting was called to order by Board Chair Robert Trojan at 5:15 p.m.

Roll Call

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

Mr. John Nelson
Mr. Paul Gorski
Mr. Robert Trojan

Mr. Richard Kennedy
Ms. Kristen Simpson joined at 5:29pm
Student Trustee Nico Mikos

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

Also in attendance: Dr. Howard Spearman, President; Mr. Keith Barnes, Vice President of Diversity, Equity and Inclusion; Dr. Patrick Peyer, Vice President of Student Affairs; Ms. Terrica Huntley; Interim Vice President of Human Resources; Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Hansen Stewart, Vice President of Career Technical Education and Workforce Development; Rick Jenks, Vice President of Operations/Chief Operations Officer; Dr. Amanda Smith, Vice President of Academic Affairs/Chief Academic Officer; Ms. Ellen Olson, Vice President of Finance/Chief Financial Officer; Ann Kerwitz, Assistant to the President; Araceli Olvera; Interim Executive Assistant; Tracy Luethje, Executive Assistant to 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 means other than physical presence.

Communications and Petitions (Public Comment)

There were no communications or petitions.

Recognition of Visitors

There were no visitors to be recognized during the meeting.

General Presentations

There were no general presentations.

Approval of Minutes

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve the minutes of the July 9, 2024 Committee of the Whole meeting, and the July 23, 2024 Regular meeting. There was no discussion. The motion was approved by unanimous roll call vote.

Action Items

1. BR 8186 - Claims Sheet - July 2024

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from July 1, 2024 to July 31, 2024. The total is \$4,902,527.23.

A motion was made by Trustee Gorski, seconded by Trustee Kennedy, to approve Board Report 8186. There was no discussion. Trustees Gorski, Kennedy, and Trojan voted yes. Trustee Nelson voted no. Student Trustee Mikos voted yes (advisory). The motion was approved by majority roll call vote.

2a. BR 8187-A - Purchase Report-A - FY2025 Amendments

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8187-A, Purchase Report-A.

\$ 10,300.00 - Not to Exceed A. CDW Government Inc, Chicago, IL

A motion was made by Trustee Gorski, seconded by Student Trustee Mikos, to approve Board Report 8156-A. There was no discussion. The motion was approved by unanimous roll call vote.

2b. BR 8187-B - Purchase Report-B - FY2025 Purchases

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8187-B, Purchase Report-B.

\$ 52,800.00 – Not to Exceed	A.	Helm Service, Freeport, IL
\$ 55,560.00	B.	Morrow Brothers Ford Inc, Greenfield, IL
\$ 914,929.00 – Not to Exceed	C.	Northern Illinois Service Company, Rockford, IL
\$ 51,000.00	D.	Tesla, Schaumburg, IL
\$ 502,252.00 – Not to Exceed	E.	Helm Electric Facility Solution, Freeport, IL

A motion was made by Trustee Nelson, seconded by Trustee Kennedy, to approve Board Report 8187-B.

Trustees' questions and comments included:

- Trustee Nelson questioned whether Northern Illinois Service Company will be demolishing the buildings for Downtown West Campus; President Spearman affirmed.
- Trustee Gorski asked about the changes made to Purchase Report B. President Spearman explained that Item B Proctoring Software (Honorlock Inc.) was removed from Purchase Report B and added to a new board report, Purchase Report C.
- Trustee Nelson questioned why Honorlock Inc. was removed from Purchase Report B. President Spearman explained that at the August Committee of the Whole meeting, Trustee Gorski didn't agree with how the bid exemption was used. The report was sent to Robbins Schwartz; they reviewed and determined the appropriate bid exemption was used for Honorlock Inc and since an opinion was not provided at the August Committee of the Whole, the best solution was to create Purchase Report C to vote on the item separately. Trustee Gorski stated that he will be voting against Purchase Report C because he doesn't believe the item has been appropriately processed.

The motion was approved by unanimous roll call vote.

2c. BR 8187-C - Purchase Report-C - FY2025 Purchases

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8187-C, Purchase Report-C.

\$ 72,000.00

A. Honorlock, Inc, Boca Raton, FL

Trustees' questions and comments included:

- Trustee Gorski stated that it's good policy to kind of shop around for competitive pricing and enlisted. He doesn't have an issue with the vendor or their services, however he wants to ensure the same rules apply here. President Spearman clarified that Academic Affairs created a committee, including Administration and Faculty, to choose a vendor for this service; Honorlock Inc was the best product to move forward. Robbin Schwartz confirmed the bid exemption used was appropriate, nevertheless Trustee Gorski stated that would have not used the exemption or moved the process in this way.
- Trustee Kennedy questioned if anyone would have legal liability. Attorney Perkoski affirmed it was the proper application.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8187-C. Trustees Kennedy, Simpson, Trojan, and Student Trustee Mikos (Student Advisory) voted yes. Nelson and Gorski voted no. The motion was approved by majority roll call vote.

3. BR 8188 – Resolution Calling for Bond Issue Notification Act (BINA) Public Hearing Working Cash Bonds Not to Exceed \$14,700,000

The Board Report reads in part: It is recommended that the Board of Trustees approves the resolution calling for the Bond Issue Notification Act (BINA) Public Hearing to receive public comments on the proposal to sell bonds of the Rock Valley College District in an amount not to exceed \$14,700,000 for the purpose of increasing the working cash fund of the District. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8188 the Resolution entitled: "Notice of public hearing concerning the intent of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois to sell not to exceed \$14,700,000 working cash fund bonds." There was no discussion. The motion was approved by unanimous roll call vote.

4. BR 8189 - 2024-2025 Dual and Articulated Credit Memorandum of Understanding – Meridian C.U.S.D. #223

5. BR 8190 - 2024-2025 Dual and Articulated Credit Memorandum of Understanding – North Boone C.U.S.D. #200

6. BR 8191 - 2024-2025 Dual and Articulated Credit Memorandum of Understanding – Winnebago C.U.S.D. #323

The Board Reports read in part: It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and [school district] effective [date] and ending [date]. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Nelson to approve Board Reports 8189, 8190 and 8191. There was no discussion. The motion was approved by unanimous roll call vote.

7. BR 8192 - Running Start Intergovernmental Agreement – North Boone C.U.S.D. #200

8. BR 8193 - Running Start Intergovernmental Agreement – Winnebago C.U.S.D. # 323

The Board Reports read in part: It is recommended that the Rock Valley College Board of Trustees approves the Intergovernmental Agreement between Rock Valley College and [school district] effective [date] and ending [date]. **Attorney Reviewed.**

A motion was made by Student Trustee Mikos, seconded by Trustee Gorski to approve Board Reports 8192 and 8193. There was no discussion. The motion was approved by unanimous roll call vote.

9. BR 8194 - Senior Semester Running Start Intergovernmental Agreement – North Boone C.U.S.D. #200

The Board Report reads in part: It is recommended that the Rock Valley College Board of Trustees approves the Intergovernmental Agreement between Rock Valley College and North Boone C.U.S.D. #200 effective upon signature for classes beginning January 2025. Said agreement shall expire on June 30, 2025. **Attorney Reviewed.**

A motion was made by Trustee Nelson, seconded by Student Trustee Mikos to approve Board Report 8194. There was no discussion. The motion was approved by unanimous roll call vote.

10. BR 8195 - Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approves the personnel items listed on Board Report 8195.

A motion was made by Student Trustee Mikos, seconded by Trustee Nelson to approve Board Report 8195. There was no discussion. The motion was approved by unanimous roll call vote.

18. BR 8196 – College Bookstore Contract

The Board Report reads in part: It is recommended that the Board of Trustees approves BibliU Campus as the bookstore provider for the College and authorizes the administration, in conjunction with legal counsel, to prepare and execute a contractual agreement for a hybrid model bookstore for a three-year contract with two optional one-year renewals.

Trustees' questions and comments included:

- Trustee Nelson stated decision-making processes should be set by the Board. For instance, he would've recommended to maintain the current bookstore vendor. As well, he asked about the future of the current bookstore employees.
- Trustee Gorski asked for details about the preferred vendor, BibliU, including the bookstore footprint, the hiring process, and if current employees are part of a bargaining unit. Dr. Peyer explained the footage will not change. If the college moves forward with the preferred vendor, they would spend \$125,000 to refurbish the facility and the current footprint of that space; it will operate as a full bookstore similar to the current operation with enhanced online options. Moreover, he stated that employees are hired through vendors. Ellen Olson, vice president of finance, and President Spearman clarified that the employees are not bargaining employees. He stated that the college has a contract with the vendor, not the employees of the vendor.
- Trustee Trojan asked Trustee Nelson to elaborate on why BR8196 was a policy violation. Trustee Nelson stated that the President should have provided a recommendation and notified the Board about changing the bookstore vendor, beforehand. Trustee Gorski noted that the vendor is a hybrid and not fully online; we are keeping the same format but changing the vendor. Trustee Trojan concluded that the vendor is hybrid, same footprint, and vendors hire employees.

A motion was made by Student Trustee Mikos, seconded by Gorski to approve Board Report 8196. Trustees Kennedy, Simpson, Trojan, Gorski and Student Trustee Mikos (Student Advisory) voted yes. Trustee Nelson voted no. The motion was approved by majority roll call vote.

Other Business

1. **New Business**
There was no new business.
2. **Unfinished Business**
There was no unfinished business.

Updates / Reports

1. **President's Update**
 - Due to the vital role community colleges play in providing accessible and affordable higher education opportunities to a diverse range of students, ICCB wants to ensure that adequate and equitable funding for community colleges is realistic in Illinois. Therefore, ICCB will convene a working group of key community college stakeholders to examine community college funding. The Working Group will develop a set of recommendations to the Board aimed at improving the adequacy and equity of funding for community colleges in Illinois. Two subcommittees will also be convened as part of this working group. They will meet virtually and provide additional stakeholder input to the larger group. The Adequacy Subcommittee will examine the current funding mechanisms for community colleges in Illinois, taking into account factors such as enrollment, demographics, program offerings, as well as emerging, new, and other innovative instructional delivery methods, and geographical distribution. The Equity Subcommittee will assess the potential impact of existing funding mechanisms on educational equity, considering the needs of underrepresented populations, low-income students, rural communities, first-generation students, and other marginalized groups. ICCB selected Dr. Spearman, Trustee Cudia, and Interim Dean of Students Dr. Luevinus Muhammad to serve on this committee. As the team learns more, they will share it with the Board. Dr. Spearman is excited and energized for Fall Professional Development Day on Tuesday, September 3. A schedule was distributed to the Board of Trustees who were encouraged to attend any or all of the day's activities.

Leadership Team Updates

- Keith Barnes, vice president of diversity, equity, & inclusion, shared that a reception was hosted for Dr. Amy Diaz, the 2024 recipient of the Teresa Paulette Gilbert Distinguished Service Award. She is recognized for her work at RVC in Diversity, Equity, and Inclusion, founding member of the PAIC committee, and continues her efforts as President at Gateway Community College in Phoenix, Arizona. He gave special thanks to Lamis Diab, one of the co-chairs of Promoting an Inclusive Community (PAIC), DEI Executive Secretary Icidora Medrano, DEI Specialist Tek Curry, President Spearman, and everyone who contributed in the event. He announced that Faculty and staff from the RVC Office of Diversity, Equity, and Inclusion and PAIC will meet virtually with the Gateway Community College Diversity Team on September 2024 to explore opportunities for future collaborations. Also, RVC welcomed Eric Brown, who started his position as the ADA Compliance Coordinator on Monday, July 29, 2024. Mr. Barnes encouraged everyone to visit the Accessibility webpage and gave kudos to the Marketing and Communications team for their prompt edits to the webpage. He gave an update on the Viewfinder Campus Culture Survey for Students and gave a special shoutout to DEI Specialist Lien Vu and everyone on campus who supports their endeavors.
- Dr. Patrick Peyer, vice president of student affairs, welcomed the students back for the start of the fall semester! His team continues enrollment and registration activities as students make last-minute schedule adjustments, but their primary focus is now on Late-Starting courses Dr. Peyer highlighted a few of the ongoing efforts and activities to support student veterans, including Milana Herman, veteran's coordinator, who provides services to veteran students,

RVC awarded Edgar Zarco our first ROTC Transfer Waiver, and the Student Veteran's Club has partnered with the Winnebago County Assistance Commission, so that all services are offered on campus once a month. Over the summer, Upward Bound programs served 33 students over six weeks. Throughout the program, students took part in several notable excursions and activities. Dr. Peyer gave kudos to the program leaders: Dr. Elaine Dussard, Melayna Rottman, Charo Young, Melissa Lawson, Sarah Logemann, Muloko Tambwe, Nasratullah Ezatyar, Penason Williams, and Christian Hoeger. Finally, Dr. Peyer provided an update on our F-1 International students attending RVC this fall and is excited to have them enrich the campus experience and share their diverse perspectives with our community. He gave special thanks to Tasha Niesewander, intercultural student coordinator, for helping welcome all of these students to campus.

- Terrica Huntley, interim vice president of human resources, wanted to acknowledge and thank Justin Severson, RVC's staff professional development specialist, for coordinating our first Golden Eagles Leadership Academy Cohorts with the support of the Human Resources staff and other campus partners. Our Blue cohort included emerging leaders and managers who could apply to the eight-month program and participate once a month. The next Blue Cohort begins in November of this year. Our Gold cohort included emerging deans and directors nominated by their vice president. The group requested to extend their experience for six months and participate in a capstone project to apply their knowledge and skills learned to advance the RVC campus. The next Gold cohort begins on October 18. We have also worked collaboratively with Ann Kerwitz from the President's Office and Robbins Schwartz to review the Board Policy Manual. We look forward to presenting the results of the review of Article 1 next month.
- Heather Snider, vice president of Institutional effectiveness & communications, provided an enrollment update. As of August 27, we have exceeded the Fall 2024 budget goal by 2%, and we are 99% to the stretch goal. There will still be fluctuations in the official term enrollment count as we approach the fall census date (14th day) on Thursday, September 5. Even after that date, we will continue to add enrollments for late-start classes.
- Dr. Amanda Smith, vice president of academic affairs, shared that on Thursday, August 15, seven new faculty in the areas of Aviation, Business, Chemistry, and Nursing started the onboarding process, and professional development will be offered throughout their tenure process. On Wednesday, August 21, faculty were invited to participate in the inaugural Fall Faculty Forum where faculty and academic staff discussed teaching and learning at RVC. Lastly, Dr. Smith thanked everyone—faculty, staff, and administration—for the hard work that allowed the first week of classes to run smoothly and without chaos. She explained, “This is no easy feat, and a lot of preparation, planning, and sleepless nights are required to make this happen.”
- Ellen Olson, vice president of finance, shared that the Financial Services Department has completed both the College Audit and the Single Audit for FY2024. She expressed gratitude to Accounting Services, Accounts Payable, Purchasing, Payroll, and Leana Davis, the executive director of financial aid for their dedication. VP Olson announced that at the end of June, the Trustees should have received the standard SAS 99 (Statement of Auditing Standards) and Sikich is waiting for responses from five Board members. VP Olson provided Trustees with a questionnaire with instructions to complete and send it as soon as possible. Olson offered Ann Kerwitz as a resource to ensure delivery to Sikich. Trustee responses are confidential and will determine if further audit procedures are needed. The RVC Foundation team will present at the annual guidance counselors fair on September 26 to promote RVC Foundation scholarships. Olson also shared with the Board that on the website for the Illinois Attorney General, Illinois Charitable Trust page, you can look up the assets of the Rock Valley College Foundation. There, they have a chart that illustrates that the assets of the Foundation have grown from \$9.2 million as of 6/30/2013 to nearly \$18 million as of 6/30/2023. It demonstrates the Foundation team's ability to connect the community, the college, and the students.

2. ICCTA Report

- Trustee Nelson announced that there will be a standard meeting on September 13; he hopes that Trustee Simpson will be able to attend.

3. Trustee Comments

- Trustee Gorski wanted to let everyone know to greet him outside of RVC business.
- Trustee Nelson requested the amount of assets in dollar amount for the RVC Foundation assets.
- Trustee Trojan praised the operation staff for the parking lots on main campus. He participated as a student greeter at WTC during the first week of fall classes and worries about enrollment for the engineering program.

4. Student Trustee Report

- We are currently at the start of the Fall semester which started August 17
- There'll be numerous on-campus events revolving around student life:
 - Student orientation: August 14
 - New Student Welcome event: August 15
 - Welcome Back Breakfast: August 22
 - Fall Welcome Week Kickoff: August 26-28
- The RVC volleyball team will start their first game of the season in the PEC gym.
 - August 22 at 6 PM
 - August 30 at 4 PM
 - August 31 at 1 PM & 5 PM
- Our RVC baseball season begins next week; Their first game is on September 6 at 2 PM
- Here are my goals and ideas as student trustee.
 - Adding ASL and Braille classes and/or programs to RVC
 - Beautification of our campus that revolves around native species that are from IL and midwestern region
 - To help further pursue civic engagement at our campus and promote voter turnout for the student body.

5. RVC Foundation Liaison Report

- Trustee Trojan stated that RVC Foundation has a total \$700,000 available for scholarships for this fiscal year, \$429,000 has been awarded and \$271,000 is still available to award. The concern is that out of the \$271,000 remaining, \$141,000 is restricted to engineering but there doesn't seem to be a high enrollment rate for this program.
- On October 17th, the foundation is hosting a Retiree and Alumni Breakfast at the Stenstrom Student Center Atrium. The purpose is to keep the retirees and alumni up-to-date and open to continually be donors and/or become new donors.
- On November 8th, the Foundation's annual Scholarship Luncheon will be held at the Radisson; all the Board of Trustees will be invited. The event brings together the donors and recipients; it is a very heartwarming event.

Trustees' comments and questions included:

- Student Trustee Mikos asked for the scholarship deadline. Trustee Trojan confirmed the deadline is Wednesday, September 4, 2024.
- Trustee Nelson asked about the requirements for the scholarship process and promoting the engineer program. Trustee Trojan stated that the previous student trustee encouraged students to apply for scholarships. The scholarships are awarded only to current and prospective RVC students. President Spearman added that students enroll at RVC and complete the application for the scholarship. Brittany Frieberg, chief development officer of the RVC Foundation, connects with departments to identify students available for scholarships. Many of our RVC students enroll late, so the process is delayed.

- Trustee Gorski asked if RVC is targeting existing students, how many people in existing programs are eligible for those dollars, and suggested handing out paper applications or a QR code. Dr. Peyer, vice president of student affairs, estimated a couple hundred students are in the program and explained that the FAFSA application is online. The college does a lot of outreaches and could do more for students to apply for scholarships, but Brittany Frieberg’s team, Marketing team, and the previous Student Trustee have done a great job to promote scholarships. President Spearman noted FAFSA night events help promote students to be aware and apply for scholarships. Dr. Stewart, vice president of workforce development and CTE, shared that his team is working with the dean of CTE to work with faculty to revamp how they do outreach and try to target going to high schools to graduating seniors to see if we could capitalize on that market.

6. Freedom of Information Act (FOIA) Report

The FOIA report was accepted as presented.

Next Meeting

The next Committee of the Whole Meeting will be on September 10, 2024 at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

The next Regular meeting will be held on Tuesday, September 24, 2024 at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

Adjournment

At 6:14 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by roll call vote.

Submitted by Araceli Olvera

Richard Kennedy, Secretary

Robert Trojan, Board Chair

Claims Sheet

Recommendation:

It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from August 1, 2024 to August 31, 2024.

The total is \$4,082,495.90.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A - FY2025 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Electrical Work– (Capital – Downtown West Site Improvements)

Com Ed

Rockford, IL

\$248,716.85*(1)

1. This expense is for the removal of existing Com Ed power lines, poles, transformers, and other Com Ed equipment that provide power to the three existing buildings at the Downtown West campus. The Com Ed equipment must be removed or relocated in order to construct the new campus. Com Ed sent the statement of work to RVC on September 11, 2024 and require a response within 30 days in order to place RVC on a waiting list to complete the work. Com Ed will cancel the agreement if RVC does not meet the deadline, and the work needs to be completed before construction can begin on the new campus. There will be additional expense to Com Ed for the installation of the power to the new buildings.

This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)

Exemption L: contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph;

FY2025 Budgeted Capital Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, held in the Performing Arts Room of the Educational Resource Center, 3301 North Mulford Road, Rockford, Illinois, in said Community College District at 5:15 o'clock P.M., on the 27th day of August, 2024.

* * *

The meeting was called to order by the Chair and upon the roll being called, Robert Trojan, the Chair, and the following Trustees were physically present at said location: Bob Trojan, Richard Kennedy, Paul Gorski, John Nelson, and Niko Mikos (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: None

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: Gloria Cudia, Kristen Simpson and Crystal Soltow.

The Chair announced that the Bond Issue Notification Act requires that a public hearing be called and held in connection with the sale of bonds in an amount not to exceed \$14,700,000 for the purpose of increasing the working cash fund of the District and that the Board of Trustees would consider the adoption of a resolution calling such public hearing.

Whereupon Trustee Trojan presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, to sell not to exceed \$14,700,000 Working Cash Fund Bonds for the purpose of increasing the working cash fund of the District.

* * *

WHEREAS, Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the “*District*”), is a duly organized and existing community college district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended; and

WHEREAS, the Board of Trustees of the District (the “*Board*”) intends to sell bonds in an amount not to exceed \$14,700,000 for the purpose of increasing the working cash fund of the District (the “*Bonds*”); and

WHEREAS, the Bond Issue Notification Act of the State of Illinois, as amended, requires the Board to hold a public hearing concerning the Board’s intent to sell the Bonds before adopting a resolution providing for the sale of the Bonds:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by reference.

Section 2. Public Hearing. The Board hereby calls a public hearing to be held at 5:15 o’clock P.M. on the 24th day of September, 2024, in the Performing Arts Room of the

Educational Resource Center, 3301 North Mulford Road, Rockford, Illinois, in the District, concerning the Board's intent to sell the Bonds and to receive public comments regarding the proposal to sell the Bonds (the "*Hearing*").

Section 3. Notice. The Secretary of the Board (the "*Secretary*") shall (i) publish notice of the Hearing at least once in the *Rockford Register Star*, the same being a newspaper of general circulation in the District, not less than 7 nor more than 30 days before the date of the Hearing and (ii) post at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire 96-hour period preceding the Hearing.

Section 4. Form of Notice. Notice of the Hearing shall appear above the name of the Secretary and shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF
THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 511, COUNTIES OF WINNEBAGO, OGLE, BOONE,
STEPHENSON, DEKALB AND MCHENRY AND STATE OF ILLINOIS
TO SELL NOT TO EXCEED \$14,700,000 WORKING CASH FUND BONDS**

PUBLIC NOTICE IS HEREBY GIVEN that Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the "*District*"), will hold a public hearing on the 24th day of September, 2024, at 5:15 o'clock P.M. The hearing will be held in the Performing Arts Room of the Educational Resource Center, 3301 North Mulford Road, Rockford, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in an amount not to exceed \$14,700,000 for the purpose of increasing the working cash fund of the District.

By order of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois.

DATED the 27th day of August, 2024.

Richard Kennedy
Secretary, Board of Trustees, Community College
District No. 511, Counties of Winnebago, Ogle,
Boone, Stephenson, DeKalb and McHenry and
State of Illinois

Section 5. Hearing Requirements. At the Hearing the Board shall explain the reasons for the proposed bond issue and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits. The Board shall not adopt a resolution selling the Bonds for a period of seven (7) days after the final adjournment of the Hearing.

Section 6. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 7. Repeal. All resolutions and parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted August 27, 2024.

Chair, Board of Trustees

Secretary, Board of Trustees

Trustee Paul Gorski moved and Trustee John Nelson seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: Bob Trojan, Richard Kennedy, Paul Gorski, John Nelson and Niko Mikos.

The following Trustees voted NAY: None

Whereupon the Chair declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the “Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 27th day of August, 2024, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, to sell not to exceed \$14,700,000 Working Cash Fund Bonds for the purpose of increasing the working cash fund of the District.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Public Community College Act of the State of Illinois, as amended, and the Bond Issue Notification Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 27th day of August, 2024.

Secretary, Board of Trustees

2024 - 2025 Dual and Articulated Credit Memorandum of Understanding Between Board of Education of Rockford Public School District No. 205 and Rock Valley College

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

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

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Rockford Public School District No. 205 as dual credit for the 2024 - 2025 academic year.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and the Board of Education of Rockford Public School District No. 205, beginning August 21, 2024, and ending June 30, 2025. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Dual and Articulated Credit Memorandum of Understanding – Rockford Public School District No. 205

Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Rockford Public School District 205

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ____ day of _____, 2024 between Board of Education of the Rockford Public Schools, District No. 205, Winnebago and Boone Counties, Illinois ("School District"), located at 501 7th Street, Rockford, Illinois 61104 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

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

- d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;
- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in August for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), or samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the second week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley

College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
- p. Provide necessary academic support and guidance to students enrolled in the program.

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

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
- d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
- e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
- f. Provide guidance on appropriate placement of students using multiple measures;
- g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District in accordance with EdSystems. The evaluation shall not impact the instructor's performance evaluation under the School Code.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2024-2025 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

Nothing contained herein shall be construed as to release the School District from its obligations as the "Resident District" and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to

students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

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

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

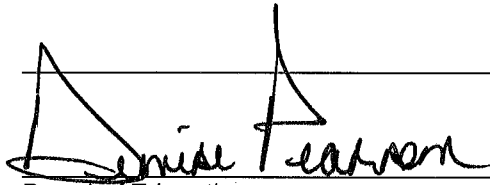
To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit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

16. This Agreement will be in effect August 1, 2024 and end on June 30, 2025.



Dr. Ehren Jarrett
High School Superintendent Date

Rock Valley College President Date



Denise Pearson
Board of Education Date

Rock Valley College Board of Trustees Date

Appendix A Dual Credit Courses

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

Dual Credit Courses
BIO 103 – Introductory Life Science / BIO 104
CRM 120 – Criminal Investigation
ECE 100 – Intro to Early Childhood Education: Roosevelt
ECE 101 – The Developing Child: Roosevelt
ECE 103- Nutrition & Health of Young Children: Roosevelt
ENG 101 – Composition I
GAT 101 – Introduction to Graphics Arts Technology: Roosevelt
GAT 110 – Introduction to Photoshop: Roosevelt
GAT 115 – Introduction to Illustrator: Roosevelt
HLT 110 – Medical Terminology
HST 142 – History of the United States to 1865
HST 143 – History of the United States Since 1865
LIT 101 – Introduction to Literature
MET 110 – Manufacturing Processes I: Roosevelt
MTH 135 – Calculus with Analytic Geometry I
NAD 101 – Nursing Aide
PCT 262 – A+ Essentials
STU 101 – Career Planning: Roosevelt
STU 103 – Workplace Ethics: Roosevelt
STU 299 – Service Learning: Roosevelt

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

RVC Course Eligible for Articulated Credit	Student Earns Articulated Credit by:
CIS 102 – Intro to Computers	Successful Completion of 3 credits in any CIS OR PCT course
CRM 101 – Intro to Criminal Justice	Successful Completion of 3 credits in any CRM course
MET 100 – Intro to Drafting	Successful Completion of MET 110

Appendix B

Curriculum Development, Feedback, and Approval

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

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review (including syllabus submission)
4. Dual Credit Student Survey Collection

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

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. This includes an instructor duty to initiate the following:
 - a) Drop any student who has never attended the course or who does not want dual credit.
 - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
 - a) Mark "S" for each student who is currently passing the course with a 'C' or better.
 - b) Mark "D" for each student who is currently earning a 'D' in the course.
 - c) Mark "F" for each student who is currently earning a 'F' in the course.
4. Instructors send Early College notice of a student's intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a 'W' grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Self Service by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Online Enrollment Form within the first week of class.
6. High School provides official, verified high school final grading roster to Early College upon completion of the high school course.
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed no later than one year after the student's high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

2024-2025 Running Start Program – Rockford Public School District #205

Background: *Running Start* is a formal program that allows qualified students from Rockford Public School District #205 to attend Rock Valley College (RVC) for their junior and senior years of high school. Students will enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate’s Degree simultaneously. The *Running Start* program will be administered through the Early College office at Rock Valley College in conjunction with Rockford Public School District #205.

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

The financial arrangement between Rock Valley College and Rockford Public School District #205 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation, not to exceed \$192,000 during the term of this agreement. Participating students will then be financially responsible to pay the remaining balance of tuition and fees along with covering the costs for any repeated courses, and the cost of textbooks and course supplies. The District's financial assistance helps to reduce the overall cost of college for students and their families.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approve the *Running Start* Intergovernmental Agreement with Rockford Public School District #205 effective August 19, 2024 for classes beginning August 19, 2024.

Dr. Howard Spearman
President / Chief Operations Officer

Board Approval: _____
Secretary, Board of Trustees

Attachment: Intergovernmental Agreement: Running Start – RPS #205

**INTERGOVERNMENTAL AGREEMENT BETWEEN Board of
Education of the Rockford Public Schools, District No.
205, Winnebago and Boone Counties, IL ILLINOIS
AND
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,
WINNEBAGO COUNTY, ILLINOIS
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of the Rockford Public Schools, District No. 205, Winnebago and Boone Counties, IL ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

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

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

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

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

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

Section 1 Incorporation of Preamble Recitals

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

Section 2 Implementation of Running Start

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

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

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
 - 1) DISTRICT's requirements for earning a high school diploma; and
 - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of in-district tuition and fees for courses taken per student per school year, not to exceed \$192,000 during the term of this Agreement, and also not to exceed a total for 40 enrolled students at one time over a one year period for said instruction. The cap established by this Section may be adjusted as provided in Section 3.M, below.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the Executive Director of COLLEGE and Career Readiness (ED of CCR) within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the ED of CCR with transcripts for all students enrolled in Running Start.

Section 3 DISTRICT Obligations

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start, identifying a minimum of five (5) and maximum of twenty (20) eligible students to participate in Running Start per school year.
- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. ED of CCR to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 205 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start student and pay the COLLEGE the cost associated with this tuition and fees calculation. In general, it is estimated that the student enrollment of tuition and fees will not exceed \$192,000 per year. Payment shall be made to COLLEGE within 45 days of the receipt of an invoice. Subject to COLLEGE

availability, the DISTRICT will make final determination on the number of students enrolled in the Running Start program and their course selections, and shall make adjustments as needed to cover tuition and fees associated with the program while not exceeding the cap established in this Section. Alternatively, if either Party expects the cap established by this Section to be exceeded, the DISTRICT may agree in writing to increase the cap without adjustments to the number of students enrolled and/or the course selections. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.

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

Section 4 COLLEGE Obligations

COLLEGE will provide participating DISTRICT students with:

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

in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.

J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 205 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

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

Section 5 Participating DISTRICT Students' Obligations

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

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.
- E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).
- J. Students not meeting the Academic Conduct Policies will be placed on Academic

Probation for one semester and be required to develop an Individual Academic Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Counselor and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.

- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

Section 6 Shared Obligations and Understandings of the Parties

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

this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

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

Section 7 Participation in Running Start Program by Students with Disabilities

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

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
- The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
 - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
 - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
 - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support Services.
- C. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of

1973 while the student is accessing a Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.

- D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.
- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

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

Section 8 Miscellaneous Provisions

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2025. This agreement is applicable for the Running Start Class who begins Summer 2024 and for program applicants and participants who begin the Running Start program in Summer 2025. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

Rockford Public School District No. 205
Att'n: Superintendent
501 7th St.
Rockford, IL 61104
Facsimile: (815) 972-3404

with a copy to counsel;

Lori Hoadley
Rockford Public Schools
501 7th St.
Rockford, IL 61104
Facsimile: (815) 966-3905
Email: Lori.Hoadley@rps205.com

If to COLLEGE:

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

with a copy to counsel:

Joseph J. Perkoski
Robbins-Schwartz
190 South LaSalle St. Suite 2550
Chicago, IL 60603-33410
Facsimile: (312) 332-7768
Email: jperkoski@robbins-schwartz.com

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

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

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

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

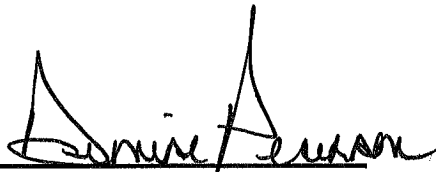
H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

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

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

**Board of Education
Rockford Public School
District No. 205
Boone-Winnebago
Counties, Illinois**

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



President

President

June Stanford

Secretary

Secretary

9/10/2024 | 3:23 PM CDT

Date

Date

APPENDIX A
DISTRICT Running Start Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

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

APPENDIX B

DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "ED of CCR" refers to Rockford Public Schools Executive Director of COLLEGE & Career Readiness. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

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

graduation requirements.

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

APPENDIX C

Running Start Student Academic Conduct Policies

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

ADVISING & COMMUNICATION

Running Start students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)

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

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

DISMISSAL FROM PROGRAM

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

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- If high school graduation and/or RVC graduation is in jeopardy. Dismissal is determined by the participating School District in consultation with RVC.

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

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

Appendix D
Running Start Program Course Offerings 2024-2025
Running Start Courses Approved to be taken at an RVC Campus

Allied Health					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
FWS-220	Intro Career Opportunity in PE	3			
FWS-231	Contemporary Health Issues	3			
FWS-233	Community Health	3			
FWS-235	Alcohol and Drug Education	3			
FWS-236	Human Sexuality	3			
FWS-237	Nutrition for Optimum Living	3	16020U	Nutrition for Optimum Living	1
FWS-243	First Aid/Gen Safety/CPR/AED	3	16015U	First Aid and General Safety	1
FWS-250	Introduction Sport Management	3	0668U	Intro to Sports Management	1
FWS-253	Introduction to Coaching	3			
FWS-254	ASEP Sport First Aid and CPR	3			
FWS-255	Sociology of Sport	3			
FWS-256	History of Phy Ed & Sport	3			
FWS-258	Sport & Exercise Psychology	3			
FWS-260	Intro to Exercise Science	3			
FWS-261	Nutrition for Fitness & Sport	3			
FWS-263	Nutrit, Exercise & Weight Cntr	3			
FWS-265	Personal Fitness and Wellness	3			

FWS-266	Personal Trng I-Concepts&Appl	3			
FWS-267	Persnl Trng II-Concepts&Appl.	3			
HLT-110	Medical Terminology	2	21513U	Medical Terminology	2
HLT-110	Medical Terminology	2	50111U	Medical Terminology	1

Business					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATG-110	Financial Accounting	4	13467U	Calc for Bus & Social Studies	1
ATG-111	Managerial Accounting	4			

BUS-101	Introduction to Business	3	21150U	Introduction to Business	1
BUS-103	Business Mathematics	3			
BUS-105	Consumer Econ and Prsnl Fin	3			
BUS-130	Entrepreneurship Principles	3			
BUS-131	Entrepreneurship Planning	3			
BUS-170	Intro Organizational Behavior	3	12414U	Intro Organizational Behavior	1
BUS-200	Legal Environment in Bus	3			
BUS-223	Business Statistics	3			
BUS-230	Entrepreneurship Capstone	3			
BUS-279	Principles of Finance	3			
BUS-282	International Business	3			
MGT-170	Business Communications	3			
MGT-270	Principles of Management	3			
MGT-271	Human Resource Manage	3			
MGT-274	Leadership	3			
MKT-260	Principles of Marketing	3	21145U	Principles of Marketing	1
MKT-265	Salesmanship	3			
MKT-266	Principles of Advertising	3			
MKT-288	Customer Relations	3			
OFF-118	Computer Keyboarding	1	21120U	Keyboarding	1

Communications

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
COM-113	Intro to Public Relations	3			

COM-119	News Writing	3			
COM-120	News Editing	3			
COM-130	Intro to Mass Communication	3	10672U	Intro to Mass Communication	1
COM-140	Writing for Multimedia	3			
COM-156	Audio Production I	3	15183U	Audio Production I	1
COM-157	Video Production I	3	15184U	Visual Production I	1
COM-208	Screenwriting	3			
COM-218	Broadcast Performance	3			
COM-221	Photojournalism	3			

COM-251	Film History and Appreciation	3	15113U	Fim History and Appreciation	1
COM-252	International History of Film	3	15430U	International History of Film	1
COM-256	Advanced Audio Production	3	15185U	Advanced Audio Production	1
COM-257	Advanced Video Production	3	15186U	Advanced Video Production	1
COM-260	Advanced Post-Production	3			
COM-296	Documentary Production	3			
COM-297	Motion Picture Production	3			
ENG-101	Composition I	3	10300U	English 11	2,2
ENG-101	Composition I	3	10400U	English 12	2,2
ENG-103	Composition II	3	10420U	Composition II	2
ENG-108	Intro Creative Writing	3			
ENG-109	Creative Writing II	3			
ENG-110	Intro to Technical Writing	3			
ENG-200	Language, Power & Public Life	3			
LIT-101	Introduction to Literature	3	10124U	Intro to Literature	1
LIT-139	Mythology	3	10120U	Mythology	2
LIT-140	The Bible As Literature	3	10310U	The Bible as Literature	1
LIT-141	Film and Literature	3			
LIT-142	Exploring Literature: Poetry	3	10676U	Exploring Literature - Poetry	1
LIT-144	Exploring Literature: Fiction	3	10119U	Exploring Literature - Fiction	1
LIT-152	Multicultural American Lit	3			
LIT-154	Intro Non-Western Literature	3	10123U	Intro to NonWestern Literature	1

LIT-201	American Lit Before 1865	3	10118U	Amer Lit Col Days to Civil War	2
LIT-202	American Literature Since 1865	3			
SPH-131	Fundamentals of Communication	3	10676U	Fundamentals of Communication	1
SPH-201	Interpersonal Communication	3			
SPH-202	Intercultural Communication	3			
SPH-211	Group Leadership	3			

Computers and Information Systems

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
CIS-102	Intro Computer & Info Systems	3	13447U	Intro Computers & Info Systems	1
CIS-120	Intro to Microsoft Word	1			
CIS-121	Introduction to Excel	1			
CIS-124	Introduction to Powerpoint	1			
CIS-130	Introduction to Access	2			
CIS-170	Programming Logic & Design	3	13445U	Programming Logic & Design	1
CIS-180	Intro to Visual Basic Prgrmg.	4	13444U	Intro to Visual Basic Prgrmg	1
CIS-240	Intro to Java Programming	4	13448U	Computer Science A	2
CIS-245	Program Android-Mobile Devices	4			
CIS-254	Database Programming	4			
CIS-276	Intro to C/C++ Programming	4	13449U	Intro to C/C++ Programming	2
CIS-277	Advanced C/C++ Programming	4			
CIS-279	Visual C# Programming	4			
CIS-280	Program iOS Apple Mobile Dev	4			
CIS-290	Special Toplcs In CIS	1			
CIS-291	Internship Field Project	1			
GAT-101	Intro to Graphic Arts Tech	4	51102U	Graphic Arts Technology	2
GAT-110	Introduction to Photoshop	2	15181U	Introduction to Photoshop	1
GAT-115	Introduction to Illustrator	2	15182U	Introduction to Illustrator	1
GAT-150	Typography	2			
GAT-178	Fundamentals of Desktop Publis	3			
GAT-190	Image Generation and Output	2			
GAT-215	Advanced Illustrator	2			

GAT-220	Adv Photoshop Grap Arts Indus.	3			
PCT-110	Networking Essentials	3			
PCT-111	Windows Active Directory	3			
PCT-112	Windows Server Fundamentals	3			
PCT-113	Microsoft Win Infrastructure	3			
PCT-120	Cisco Networking I	4	21223U	Cisco Networking I	
PCT-122	Cisco Networking II	4	21224U	Cisco Networking II	
PCT-124	Cisco Networking III	4	21225U	Cisco Networking III	

PCT-126	Cisco Networking IV	4	21226U	Cisco Networking IV	
PCT-130	Intro Network Security Fndmntl	3			
PCT-132	Advanced Network Security	3			
PCT-140	IP Telephony I	4			
PCT-142	IP Telephony II	4			
PCT-211	VMWare vSphere:Install/Config	3			
PCT-262	A+ Essentials	3			
PCT-270	Introduction to Unix/Linux	3			
PCT-275	Cisco Firewall Design	4			
PCT-290	Special Topic in PC Tech	1			
WEB-101	Programming Related-Internet	4	15159U	Fundamentals of Web Design	2
WEB-102	Adv Program Related - Internet	4			
WEB-111	Introduction to Multimedia	3			
WEB-225	Digital Photography	3			
WEB-233	Introduction to Javascript	4			
WEB-234	PHP Programming	4			

Engineering and Technology

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
EGR-101	Introduction to Engineering	2	12551U	Introduction to Engineering	1
EGR-135	Engineering Graphics/CAD	4	21553U	Engineering Graphics/CAD	1
EGR-206	Statics	3	12554U	Statics (Engineering)	1
EGR-207	Dynamics	3	12555U	Dynamics (Engineering)	1
EGR-221	Elem Mech of Defmabl Bodies	3			
EGR-231	Engineering Circuit Analysis	4	12556U	Engineering Circuit Analysis	1

EGR-250	Digital Electronics	4			
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Humanities//Fine Arts

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ART-101	Drawing and Composition I	3	15118U	Drawing and Composition 1	1
ART-102	Drawing and Composition II	3			

ART-103	Design I	3			
ART-111	Painting I	3			
ART-121	Ceramics I	3	15170U	Ceramics	1
ART-122	Ceramics II	3			
ART-131	Introduction to Visual Art	3	15117U	Intro to Visual Arts	2
ART-141	Intro Non-Western Visual Art	3	15111U	Intro to NonWestern Visual Art	1
ART-201	Life Drawing	3			
ART-203	Design II	3			
ART-212	Painting II	3			
ART-216	Relief Printmaking	3			
ART-251	History of Art I	3	15112U	History of Art I	1
ART-252	History of Art II	3	15116U	History of Art II	1
CRM-101	Intro to Criminal Justice	3		Intro to Criminal Justice	2
CRM-102	Intro to Probation & Parole	3			
CRM-103	Intro to Corrections	3			
CRM-104	Intro to Private Security	3			
CRM-105	Police Report Writing	3			
CRM-120	Criminal Investigation	3	17209U	Criminal Investigation	1
CRM-120	Criminal Investigation	3		Criminal Investigation	2
CRM-125	Criminal Proced & Civil Rights	3			
CRM-127	Ethics in Law Enforcement	3			
CRM-210	Criminal Law	3			
CRM-225	Juvenile Procedures	3			
CRM-260	Police Organization & Admin	3			
CRM-271	Patrol Procedures	3			
CRM-281	Rules of Evidence	3			
CRM-282	Interviews & Interrogations	3			

ECE-100	Intro to Early Childhood Ed.	3	21323U	The Child Care Worker	2
ECE-101	The Developing Child	3	21315U	The Developing Child	
ECE-103	Health, Safety & Nutrition of Young Child	3	21322U	Health. Safety Nutri Child Ed	1
ECE-105	Observation and Assessment of Young Children	3			
ECE-113	Infant and Toddler Curriculum	3			

ECE-201	Language Development	3			
ECE-202	Child, Family & Community	3			
ECE-203	Curriculum Plan-Young Child	3			
ECE-205	Org & Superv-Early Child Facil	3			
EDU-202	Children's Literature	3	21316U	Children's Literature	1
EDU-224	Introduction to Education	3	12480U	Intro to Education	1
EDU-234	Intro Technology for Teachers	3			
EDU-244	Students With Disabilities	3			
FRN-101	Beginning French	4			
FRN-102	Continuatn of Begng French	4			
GRM-101	Beginning German	4			
GRM-102	Continuatn of Begng German	4	11203U	German 2	2
HUM-111	Intro to Humanities I	3	12409U	Intro to Humanities I	2
HUM-112	Intro to Humanities II	3	12413U	Intro to Humanities II	2
HUM-114	Intro Hum III:Contem West Wrl	3			
HUM-125	Intro Non-Western Humanities	3	12420U	Intro Non-Western Humanities	1
HUM-211	War & West Hum Thru Mid Ages	3	12421U	War & Western Hum thru Mid Age	2
HUM-212	War & W.Hum-Renaiss to Present	3	12422U	War & W. Hum-Renaiss to Present	1
HUM-250	Leadership Development Stud	3			
MUS-101	Fundamentals of Music	3			
MUS-102	Intro to Music Literature	3	15245U	Intro to Music Literature	1
MUS-104	Intro to American Music	3	15244U	Intro to American Music	2
MUS-106	Intro to Non-Western Music	3	15110U	Intro to NonWestern Music	1
MUS-131	Class Piano I	2	15248U	Class Piano I	1
MUS-132	Class Piano II	2			
MUS-191	Chorus I	1			
MUS-194	Instrumental Ensemble I	1			
MUS-195	Band I	1	15247U	Band I	1

MUS-198	Orchestra I	1			
MUS-294	Instrumental Ensemble II	1			
MUS-295	Band II	1			
MUS-298	Orchestra II	1			
PHL-150	Intro to Philosophy	3	12430U	Intro to Philosophy	1

PHL-151	Intro Non-Western Philosophy	3			
PHL-152	Environmental Ethics	3	10685U	Environmental Ethics	1
PHL-152	Environmental Ethics	3	12454U	Environmental Ethics	1
PHL-153	Medical Ethics	3			
PHL-154	Introduction to Religion	3			
PHL-155	World Religions	3	12138U	World Religions	1
PHL-156	Religion in American Society	3	12433U	Religion in American Society	1
PHL-157	Foundational Religious Texts	3			
PHL-255	Logic	3	12432U	Logic	1
PHL-256	Contemporary Moral Issues	3	12431U	Contemporary Moral Issues	1
PHL-260	Philosophy of Religion	3			
SPN-101	Beginning Spanish	4	11102U	Beginning Spanish	1
SPN-102	Continuation Beginning Spanish	4			
SPN-203	Intermediate Spanish	3			
SPN-204	Continue Intermediate Spanish	3			
THE-133	Introduction to the Theater	3	15423U	Introduction to Theater	1
THE-134	Stagecraft & Theater Lighting	3			
THE-135	Acting I	3	15100U	Acting I	1
THE-235	Acting II	3	15440U	Acting II	1

Life Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
BIO-100	Introductory Human Biology	3	14210U	Intro to Human Biology	1
BIO-103	Introductory Life Science	3	14220U	Introductory Life Sciences	2
BIO-104	Intro Life Science Lab	1	14221U	Introductory Life Sciences Lab	1
BIO-106	Environmental Science	3	14203U	Environmental Biology	1
BIO-107	Environmental Biology Lab	1	14204U	Environmental Biology Lab	0.5
BIO-113	Plants and Society	4	14225U	Plants and Society	1

BIO-140	Introduction to Evolution	3			
BIO-150	Microbes and Society	3	14213U	Microbes and Society	1
BIO-152	Microbes & Society Laboratory	1	14223U	Microbes & Society Lab	1
BIO-162	Human Heredity	3	14293U	Human Heredity	1
BIO-171	Biology of Human Disease	3	14215U	Biology of Human Disease	1

BIO-185	Foundations Anat & Physiol	5	14214U	Foundations Anat and Physical	2
BIO-201	Fundamentals of Biology I	4	14211U	Fundamentals of Biology I	1
BIO-202	Fundamentals of Biology II	4	14212U	Fundamentals of Biology II	1
BIO-274	Microbiology	4	14227U	Microbiology	1
BIO-281	Anatomy and Physiology I	4			
BIO-282	Anatomy and Physiology II	4	14620U	Human Anat & Physiology II	1

Mathematics

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
MTH-115	General Education Math	3	13459U	General Math Education	2
MTH-120	College Algebra	3			
MTH-125	Plane Trigonometry	3	13412U	Trigonometry	2
MTH-132	College Algebra & Trigonometry	5			
MTH-135	Calculus W/Analytic Geom I	5	13460U	Calculus 1	1
MTH-135	Calculus W/Analytic Geom I	5	13462U	Calculus I	2
MTH-164	Computer in Mathematics C/C++	4			
MTH-211	Calc for Business & Soc Scienc	4			
MTH-216	Math for Elem Teachers I	3	13466U	Math for Elementary Teachers	1
MTH-217	Math for Elem Teachers II	3	13468U	Math for Elem Teachers II	2
MTH-220	Elements of Statistics	3			
MTH-235	Calculus W/Analytic Geom II	4	13463U	Calculus II	2
MTH-236	Calculus W/Analyt Geom III	4	13464U	Calculus III	2
MTH-240	Differential Equations	3	13465U	Differential Equations	1
MTH-250	Modern Linear Algebra	4			

Physical Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATS-105	Intro to Atmospheric Science	4	14525U	Intro to Atmospheric Science	1
CHM-110	General Organic & BioChem I	4	14333U	General Organic & Biochem I	1
CHM-120	General Chemistry I	4	14320U	General Chemistry I	2
CHM-130	General Chemistry II	4	14335U	General Chemistry II	2

CHM-210	General, Organic & BioChem II	4	14336U	General Organic & Biochem II	1
CHM-220	Organic Chemistry I	5	14334U	Organic Chemistry I	2
CHM-230	Organic Chemistry II	5			
CHM-240	General Biological Chemistry	3			
GEL-101	Introduction to Geology	4	14530U	Introduction to Geology	1
GEL-107	Geology of the Solar System	3	14531U	Geology of the Solar System	1
GEL-206	Environmental Geology	3			
PGE-100	Physical Geography	3			
PGE-102	Physical Geography With Lab	4	14110U	Physical Geography with Lab	1
PGE-240	Global Climate Change	3			
PHY-201	Mechanics and Heat	5	14422U	Mechanics and Heat	2
PHY-202	Waves/Elec/Light & Modrn Phys	5	14423U	Waves Elect. & Modern Physics	2
PHY-215	Mechanics, Wave Motion, Thermo	5	14420U	Mechanics. Wave Motion. Thermo	
PHY-225	Electr, Magnetism, Light, Phys	5	14421U	Elect Mag Light & Modern Physics	2

Social Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ANP-102	Intro Biolo Anthro & Archaeol	3	12460U	Intro Biological Anth & Arch	1
ANP-103	Intro to Cultural Anthro	3	12461U	Intro to Cultural Anthropology	1
ECO-101	Introduction to Economics	3	12220U	Introduction to Economics	2
ECO-110	Principles of Economics:Macro	3	12235U	Principles of Macroeconomics	1
ECO-111	Principles of Economics:Micro	3	12236U	Principles of Mircoeconomics	1
GEO-130	World Geography	3			
HST-140	History of Western Civ I	3	12154U	History of Western Civ I	
HST-141	History of Western Civ II	3	12153U	History of Western Civ II	
HST-142	History of U S to 1865	3	12150U	US Pre 1865	2

HST-143	History of U S Since 1865	3	12139U	US Post 1865	2
HST-144	Current Hist 1945 to Present	3			
HST-151	African History Survey to 1600	3			
HST-152	African Hist Survey Since 1600	3	112306U	African History Survey Since 1600	1

HST-162	History of Latin America I	3			
HST-163	History of Latin America II	3			
HST-172	History of Middle East to 1453	3			
HST-173	History Middle East Since 1453	3			
HST-182	Hist of Eastern Civ to 1500	3			
HST-183	Hist of East Civ Since 1500	3	12155U	History Eastern Civ Since 1500	1
HST-192	History of World Until 1750	3			
HST-193	Hist of the World Since 1750	3	12165U	History of the World Since 1750	1
HST-210	History of Women of the U.S.	3	12152U	History of Women of the US	1
PSC-150	Intro to Political Science	3	12209U	Intro to Political Science	1
PSC-160	American National Government	3	12219U	Government	2
PSC-161	State and Local Government	3			
PSC-210	Intro to Legal System	3			
PSC-211	The American Presidency	3			
PSC-269	International Relations	3			
SOC-190	Introduction to Sociology	3	12410U	Sociology	2
SOC-290	Social Problems	3			
SOC-291	Criminology	3			
SOC-292	Sociology of Deviance	3			
SOC-294	Urban Sociology	3			
SOC-295	Racial and Ethnic Relations	3	12411U	Racial and Ethnic Relations	1
SOC-298	Sociology of Sex and Gender	3			
SOC-299	Sociology of the Family	3	12414U	Marriage and the Family	1
STU Student Development					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
STU-100	Planning for Success	1	17210U	Planning for Success	0.5
STU-101	Career Planning	2			
STU-103	Workplace Ethics	1			

Personnel Report

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

A. Appointments

Harold Cubillo, Director of Environmental Health and Safety, Full-time, ADM, Grade P, \$79,000, effective September 25, 2024.

B. Departures

Charles Sicotte, Economics Associate Professor, Full-time Faculty, is retiring effective December 31, 2024.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Intergovernmental Storage Agreement with City of Loves Park, Illinois
For a 1993 Pierce Pumper Fire Truck**

Background: Graduates of the Rock Valley College (RVC) Fire Science program are prepared to enter a career in the fire service or expand their current fire service professional options. Students will gain knowledge in a wide variety of subjects including, Fire Suppression, Building Construction, Rescue Practices, Hazardous Materials, Fire Prevention and Protection, Emergency Medical Services, and Fire Service Leadership.

Rock Valley College’s Fire Science Program has many robust partnerships with fire departments and regional healthcare facilities. These partnerships allow the College to ensure that the program’s curriculum remains current and meets the needs of the community’s first responders.

In late November 2023, the College was offered a 1993 Pierce Pumper Fire Truck by the Harlem-Roscoe Fire Protection District for use in RVC’s Fire Science program. With an estimated value of \$16,850.00, this donation demonstrates the Harlem Roscoe Fire Protection District’s commitment to RVC’s Fire Science program and willingness to support the College’s endeavors.

The donation of this fire truck was accepted by the Rock Valley College Board of Trustees on Board Report #8147 dated April 23, 2024. Since RVC does not have a facility large enough to store the fire truck, discussions were begun with the City of Loves Park to store the fire truck in one of its facilities. As a result of those discussions, an intergovernmental storage agreement has been approved by the City of Love Park to store RVC’s 1993 Pierce Pumper Fire Truck at the Loves Park Fire Station located at 5180 Rock Valley Parkway in Loves Park, Illinois. The City of Loves Park will allow RVC to store the Fire Truck at the premises without cost to Rock Valley College.

This agreement shall not exceed five (5) years from the Effective Date of August 5, 2024, but the parties may extend the agreement with additional terms by mutual written agreement of the parties.

Recommendation: It is recommended that the Board of Trustees approves the Intergovernmental Storage Agreement with the City of Love Park, Illinois, to store Rock Valley College’s 1993 Pierce Pumper Fire Truck at the Loves Park Fire Station located at 5180 Rock Valley Parkway, Loves Park, Illinois.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: City of Loves Park Resolution #24-059; Intergovernmental Storage Agreement

CITY OF LOVES PARK

ALDERMAN JOHN JACOBSON

RESOLUTION NO. 24-059

DATE: AUGUST 5, 2024

**DEPARTMENT: FINANCE &
ADMINISTRATION COMMITTEE**

RESOLUTION OF THE CITY OF LOVES PARK, ILLINOIS AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF LOVES PARK, ILLINOIS, AND ROCK VALLEY COLLEGE REGARDING STORAGE OF A 1993 PIERCE PUMPER FIRE TRUCK.

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois of 1970 authorizes units of local government to contract and associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or ordinance; and

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq., as amended, provides that any power or powers, privileges, functions, or authority exercised or which may be exercised by a public agency of this State may be exercised, combined, transferred, and enjoyed jointly with any other public agency of this State; and

WHEREAS, the City, in order to better serve the Citizens of the City and to provide for the common good, desires to allow Rock Valley College to store its 1993 Pierce Pumper fire truck used for training fire studies students at the fire station located at 5180 Rock Valley Parkway; and

WHEREAS, City has sufficient space to accommodate the truck without impacting fire operations; and

WHEREAS, the City views the training of new firefighters as a potential benefit to the City and to the region as a whole.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and the City Council of the City of Loves Park, County of Winnebago and County of Boone, Illinois, that by the adoption of this resolution, that the Mayor and the City Council hereby agree as follows:


1. The foregoing recitals are incorporated herein and made a part hereof.
2. The City hereby approves and adopts the IGA attached hereto as Exhibit "A", or one in substantially similar form, and authorizes the Mayor to execute the same on behalf of the City.

APPROVED:



Gregory R. Jury, Mayor

ATTEST:



Robert J. Burden, City Clerk

PUBLISHED:



Alderman John Jacobson, Chairman



Alderman Mark Peterson, Vice Chairman



Alderman John Pruitt



Alderman Dan Jacobson

MOTION: Alderman John Jacobson

SECOND: Alderman Peterson

VOTING: Motion carried. 10 Ayes (Aldermen Thompson, Peterson, Holmes, Schlensker, Allton, Owens, John Jacobson, Little, Dan Jacobson, Pruitt)

INTERGOVERNMENTAL STORAGE AGREEMENT

This Intergovernmental Storage Agreement (“Agreement”) is made and entered into by and between the City of Loves Park, Illinois, an Illinois Municipal Corporation (the “City”), and Rock Valley College, an Illinois Community College (“RVC”) (RVC and the City referred to as “Party,” or collectively as the “Parties”), effective as of AUGUST 5, 2024 (the “Effective Date”).

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

WHEREAS, RVC owns a 1993 Pierce Pumper Fire Truck (“Fire Truck”);

WHEREAS, the City owns the Loves Park Fire Station located at 5180 Rock Valley Parkway, Loves Park, Illinois (the “Premises”);

WHEREAS, RVC and the City desire to enter into an agreement allowing RVC to store the Fire Truck at the Premises.

NOW THEREFORE, in consideration of the mutual promises, covenants, conditions, and other valuable consideration, the receipt and sufficiency whereof are hereby acknowledged, the Parties hereto agree as follows:

1. **Incorporation of Recitals.** The recitals set forth above are hereby incorporated into and made a part of this Agreement.

2. **Term.** Beginning on the Effective Date as set forth above, the Agreement shall be in full effect until terminated by either Party as set forth below (“Term”). The Term of this Agreement shall not exceed five (5) years from the Effective Date, but the Parties may extend the agreement with additional terms (each a “Renewal Term”) by mutual written agreement of the Parties. Either Party may terminate this Agreement at any time for convenience upon ninety (90) days’ written notice, or upon thirty (30) days following a notice of a material breach of this Agreement which remains uncured.

3. **Usage of the Premises; Cost.** During the Term, the City will allow RVC to store the Fire Truck at the Premises without cost to RVC.

a) **Bay Storage Location.** RVC is guaranteed a bay at the Premises, but is not guaranteed any specific bay and/or location for the placement of the Fire Truck.

- b) **City's Maintenance of the Premises.** The City shall maintain the Premises in a clean, safe, and orderly manner consistent with customary standards, free from defects, and in compliance with applicable laws and regulations.
- c) **City's Access to the Fire Truck.** The City shall have the right to move the Fire Truck at any time to accommodate the needs of the City; for clarity, the City shall not move or use the Fire Truck other than for storage management and access purposes.
- d) **RVC's Access to the Facility.** RVC shall have access at reasonable times to the Fire Truck for use by RVC personnel and students, so long as the same does not interfere with fire operations of the City.

4. **Fire Truck and Premises.** RVC agrees to indemnify, defend, and save harmless City from and against any and all liabilities, claims, causes of action, losses, costs, expenses, or damages arising out of RVC's use or occupancy of the premises, including, but not limited to bodily injury including death of any person, and property damage (including the Fire Truck, or anything in or on the Fire Truck) resulting from RVC's conduct or the presence of any student, instructor or other party present on the premises as a result of RVC's use. City agrees to indemnify, defend, and save harmless RVC from and against any and all liabilities, claims, causes of action, losses, costs, expenses, or damages arising out of bodily injury including death of any person, and property damage (including the Fire Truck, or anything in or on the Fire Truck) resulting from City or its employees' willful and wanton acts or gross negligence.

5. **Insurance.** At all times relevant hereto, RVC shall maintain insurance in an amount not less than \$1,0000 per occurrence and \$3,000,000 in the aggregate for fire, casualty, personal injury and any and all damage or loss of any nature or sort resulting from the presence of the Fire Truck on the Premises including, but not limited to injury to RVC personnel and students on the Premises and any loss or damage to the building or City property. RVC hereby waives any and all claims against City for any damage or casualty to the Fire Truck and /or its appurtenant equipment, regardless of cause, and waives any right to subrogation against the City for such damage regardless of cause. For purposes of this Paragraph, insurance may be provided through a self-insured intergovernmental risk pool or agency. RVC shall name the City as an additional insured on all insurance required hereunder or provide such additional insured coverage through a blanket endorsement.

6. **Notice.** Any notice required or permitted under the terms of this Agreement must be in writing and is to be deemed to have been given: (a) upon delivery when delivered personally; (b) upon transmission of facsimile or email (with either a confirming copy sent by overnight delivery service or confirmation of transmission); (c) one (1) business day after dispatch by a nationally recognized overnight delivery service; or (d) three (3) business days after deposit in the United States mail with first-class postage and certified mail fees prepaid, return receipt requested, to the following address or addresses (or at such other addresses designated by the parties in writing from time to time):

- (i) If to RVC: Rock Valley College
3301 North Mulford Rd.
Rockford, IL 61114
Attn: Chief Operations Officer

- (ii) If to the City: City of Loves Park, Illinois
City Hall
100 Heart Boulevard
Loves Park, IL 61111
Attn: Mayor
Copy to: City Clerk

7. **Independent Contractors.** This Agreement evidences an independent contractor relationship, and nothing in this Agreement is intended nor will be construed to create an employee relationship or a partnership or joint venture relationship between the Parties.

8. **Governing Law; Venue.** This Agreement and the rights and responsibilities of the parties hereto shall be interpreted and enforced in accordance with the laws of the State of Illinois. The Parties agree that, for the purpose of any litigation relative to this Agreement and its enforcement, venue shall be in the Circuit Court of Winnebago County, Illinois and the Parties consent to the in-person jurisdiction of said Court for any such action or proceeding.

9. **Counterparts.** The Parties may execute this Agreement in several counterparts, each of which is to be deemed an original, but all of which constitute one and the same instrument. For purposes of execution of this Agreement, the Parties shall treat any signed document that is scanned or transmitted by facsimile machine or electronic mail as an original document.

10. **Amendment.** No modification, addition, or alteration of this Agreement shall be valid or enforceable unless made in writing and signed by both Parties.

11. The Parties recognize that this Agreement is subject to final approval by the City's Council. As such, this Agreement may become void if it is rejected by the Loves Park City Council.

Intending to be legally bound, the Parties hereto have executed this Agreement as of the date first written above.

CITY OF LOVES PARK, ILLINOIS:

ROCK VALLEY COLLEGE

By: Gregory R. Jury

Name: Gregory Jury

Its: Mayor

Attest: [Signature]
City Clerk

BY: _____

Name: _____

Its: _____

Attest: _____

First Reading: Adoption of Board Policy Manual Article 1: Board of Trustees Bylaws

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.

As stated in the Board of Trustees Bylaws, Section 1:10.040 Meetings of the Board, Section 2, Reorganization Meeting, the Reorganization Meeting shall be held annually, with the date determined by whether the meeting is held in an election year or non-election year. Among the topics listed under “The order of business shall be:” is Adoption of Policies of the Board.

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. Rather than approve the current Board Policy Manual, trustees approved a motion to adopt the current Board Policies for a period not to exceed 90 days, while trustees Nelson and Gorski reviewed the policies and prepared them for presentation to the College Attorney and President Spearman prior to review by the Board of Trustees.

At the June 11, 2024 Committee of the Whole meeting, Board Chair Robert Trojan noted that the 90-day period would end July 22, 2024, meaning that as of July 23, the next regular meeting of the Board of Trustees, the College would not be in compliance with the Board Policies that dictate College operations. Mr. Trojan added that it is also important that the College and the Board of Trustees have Policies of the Board in place as they prepare for the on-site reaffirmation of accreditation visit by the Higher Learning Commission to be held October 14-15, 2024.

As a result of the recommendation of Board Chair Trojan, and no objections from trustees, Board Report #8165 was approved at the June 25, 2024 regular Board of Trustees meeting to adopt the current Board Policy Manual (Policies of the Board) as presented on April 23, 2024, with revisions to be made on a section-by-section basis until the Board Policy Manual is fully updated.

Recommendation: It is recommended that the Board of Trustees adopts Article 1: Board of Trustees Bylaws of the Rock Valley College 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

Attachments: RVC Board Policy Manual Article 1: Board of Trustees Bylaws (redlines and clean)

ROCK VALLEY COLLEGE
BOARD POLICY

ROCK VALLEY COLLEGE VISION AND MISSION STATEMENT

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.

Mission Statement

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

Adopted: July 28, 2015

ROCK VALLEY COLLEGE CORE VALUES

Learner-Centered Community

Rock Valley College is dedicated to providing affordable lifelong learning opportunities that foster student success.

Mutual Respect

At all times, Rock Valley College upholds the dignity of each individual by being ethical, respectful, fair, and courteous in communications and actions.

Excellence

Rock Valley College maintains high expectations for teaching and learning and holds itself accountable for promoting continuous improvement.

Diversity

Rock Valley College promotes, celebrates, and embraces differences, including cultural and ethnic diversity and diversity of thought.

Collaboration

Rock Valley College fosters innovative, enriching partnerships within the college community and among others that serve the region.

Innovation

Rock Valley College is a forward-thinking institution that explores creative approaches for the future.

Public Trust

Rock Valley College honors and upholds its commitment to the community through integrity of actions and efficient use of resources.

Adopted: July 28, 2015

ARTICLE 1: BOARD OF TRUSTEES BYLAWS

1:10.010

Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7

Board Governance

Purpose of the Board
The College Governing
Board Authority for
Operations
Board Duties and Responsibilities
Authority and Responsibility of Members Code of Ethics
Conflicts of Interest

1:10.020

Section 1
Section 2
Section 3
Section 4
Section 5

Membership of the Board

Number and Selection
Election
Qualifications of Trustees
Student Trustee
Vacancies

1:10.030

Section 1
Section 2
Section 3
Section 4
Section 5
Section 6

Officers

Number, Election, Eligibility, and Term
Chairperson
Vice Chairperson
Secretary
Treasurer
Removal

1:10.040

Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
Section 9
Section 10
Section 11
Section 12
Section 13

Meetings of the Board

Proclaiming Election Winners and Training for Trustees
Reorganization Meeting
Regular Meetings
Agenda for Regular Meetings
Special Meetings
Emergency Meetings
Adjourned Meetings
Waiver of Notice of Meetings
Closed Sessions
Recording of Closed Sessions
Budget Hearing
Special Hearings
Quorum and Voting

Section 14 Open to the Public
Section 15 Workshops/Board Retreats
Section 16 Board Member Use of Electronic Means of Communication
Section 17 Rules of Procedure
Section 18 Recognition of Registered Visitors
Section 19 Minutes

1:10.050

Section 1
Section 2
Section 3

Committees

Special Committees
Committee of the Whole
Standing Committees

1:10.060

Section 1
Section 2
Section 3

Contracts and Finances

Contracts
Finances
Checks and Depository

1:10.070

Section 1
Section 2
Section 3

Board Policies

Policies of the Board
Intent of the Policies
Suspension

1:10.080

Amendments and Adoption of Board Policies

1:10.090

Section 1
Section 2
Section 3
Section 4

The Board and the President

President
Acting President
Communication with the
Board Emergency Action

BOARD GOVERNANCE

Section 1. Purpose of the Board

The purpose of the Board of Trustees is to represent students and the community in determining what programs and services the College shall offer, to whom, at what cost, with what priority, and to evaluate the performance of the organization.

Fundamental to the success of the College is the commitment of each Trustee to carry out his/her/their responsibilities as an elected official charged with providing students and the community a quality, fully accredited, comprehensive community college.

Section 2. The College Governing Board

The Board of Trustees of Community College District No. 511 has the legal authority and responsibility to govern the College in accordance with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*, and applicable authority. The Board shall appoint a President to organize and manage the institution in accordance with Board policy.

Section 3. Authority for Operations

As set forth in Section 3-30, the Board of Trustees has the duties enumerated in Sections 3-21 through 3-29.23 of the *Illinois Public Community College Act*, 110 ILCS 805/3-21 through 3-29.23, and the powers enumerated in Sections 3-31 through 3-43 of the *Illinois Public Community College Act*, 110 ILCS 805/3-31 to 3-43. The Board shall exercise all powers set forth in Sections 3-31 through 3-43, and all additional powers not inconsistent with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*

Section 4. Board Duties and Responsibilities

The job of the Board of Trustees is to govern, not manage, the College.

A. Duties of the Board:

As the governing body of Community College District No. 511, the Board of Trustees is responsible for the development and adoption of Board policies and for making decisions related thereto. The Board's authority in this area is final, subject to applicable statutory and regulatory limitations. The President shall carry out Board policies, including but not limited to, developing appropriate administrative procedures to effectuate Board policies.

The Board may seek input from the College community in the development of said policies.

Additionally, the Board of Trustees shall:

1. Hire and work with the President, who shall be the chief administrative officer of the College and the executive officer in dealing with the Board.
2. Annually establish goals and evaluate the President's performance.
3. Ensure efficient and effective development, operation and maintenance of the College.
4. Execute all duties and powers authorized by the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*
5. Direct the President to formulate and revise policies as necessary for Board consideration.
6. Annually review the financial performance of the College and cause an audit to be made.
7. Annually adopt the Financial Plan of the College.
8. Ensure the quality of education provided by the College.
9. Review matters recommended by the President and cause appropriate action to be taken.
10. Appoint legal counsel as needed.

B. Responsibilities of the Board:

The Board of Trustees shall:

1. Operate in all ways mindful of its civic Trusteeship obligation to the citizens of its College district.
2. Be the sole governing body of the College. In carrying out its governing responsibility, the Board, as a whole, shall keep adequately informed about educational and other relevant issues, actively gathering and retaining necessary information to enhance the decision-making process.
3. Focus on intended long term outcomes.
4. Use the expertise of individual Trustees to enhance the ability of the Board as a body.

5. Ensure the continuity of its governance capability through retraining, redevelopment, and the orientation of new members.
6. Make decisions, to the extent possible, on a consensus basis.

Section 5. Authority and Responsibility of Trustees

Trustees have authority when acting as a part of the Board of Trustees in a legal session or proceeding of the Board. No individual member of the Board of Trustees has the power to speak or act in the name of the Board unless authorized to do so by the Board of Trustees. Trustees shall maintain confidentiality of privileged and confidential information, including but not limited to, all information discussed in closed session meetings and other communications, such as attorney-client privilege communications. Trustees shall strive to demonstrate personal integrity and ethical behavior in word and action.

Section 6. Code of Ethics

The Board of Trustees shall conduct themselves in accordance with the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1 *et seq.*, which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees.

A. Prohibited Political Activities:

1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, in accordance with Section 5-15 of the *Illinois State Officials and Employee Ethics Act*, 5 ILCS 430/5-15 *et seq.* No officer, or employee shall intentionally misappropriate any property or resources of Rock Valley College in connection with any prohibited political activity.
2. At no time shall any officer or employee intentionally misappropriate the services of any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded any additional compensation or any officer or employee benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any officer or employee benefit in consideration for his/her/their participation in any prohibited political activity.
4. Nothing in this Section prohibits activities that are otherwise appropriate for an officer or employee to engage in as part of his/her/their official duties, or activities that are undertaken by an officer or employee on a voluntary basis as permitted by law.

5. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

B. Gift Ban:

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or Policy. No prohibited source shall intentionally offer or make a gift that violates this Section.

Exceptions. In accordance with Section 10-15 of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/10-15, Section 1:10.010(B) is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his/her/their spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the *Illinois Election Code*, 10 ILCS 430/1 *et seq.* or the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1 *et seq.*, or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.
5. Travel expenses for a meeting to discuss business, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiance or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided

because of the official position or employment of the recipient or his/her/their spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee as an office holder or employee) of the officer or employee, or the spouse of the officer or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Section, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Disposition of gifts. An officer or employee does not violate this Policy if the recipient promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

C. Definitions:

For purposes of this Code of Ethics, the following terms shall be given these definitions:

1. "Board" means the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle and Stephenson Counties, Illinois.
2. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as those terms are defined in Section 2 of the *Illinois Lobbyist Registration Act*, 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
3. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected State office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at either a general primary election or general election as set forth in Section 1-5 of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1-5.
4. "Collective bargaining" has the same meaning as that term as defined in Section 3 of the *Illinois Public Labor Relations Act*, 5 ILCS 315/3.
5. "Compensated time" means, with respect to an officer or employee, any time worked by or credited to the officer or employee that counts toward any minimum work time requirement imposed as a condition of his/her/their employment, but does not include any designated State holidays or any period when the officer or employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is under the control of the employer and any other time when the officer or employee is executing his/her/their official duties, regardless of location.
6. "Compensatory time off" means authorized time off earned by or awarded to an officer or employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his/her/their employment.
7. "Contribution" has the same meaning as that term is defined in section 9-1.4 of the *Illinois Election Code*, 10 ILCS 5/9-1.4.
8. "Employee" means a person employed by Rock Valley College, whether on a full-time or part-time basis or pursuant to a contract, and whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
9. "Employer" means Community College District No. 511.
10. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or

attributable to government employment or the official position of an officer or employee. The value of a gift may be further defined by rules adopted by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.

11. "Leave of absence" means any period during which an employee or officer does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.
12. "Officer" means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his/her/their official capacity. The term "officer" includes all members of the Board of Trustees.
13. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as those terms are defined in Section 2 of the *Illinois Lobbyist Registration Act*, 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
14. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the *Illinois Election Code*, 10 ILCS 5/9-3, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.
15. "Prohibited political activity" means:
 - (a) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - (b) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - (c) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - (d) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (e) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (f) Assisting at the polls on election day on behalf of any political organization

or candidate for elective office or for or against any referendum question.

- (g) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (h) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (i) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (j) Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- (k) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (l) Campaigning for any elective office or for or against any referendum question.
- (m) Managing or working on a campaign for elective office or for or against any referendum question.
- (n) Serving as a delegate, alternate, or proxy to a political party convention.
- (o) Participating in any recount or challenge to the outcome of any election except to the extent that under subsection (d) of Section 6 of Article IV of the Illinois Constitution each house of the General Assembly shall judge the elections, returns, and qualifications of its members.

16. "Prohibited source" means any person or entity who:

- (a) is seeking official action (i) by an officer or (ii) in the case of an employee, or by the officer or another employee directing that employee;
- (b) does business or seeks to do business (i) with the officer or (ii) in the case of an employee, or with the officer or another employee directing that employee;
- (c) conducts activities regulated (i) by the officer or (ii) in the case of an employee, or by the officer or another employee directing that employee;
- (d) has interests that may be substantially affected by the performance or non performance of the official duties of the officer or employee;

- (e) is registered or required to be registered with the Secretary of State under the *Illinois Lobbyist Registration Act*, 25 ILCS 170/1 *et seq.*, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
- (f) is an agent of, a spouse of, or an immediate family member who is living with a 'prohibited source.

D. Construction:

This Policy shall be construed in a manner consistent with the provisions of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/ *et seq.*, including but not limited to 5 ILCS 430/70-5. This Policy is intended to impose the same but not greater restrictions than the Act.

E. Penalties:

A person who violates this Policy may be subject to discipline or other action by the College in addition to the penalties set forth in Section 50-5 of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/50-5.

Section 7. Conflicts of Interest

Officers and employees shall conduct themselves and College business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

A conflict of interest arises whenever the officer or employee has the opportunity to influence College operations or business decisions in ways that could result in a personal financial or political benefit to the officer or employee or a member of their immediate family. Personal financial benefits include, but are not limited to, direct financial payments, deferred compensation, gifts, or in-kind donations to the officer, employee, or their immediate family members. Personal political benefits include, but are not limited to, contributions, donations, direct financial payments, loans, gifts, or in-kind donations to political campaigns or political action committees that support the officer and employee.

Officers and designated employees shall voluntarily disclose any real or potential conflict of interest, and/or shall abstain from voting on any conflict of interest in accordance with applicable law and regulations. Each officer and designated employee shall observe and adhere to the College's Code of Ethics Policy. No later than July 1st of each year, each officer and designated employee shall provide a copy of the Statement of Economic Interest that is required to be filed annually with Winnebago County pursuant to the *Illinois Governmental Ethics Act*, 5 ILCS 420/4A-102, to the College's Department of Human Resources.

A person who violates this Policy or fails to disclose or properly identify a conflict of interest may be subject to discipline or other action by the College, including but not limited to, a public censure,

where such public censure shall be made in a Board resolution which shall state the nature of the

violation; in addition, the person may be subject to the penalties set forth in the *Public Officer Prohibited Activities Act*, 50 ILCS 105/0.01 *et seq.*, the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1-1 *et seq.*, and applicable law.

Reference: AR 307, Board Report #7573, #7620

Adopted: July 23, 2013

Revised: December 11, 2018, June 25, 2019

MEMBERSHIP OF THE BOARD

Section 1. Number and Selection

The Board of Trustees is comprised of seven (7) qualified voting members elected at large by the College electorate and one (1) non-voting member elected by the student body in accordance with Section 3-7 of the *Illinois Public Community College Act*, 110 ILCS 805/3-7, the *Illinois Election Code*, 10 ILCS 5/1 *et seq.*, and other applicable statutes.

Section 2. Election

Board Trustee elections are conducted biannually in accordance with Sections 3-7 through 3-7.13 (as amended) of the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.* Voting Trustees are elected for staggered terms of six (6) years.

Section 3. Qualifications of Trustees

Each voting Trustee shall, on the date of their election, be citizens of the United States, 18 years of age or older, and a resident of Illinois and District 511 for at least one year immediately preceding the election.

Section 4. Student Trustee

The Board of Trustees shall have one (1) non-voting member who is a student, 18 years of age or older, enrolled in the College as provided by Section 3-7.24 of the *Illinois Public Community College Act*, 110 ILCS 805/3-7.24.

The Student Trustee shall be elected by the student body to a one-year term beginning on the date of the next regular meeting after the organizational meeting. The student assumes all the rights and responsibilities of a district-elected Trustees with the exception of non-voting status. The Student Trustee has the right to make and second motions, to attend all sessions of the Board, receive all materials district-elected Trustees do, and has an advisory vote.

Section 5. Vacancies

Vacancies on the Board of Trustees shall be filled by the Board through appointment in accordance with Section 3-7 (d) of the *Illinois Public Community College Act*, 110 ILCS 805/3-7(d). A vacancy arising because of resignation shall be deemed to have occurred whenever written notice of the resignation is received by the Board Secretary or when notice is given in a Board meeting. All Trustees shall be involved in the selection process for filling any vacancy.

The vacancy shall be filled by the remaining Trustees in the following manner:

1. The person appointed to fill the vacancy must be 18 years of age and a resident of Community College District 511 for at least one year;
2. The person appointed shall serve until a successor is elected and certified in accordance with the *Illinois Election Code*, 10 ILCS 5/1 *et seq.*;
3. If the vacancy occurs with less than four months remaining before the next scheduled consolidated election and the vacant seat is not scheduled to expire at that election, then the term of the appointee shall extend through that election until the succeeding consolidated election;
4. If the term of the vacant position is scheduled to expire at the upcoming consolidated election, the appointed person shall serve only until a successor is election and certified; and
5. The Board shall take all action required by applicable law in responding to and filling the vacancy, including but not limited to the *Illinois Public Community College Act*, 110 ILCS 805/3-7. The Board shall appoint a person to fill the vacancy within 60 days after the vacancy occurs. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the Board shall notify the Illinois Community College Board (ICCB) which may fill that vacancy and take action authorized by statute, where the ICCB appointed person shall serve until a successor is elected and certified.

Adopted: July 23, 2013

OFFICERS

Section 1. Number, Election, Eligibility, and Term

The officers of the Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer and any assistant to the above officers deemed necessary by the Board. The officers shall be elected or appointed by the Board of Trustees at the Reorganization Meeting. Vacancies in said offices may be filled at any meeting of the Board. The term of all officers shall be one (1) year or until their successors are elected, unless, by Board action, the term is extended to two years, in accordance with the statute.

Section 2. Chairperson

The Chairperson ("Chair") shall preside at all Board meetings and, whenever possible, represent the Board of Trustees at all official College or community functions.

The role of the Chair is, primarily, to uphold the integrity of the Board's process and, secondarily, to represent the Board to outside parties.

The Chair of the Board of Trustees shall:

1. Preside at all Board meetings in an efficient and effective manner, using Robert's Rules of Order, and shall set the tone for each meeting through positive leadership;
2. Ensure that other Trustees are informed of current and pending Board issues and processes;
3. Make all Board standing committee appointments with the advice and consent of the Board;
4. Attempt to arrive at a consensus by the members on Board decisions;
5. Appoint and dissolve special ad hoc committees;
6. Call special meetings, as required;
7. Direct the preparation of the meeting agenda;
8. Serve as an ex-officio member of all Board committees;
9. Represent the interests of the Board on a day-to-day basis;
10. Perform such other duties as prescribed by Board policy, law or by Board action;

11. Act or designate another person to act, as spokesperson for the Board in communication to the public. The Chair or designated spokesperson shall notify all individual Trustees as promptly as possible of his/her/their actions as the Board's representative.

Section 3. Vice Chairperson

In the absence of the Chairperson, or in the event of his/her/their inability or refusal to act, the Vice Chairperson (Vice Chair) shall perform the duties of and shall have the same powers of the Chairperson. The Vice Chairperson shall serve as Chairperson until the duly elected Chairperson assumes or resumes his/her/their duties.

The Vice Chairperson shall perform such other duties as may be assigned by the Chairperson and the Board of Trustees.

Section 4. Secretary

The Board of Trustees shall elect a Secretary to serve at the discretion of the Board. The Secretary shall certify a true copy of each official Board policy and the Board minutes.

The Secretary shall certify at the Reorganization Meeting of the Board, and on request at any other time, that a complete and accurate set of all Board minutes and policies are kept in compliance with State Statutes. The Secretary (or designee) shall be the keeper of all books, records, and the Seal of the Board of Trustees and shall perform all duties assigned by the Chairperson and the Board of Trustees which includes attendance at all Board and committee meetings. If the Secretary is absent from a meeting, the Board of Trustees shall appoint a Trustee as Secretary Pro Tempore.

Board minutes so certified shall be prepared by the Recording Secretary who shall be selected by the President and who shall be required to attend the meetings of the Board. Minutes shall be kept on file in the Office of the President on the main campus and approved minutes shall be kept in Building E and the Bradford Room in the Support Services Building as the official record of Board activity and shall be open to public inspection in accordance with applicable law, including but not limited to Section 2.06 of the *Illinois Open Meetings Act*, 5 ILCS 120/2.06.

The duties of the Recording Secretary of the Board shall be as follows:

1. Attend all meetings of the Board and keep or cause to be kept by a competent recorder a full and accurate record of all votes and acts of the Board.
2. Promptly furnish, or cause to be furnished, a copy of the minutes of each Committee of the Whole, committee, regular or special meeting of the Board to all members of the Board and to the President of the College.
3. Record, or cause to be recorded, all calls for meetings of the Board, and notify all members of such meetings.

4. Keep, or cause to be kept, a digitized record of the names of all members of the Board, the dates of their election, their length of term, the date of expiration of their terms of office, and a file of all reports made by committees of the Board.
5. Keep, or cause to be kept, a current and complete record and text of the Policies of the Board and publish the same from time to time as directed by the Board.
6. Furnish to the President of the College and to all members of the Board, immediately after change, amendments, or additions to the Policies of the Board, a complete, accurate, and official copy of the text thereof.
7. Perform other actions as contemplated by the *Illinois Public Community College Act*, 110 ILCS 805/ *et seq.*

Section 5. Treasurer

A Treasurer shall be appointed by the Board as provided by the *Illinois Public Community College Act*, 110 ILCS 805/3-18. Before duties begin, the Treasurer shall execute a bond in the manner and form provided for in the *Illinois Public Community College Act*, 110 ILCS 805/3-19. It shall be the duty of the Treasurer to:

1. Perform all duties which the State of Illinois requires of the Treasurer.
2. Keep an accurate record of all functions and transactions appropriate for the office.
3. Furnish the Board with such reports as may be required.
4. Invest funds in accordance with prescribed policy.
5. Perform other actions as contemplated by the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*

Section 6. Removal

Any officer or agent elected or appointed by the Board of Trustees may be removed by the Board whenever, in its judgment, the best interests of the College would be served thereby, but such removal shall be without prejudice to other rights and duties of the office or agent.

Adopted: July 23, 2013

MEETINGS OF THE BOARD

Section 1. Proclaiming Election Winners and Training for Trustees

At the first meeting following the election of Trustees held on the date required under the Consolidated Election Laws of the State of Illinois and not later than twenty- one (21) days thereafter, the Board shall meet for the purpose of proclaiming the winners of the election.

As set forth in the *Illinois Public Community College Act*, 110 ILCS 805/3-8.5 *et seq*, every voting Trustee shall complete a minimum of 4 hours of professional development leadership training covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of the Trustee during the first, third, and fifth year of his/her/their term. The College shall maintain on its website, the names of all voting Trustees who have successfully completed the training and the names of all voting Trustees who have not successfully completed the training. The voting Trustee shall certify completion of the training required under this Policy and applicable law to the secretary of the Board.

Section 2. Reorganization Meeting

The Reorganization Meeting shall be held annually. The reorganization in election years shall be held on or before the twenty-eighth (28th) day after the election. At all Organizational Meetings, the Chairperson of the Board, or, in his/her/their absence, the President of the Community College or the acting Chief Executive Officer of the College, shall convene the new Board, and conduct the election for Chairperson, Vice Chairperson, and Secretary. The reorganization meetings for non-election years shall be held at the regular meeting of the Board for the month of April.

The order of business shall be:

1. Call to Order by Chairperson of Retiring Board;
2. Roll Call by Secretary;
3. Certification of Audit and Board Minutes and Policies by Secretary;
4. Adjournment of Retiring Board, sine die;
5. Convening of new Board by ranking hold-over officer from retiring Board who shall serve as temporary Chairperson;
6. Seating of new members (Election Year);
7. Election of Chairperson of Board;

8. Election of Vice Chairperson;
9. Election of Secretary;
10. Appointment of Treasurer;
11. Appointment of Attorney;
12. Adoption of Policies of the Board;
13. Appointment of Bank Depository(s);
14. Appointment of Auditor(s);
15. Appointment of Representatives to Standing Committees; and
16. Setting the Schedule of Regular Meetings for the Next Calendar Year.

Section 3. Regular Meetings

Regular business meetings of the Board shall be held on the fourth Tuesday of every month and shall be open to the public. Additional strategic meetings may be held as needed and shall be open to the public.

A schedule of the regular meetings shall be posted at the beginning of each calendar year or fiscal year and shall state the regular dates, times and places of such meetings. An agenda for each regular meeting shall be posted at the entrance of the principal administration office, on the College's website and at the location where the actual meeting is to be held at least 48 hours in advance of each regular meeting. The agenda shall remain posted on the College's website until the regular meeting is concluded. The place of said meeting shall be the regular meeting place of the Board or any properly designated place within Community College District 511.

Section 4. Agenda for Regular Meetings

The order of business set forth on the agenda may vary, as needed from meeting to meeting, but shall generally contain one or more of the following items of regular business and/or matters relevant to the exercise of the powers of duties of the Board of Trustees. In the event there is a public hearing, the public hearing shall be held generally before the regular meeting. The agenda for Regular Meetings may be as follows:

- A. Call to Order
- B. Roll Call
- C. Communications and Petitions (Public Comment)
- D. Recognition of Registered Visitors
- E. General Presentations
- F. Minutes
- G. Board Committee Reports
- H. Action Items
- I. Unfinished/New Business
- J. Reports
 - 1. President's Report
 - 2. Leadership Team
 - 3. Illinois Community College Trustees Association (ICCTA)
 - 4. Trustee Comments
 - 5. Student Trustee
 - 6. RVC Foundation Liaison
 - 7. Freedom of Information Act
 - 8. Other
- K. Closed Session
- L. Adjourn

The agenda shall set forth the general subject matter of any resolution or ordinance that shall be the subject of final action at the meeting.

Section 5. Special Meetings

A Special Meeting of the Board may be called by the Chairperson or by any three (3) members

of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting. Except in the event of a bona fide emergency, such notice shall be given at least 48 hours before such meeting or by personal service 24 hours before the meeting. The notice shall include the agenda for the special meeting.

Section 6. Emergency Meetings

Notice of an Emergency Meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice.

Section 7. Adjourned Meetings

A Regular Meeting may be adjourned to a future date as the Board may determine.

Section 8. Waiver of Notice of Meetings

Notice of any meeting may be waived by a Trustee. The attendance of a Trustee at any meeting shall constitute a waiver of such notice for that meeting, except when the member attends the meeting for the express purpose of objecting to the transaction of any Board business because the meeting is not lawfully called or convened.

Section 9. Closed Sessions

Closed Sessions may be held in accordance with the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.*, as amended, modified or construed, and pursuant to adopted College policies.

At any meeting for which proper notice has been given, the Board may close all or part of the meeting by a majority vote of a quorum present for any of the reasons listed below or otherwise permitted by the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* The specific authorized reason must be stated in the motion, recorded in the minutes, and approved by a roll call vote.

A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided that each meeting in such series involves the same particular matters and is scheduled to be held within three months of the vote.

The following subjects may be discussed in closed sessions:

1. The appointment, employment, compensation, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers, or legal counsel. However, a meeting to consider an increase in compensation to a specific employee that is subject to the *Local Government Wage Increase Transparency Act*, 50 ILCS 155/1 *et seq.*, may not be in closed session;
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;
3. Selection of a person to fill a vacancy on the Board, or discipline, performance, or

removal of the Trustee when the Board has such power to remove under applicable law or ordinance;

4. Evidence or testimony presented to the Board regarding denial of admission to College events or property pursuant to Section 24-24 of the *Illinois School Code*, 105 ILCS 5/24-24, or as otherwise authorized by law provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative finding;
5. Acquisition, purchase or lease of real property, including meetings held for the purpose of discussing whether a particular parcel should be acquired;
6. The setting of a price for sale or lease of property owned;
7. The sale or purchase of securities, investments, or investment contract. However, this exception shall not apply to the investment of assets or income deposited into the Illinois Prepaid Tuition Trust Fund;
8. Campus security measures to respond to actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property;
9. Student disciplinary cases;
10. Matters relating to individual students;
11. Litigation, when an action against, affecting or on behalf of the Board of Trustees has been filed and is pending before a court or other administrative tribunal, or when the Board of Trustees finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed sessions;
12. The establishment of reserves or settlement of claims as provided in the *Illinois Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the Board of Trustees or any intergovernmental risk management association or self insurance pool of which the Board of Trustees is a member;
13. The discussion of minutes of meetings lawfully closed under the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* whether for purpose of approval by the Board of the minutes or semi-annual review of the minutes; and
14. Any other subject set forth in Section 2 of the *Illinois Open Meetings Act*, 5 ILCS 120/2.

Section 10. Recording of Closed Sessions

A verbatim record shall be kept of all closed sessions of the Board of Trustees or any subsidiary "public body" (as defined by the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* of the College. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed sessions in the manner required by the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.*, minutes of closed sessions shall be placed before the Board or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed sessions. The Secretary of the Board, or his/her/their designee, shall maintain the verbatim recordings and minutes of all closed sessions of the Board and all subsidiary public bodies of the College. The President shall promulgate such procedures as may be necessary to maintain the confidentiality of such verbatim recordings and minutes. The verbatim record of closed sessions shall not be open for public inspection or subject to discovery, except as provided by law.

Section 11. Budget Hearing

A public hearing on the budget shall be held each year prior to its adoption. Notice of the hearing shall be published in the local newspapers in accordance with Section 103-20.1 of the *Illinois Public Community College Act*, 110 ILCS 805/103-20.1, as amended, modified or construed.

Section 12. Special Hearings

Special hearings shall be set by official Board action, and the date and place for the hearings shall be published in the local newspapers.

Section 13. Quorum and Voting

A majority of the voting Trustees of the Board of Trustees shall constitute a quorum for transaction of business at any meeting of said Board. For all meetings of the Board of Trustees, a quorum of Trustees must be physically present at the location of the meeting. If less than a majority of the duly qualified and acting voting Trustees are present at said meeting, a majority of the Trustees present may adjourn the meeting without further notice.

Unless otherwise provided herein and/or in the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.* a majority of the votes of the Trustees voting on a measure shall determine the outcome thereof, provided there is a quorum present. Voting ordinarily shall be by voice except in matters requiring the expenditure of funds or the execution of contracts, when a roll call vote of the Trustees shall be required. A roll call vote may also be used when requested by any member of the Board of Trustees.

For committee meetings, a majority of voting Trustees of the committee shall constitute a quorum. If less than a majority of the duly qualified and acting committee members is present at the meeting, the Board Chair may act as an ex officio Board member to create a quorum at the committee meeting.

Section 14. Open to the Public; Communications and Petitions (Public Comment)

All meetings and hearings of the Board shall be open to the public, except Closed Sessions as indicated in Section 9 above. Members of the public may participate in the meetings. The public comment section of the agenda shall be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson. Presentations by any one individual shall be limited to three (3) minutes. The Board, at its option, may not publicly comment on the substance of presentation to the Board. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board

Section 15. Workshops/Board Retreats

Trustees may attend workshops or retreats organized for the purpose of assisting Trustees to gain greater understanding of the College and issues affecting higher education. Workshops and/or retreats may be scheduled as deemed necessary or advisable. When required, the news media shall be given notice of the time and place of such meetings in compliance with the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.*

Section 16. Board Member use of Electronic Means of Communication

Electronic means of communication (such as, without limitation, electronic mail, electronic chat, instant messaging, or other means of contemporaneous interactive communication) to, by, and between Trustees in their capacity as Board members, shall not be used to conduct Board business in a manner that duplicates such contemporaneous interactive communication. Electronic communication use by Trustees, in their capacity as Board members, shall be limited to:

1. Disseminating information; and
2. Messages or communications not involving deliberation, debate or decision-making among three or more Trustees.

Examples of permissible electronic communication are:

1. Agenda item suggestions;
2. Reminders regarding meeting times, date, and places;
3. The dissemination of Board meeting agenda or public record information concerning agenda items;
4. Responses to questions posed by the community, administrators or College staff; and
5. Questions or requests for information directed to administrators or College staff.

Trustees Attendance by a Means Other Than Physical Presence:

1. If a quorum of Trustees is physically present at a Board meeting, a majority of the

Board may vote to allow a Board member who is not physically present to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the College; (iii) a family or other emergency; or (iv) unexpected childcare obligations. "Other means" is by video or audio conference.

2. If a Trustee wishes to attend a meeting by other means, the Trustee must notify the Board Chairperson of the College before the meeting unless advance notice is impractical.
3. A majority of the Trustees may allow a Trustee to attend a meeting by other means only in accordance with and to the extent allowed by the College, and in accordance with this Section 16.

Section 17. Rules of Procedure

In matters of procedure not governed by these Policies of the Board, or modified by the Board, Robert's Rules of Order, as revised, shall govern.

Board meetings shall be conducted according to current Robert's Rules of Parliamentary Procedure, except as modified by the Board. The ayes and nays shall be called and entered upon each vote. Voting ordinarily shall be by voice except when formal resolutions are required or when funds are to be expended, in which case the vote shall be by call of the roll. A roll call vote may also be used when requested by any Trustee. Whenever a committee makes a report to the Board and the committee chairperson or other person making the report on behalf of the chairperson moves to accept the report, this motion shall not require a second.

Section 18. Recognition of Registered Visitors

Visitors wishing to be heard at a Board meeting may be afforded time, subject to reasonable constraints, to comment or to ask questions of the Board and shall comply with the following guidelines:

1. Individuals or groups who desire to speak to the Board shall submit a request on a designated form and turn in the request to the designated staff up to 10 minutes prior to the scheduled beginning of the meeting.
2. Any request to speak to the Board shall include the name of individual(s), the organization represented (if any), the topic to be addressed, and whether they shall speak for or against the issue.
3. The public comment section of the agenda shall be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson.
4. Presentations by any one individual shall be limited to three (3) minutes.
5. If more than one individual is to speak on a topic, each must speak consecutively. Each individual's presentation shall be limited to three (3) minutes. The Chairperson shall have the option of halting presentations which repeat points

already presented, or to limit the number of speakers addressing the same perspective (for or against) on a topic.

6. The Board, at its option, may not publicly comment on the substance of presentation to the Board.
7. Informal opportunities to address the Board may be granted at the Chairperson's discretion.
8. Ten (10) copies of any document or other medium to be submitted to the Board are to be supplied for distribution to the President's Office at least three (3) days before a Board meeting.
9. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate.
10. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board.

Section 19. Minutes

A record of all transactions of the Board shall be set forth in the minutes of the Board, and all minutes shall be kept by the Secretary of the Board as a permanent record of all Board actions and policy decisions in the College; this Section 19 shall be read in conjunction with Section 10. The approved minutes of all open sessions shall be open to the inspection of the public at any time during normal business hours. Minutes of closed sessions shall be kept in the same manner, but shall remain closed until such time the items or topics of discussion are judged to be open under the requirements of the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* All minutes shall record the name of the person making a motion, the name of the person seconding the motion, and the vote. A Trustee may request that the reason for his/her/their vote be recorded in the minutes, such request to be made at the time of voting.

All minutes shall be recorded and kept according to the amendments to Section 120/2.06 (a-h) of the *Illinois Open Meetings Act*, 5 ILCS 120/2.06.

Adopted: July 23, 2013

Revised: June 24, 2014

COMMITTEES

Section 1. Special Committees

Special Committees may be created by the Chairperson of the Board or by Board action. The President of the College, with the approval of the Chairperson of the Board, may call meetings of the Board Committees and may attend all committee meetings, except when his/her/their employment or salary is under consideration. A Special Committee shall report recommendations to the Board for appropriate action and shall be dissolved when its report is complete and accepted by the Board.

Section 2. Committee of the Whole

The Board shall maintain a Committee of the Whole consisting of every Trustee. The Committee of the Whole shall generally meet monthly to discuss College business in preparation for the Regular Board Meeting. Items discussed at the Committee of the Whole shall be according to the agenda for that specific meeting. The Committee of the Whole shall not be used for the taking of Board actions.

Section 3. Standing Committees

The Board may appoint Standing Committees to provide the Trustees with additional oversight or heightened levels of awareness of key College matters. Standing Committees are comprised of Trustees appointed by the Chair with the advice of the Board. College administrators may also be assigned to a Standing Committee as deemed appropriate by the Board of Trustees.

Standing Committees shall not interfere with the wholeness of the Board's duties and responsibilities, nor with delegation from the Board to the President nor with President's authority.

References: Board Report 4377-1 through 4377-9 February 20, 1989
Board Report 3257 September 22, 1980
Attorney Resolution 307 July 23, 2013; Board Report 7430
Adopted: June 27, 2017

Section 1. Contracts

The Board of Trustees may authorize any officer or officers, agent or agents to enter into any contract and execute and deliver any instrument on behalf of this Board. The President is expressly authorized to execute any contracts and grant documents approved by the Board.

Section 2. Finances

No funds shall be borrowed without specific authorization by the Board for contracting any indebtedness.

Section 3. Checks and Depository

All checks, drafts, or orders for payment of wages, salaries, and/or other bills issued by this College shall be signed by the properly designated officers in accordance with the Board action filed with the depository. The depository of the funds of the Board of Trustees shall be designated at the Reorganization Meeting.

Adopted: July 23, 2013

Section 1. Policies of the Board

The exercise of Board powers concerning the Board structure and direction regarding the internal operating organization of the College may be classified as Policies of the Board.

"Policy/Policies" shall hereinafter be defined as a basic assumption or principle established by the Board of Trustees as a guideline for action by the administration, faculty, and staff in conducting the affairs of the College to achieve the stated goals or objectives.

The Policies adopted by the Board of Trustees have been written to be consistent with the provision of law, but do not encompass all laws relating to the District's activities. All members of the academic community shall be expected to know said applicable laws and shall be held responsible for observing all provisions of these policies pertinent to their specific activities.

The operation of the College, whether or not any action is covered by the stated Policies of the Board, shall be subject to the policies of the Illinois Community College Board, local, state, and federal statutes and to the United States Constitution.

Section 2. Intent of the Policies

Rules and procedures in support of the Policies of the Board are established by the administration, faculty, and staff members with the approval of the President in order to apply Board Policy to specific situations. Such rules and procedures shall be reduced to writing and shall subsequently be made a part of the College catalog, manuals and/or such handbooks as may be appropriate.

Section 3. Suspension

Any policy may be temporarily suspended, on an emergency basis only, by a majority vote of the entire Board of Trustees, which vote shall be taken by roll call and shall be entered in the minutes of the meeting.

Reference Board Report 6607 May 26, 2009
Adopted: July 23, 2013

AMENDMENTS AND ADOPTION OF BOARD POLICIES

The Policies of the Board may be amended by a majority vote of the entire Board at any meeting provided that Trustees receive official notice of the proposed amendment at the Regular Board meeting prior to the meeting at which said amendment is adopted. Amendment to a policy shall be made by the repeal of an existing policy and/or the enactment of a new or additional policy. Vote on the change shall be taken by roll call and entered in the minutes of the meeting.

These Policies of the Board may be amended, altered, or repealed and new rules adopted at any meeting of the Board of Trustees by a unanimous vote of all voting Trustees.

Adopted: July 23, 2013

THE BOARD AND THE PRESIDENT

Section 1. President

The President of the College shall be the chief administrative officer of the internal operating organization of the College and shall be appointed by the Board. In addition, to the extent allowed by the Illinois Public Community College Act, the President may represent the College on official and ceremonial occasions.

The Board of Trustees expects:

1. The President, or his/her/their designee, to attend and inform and advise, without vote, in all meetings of the Board of Trustees, except where his absence is expressly desired by the Board.
2. The President, or his/her/their designee, to attend all committee meetings of the Board and act as the resource person to the committees of the Board, unless expressly asked to leave by the committee.
3. The President to be responsible for the overall operation of the College by initiating, guiding, and directing activities which are necessary to fulfill the mission of the College and any such other expectations that the Board of Trustees may establish.

Section 2. Acting President

The President shall be authorized to designate a member of the College staff as Acting President during temporary disability or absence from the College. In the case of lengthy continued disability or absence of the President, in case of vacancy of the presidency, or under other special circumstances, the Board shall name an Acting President and shall negotiate a commensurate salary for said responsibility.

Section 3. Communication with the Board

The President shall serve as the primary channel of communication between the Board and all subordinate administrative officers and personnel of the internal organization, except that nothing herein is intended to limit the ability of the Board of Trustees to communicate with Administrators assigned to Board committees or other special projects.

Mail received by the College which is generally addressed to the "Board of Trustees" shall be opened by the President's Office and addressed with the Board accordingly. Mail addressed to individual Trustees received by the College shall not be opened and shall be forwarded to the Trustee as soon as practicable.

The email addresses of Trustees shall be made available to the public. Such other contact information of a Trustee which is authorized for release by a Trustee shall also be made available.

Section 4. Emergency Action

In the event of emergency situations not covered by specific policies, the College President shall have the authority to take any necessary or appropriate action as he or she deems to be required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practicable.

Adopted: July 23, 2013

ROCK VALLEY COLLEGE
BOARD POLICY

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ROCK VALLEY COLLEGE VISION AND MISSION STATEMENT

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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.

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Mission Statement

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

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ROCK VALLEY COLLEGE
BOARD POLICY

ROCK VALLEY COLLEGE CORE VALUES

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Learner-Centered Community

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Rock Valley College is dedicated to providing affordable lifelong learning opportunities that foster student success.

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Mutual Respect

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At all times, Rock Valley College upholds the dignity of each individual by being ethical, respectful, fair, and courteous in communications and actions.

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Excellence

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Rock Valley College maintains high expectations for teaching and learning and holds itself accountable for promoting continuous improvement.

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Diversity

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Rock Valley College promotes, celebrates, and embraces differences, including cultural and ethnic diversity and diversity of thought.

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Collaboration

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Rock Valley College fosters innovative, enriching partnerships within the college community and among others that serve the region.

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Innovation

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Rock Valley College is a forward-thinking institution that explores creative approaches for the future.

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Public Trust

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Rock Valley College honors and upholds its commitment to the community through integrity of actions and efficient use of resources.

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Adopted: July 28, 2015

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ARTICLE 1: BOARD OF TRUSTEES BYLAWS

1:10.010 Board Governance

- Section 1 Purpose of the Board
- Section 2 The College Governing
- Section 3 Board Authority for
- Section 4 Operations
- Section 5 [Board Duties and Responsibilities](#)
- Section 6 Authority and Responsibility of Members [Code of Conduct](#) [Code of](#)
- Section 7 [Ethics](#) [Code of Ethics](#) Conflicts of Interest

1:10.020 Membership of the Board

- Section 1 Number and Selection Election
- Section 2 Qualifications of Members Student Trustee Vacancies
- Section 3
- Section 4
- Section 5

1:10.030 Number, Election, Eligibility, and Term Chairperson Vice Chairperson Secretary Treasurer Removal

~~1:10.030 Officers~~ ~~1:10.030 Officers~~

- Section 1 ~~Section 1~~
- Section 2 ~~Section 2~~
- Section 3 ~~Section 3~~
- Section 4 ~~Section 4~~
- Section 5 ~~Section 5~~
- Section 6 ~~Section 6~~

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Qualifications of
Members Student
Trustee Vacancies

Officers

Number, Election, Eligibility, and Term
Chairperson
Vice -Chairperson
Secretary
Treasurer
Removal

1:10.040 Meetings of the Board

Section 1 Proclaiming Election
Section 2 Winners Reorganization
Section 3 Meeting Regular Meetings
Section 4 Agenda for Regular
Section 5 Meetings Special
Section 6 Meetings
Section 7 Emergency Meetings
Section 8 Adjourned Meetings
Section 9 Waiver of Notice of Meetings
Section 10 Closed Sessions and Closed Meetings
Section 11 Recording of Closed Meetings Sessions
Budget Hearing
Section 12 Special Hearings Quorum and Voting
Section 13

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ROCK VALLEY COLLEGE
BOARD POLICY

1:10.010

BOARD GOVERNANCE
BOARD GOVERNANCE

Section 1. Purpose of the Board

The purpose of the Board of Trustees is to represent students and the public community in determining what programs and services the College will/shall offer, to whom, at what cost, with what priority, and to evaluate the performance of the organization.

Fundamental to the success of the College is the commitment of each Trustee to carry out his¹/her/their responsibilities as an elected official charged with providing students and District the community residents a quality, fully accredited, comprehensive community college.

Section 2. The College Governing Board

The Board of Trustees of Community College District No. 511 has the legal authority and responsibility to govern the College in accordance with the Illinois Public Community College Act, 110 ILCS 805/1 et seq., and applicable authority. The Board will/shall appoint a President to organize and manage the institution within accordance with Board policy.

The Board of Trustees will encourage the President to seek the input of employees and the community in the development and updating of the College's Strategic Long Range Plan. Such Plan will be approved annually by the Board of Trustees.

Section 3. Authority for Operations

As set forth in Section 3-30, the Board of Trustees has the duties enumerated in Sections 3-21 through 3-29.23 of the Illinois Public Community College Act, 110 ILCS 805/3-21 through 3-29.23, and the powers enumerated in The Board of Trustees derives its authority to govern from Sections 3-31 through 3-43 of the Illinois Public Community College Act, 110 ILCS 805/3-31 to 3-43. The Board will/shall exercise all powers set forth in Sections 3-31, through 3-43, and all additional powers not inconsistent with the Illinois Public Community College Act, 110 ILCS 805/1 et seq.

Section 4. Board Duties and Responsibilities

The job of the Board of Trustees is to govern, not manage, the College.

¹ The use of the masculine pronoun in this document is for convenience and ease of use only; the masculine pronoun includes

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| the feminine pronoun as well.

4.A. ~~Change to A.~~ Duties of the Board; 1:10.010

As the governing body of Community College District No. 511, the Board of Trustees is responsible for the development and adoption of Board policies and for making decisions related thereto. The Board's authority in this area is final, subject to applicable statutory and regulatory limitations. The President ~~is responsible for~~ shall carry out Board policies, including but not limited to developing appropriate administrative procedures to effectuate Board policies.

The Board ~~will~~ may seek input from ~~members of~~ the College community in the development of said policies.

Additionally, the Board of Trustees ~~will~~ shall:

1. Hire and work with the President, who ~~shall~~ will be the chief administrative officer of the College and the executive officer in dealing with the Board.

4.2. Annually establish goals and evaluate the President's performance.

2.3. Ensure efficient and effective development, operation and maintenance of the College.

3. Execute all duties and powers authorized by the *Illinois Public Community College Act*, 110 ILCS 805/1, et seq.

4.

4. Direct the President to formulate and revise policies as necessary for Board consideration. ~~The President will seek employee input as necessary and appropriate.~~

5.

5.6. Annually review the financial performance of the College and cause an audit to be made.

6.7. Annually adopt the Financial Plan of the College.

7.8. Ensure the quality of education provided by the College.

8. Annually adopt a comprehensive Strategic Long Range Plan

9. Annually review from the President a report on the Outcomes of the College.

10. Review matters recommended by the President and cause appropriate action to be taken.

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Appoint legal counsel as needed.
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B. Responsibilities of the Board:

The Board of Trustees shall:

2.

1. Operate in all ways mindful of its civic Trusteeship obligation to the citizens of its College district.

1.

2. Be the sole governing body of the College. In carrying out its governing responsibility, the Board, as a whole, will-shall keep adequately informed about educational and other relevant issues, actively gathering and retaining necessary information to enhance the decision-making process.

2.

3. Focus on intended long term outcomes.

3.

4. Use the expertise of individual members-Trustees to enhance the ability of the Board as a body.

4.

5. Ensure the continuity of its governance capability through retraining, r-redevelopment, and the orientation of new members.

6. Make decisions, to the extent possible, on a consensus basis.

Section 5. Authority and Responsibility of Members Trustees

Trustees have authority when acting as a part of the Board of Trustees in a legal session or proceeding of the Board. No individual member of the Board of Trustees has the power to speak or act in the name of the Board unless authorized to do so by the Board of Trustees. Trustees will shall maintain confidentiality of privileged and confidential information, including but not limited to, all information discussed in closed session meetings and other communications, such as attorney-client privilege communications. Trustees will-shall strive to demonstrate personal integrity and ethical behavior in word and action.

Section 6. Code of Ethics

The Board of Trustees will-shall conduct themselves in accordance with the Illinois State Officials and Employees Ethics Act, (Public Act 93-615, effective November 19, 2003, as amended by

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Public Act 93-617, effective December 9, 2003) 5 ILCS 430/1, et seq., which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees.

A. Prohibited Political Activities:

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A. Prohibited Political Activities:

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1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, in accordance with Section 5-15 of the *Illinois State Officials and Employee Ethics Act, 5 ILCS 430/5-15 et seq* as defined herein. No officer or employee shall intentionally use misappropriate any property or resources of Rock Valley College in connection with any prohibited political activity.
2. At no time shall any officer or employee intentionally misappropriate the services of require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or
2. (iii) during any compensated compensated time off (such as holidays, vacation or personal time off).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded any additional compensation or any officer or employee benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise nor shall any officer or employee be awarded additional compensation or any officer or employee benefit in consideration for his or her/their participation in any prohibited political activity.
4. Nothing in this Section prohibits activities that are permissible otherwise appropriate for an officer or employee to engage in as part of his or her/their official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Code of Ethics as permitted by law.
- 4.
5. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

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B. Gift Ban:

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or Policy. No prohibited source shall intentionally offer or make a gift that violates this Section.

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Exceptions. In accordance with Section 10-15 of the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/10-15, Section 1:10.010(B) is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his/er/her/their spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the Illinois Election Code, 10 ILCS 430/1, et seq. or the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1, et seq., or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.
5. Travel expenses for a meeting to discuss business, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided

7. because of the official position or employment of the recipient or his/er/her/their spouse, or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

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8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume ~~eat which are~~ delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee as an office holder or employee) of the officer or employee, or the spouse of the officer or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Act Section, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

~~Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return the prohibited gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.~~

C. C-Definitions:

~~For purposes of this Code of Ethics, the following terms shall be given these definitions:~~

1. "Board" means the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle and Stephenson Counties, Illinois.

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2. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as those terms are defined in Section 2 of the Illinois Lobbyist Registration Act, 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

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3. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected State office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at either a regular election, as defined in section 1-3 of the Election Code, 10 ILCS 5/1-3 general primary election or general election as set forth in Section 1-5 of the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

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4. "Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act, 5 ILCS 315/3.

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5. "Compensated time" means, with respect to an officer or employee, any time worked by or credited to the officer or employee that counts toward any minimum work time requirement imposed as a condition of his/-or-her/their employment, but for purposes of this Policy, does not include any designated State holidays, vacation periods, personal time, compensatory time off or any period when the officer or employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his/-or-her/their official duties, regardless of location.

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6. "Compensatory time off" means authorized time off earned by or awarded to an officer or employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his/-or-her/their employment.

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7. "Contribution" has the same meaning as that term is defined in section 9-1.4 of the Illinois Election Code, 10 ILCS 5/9-1.4.

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8. "Employee" means a person employed by Rock Valley College, whether on a full-time or part-time basis or pursuant to a contract, and whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

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9. "Employer" means Community College District No. 511,

10. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance,

~~40.~~ or other tangible or intangible item having monetary value including, but not ~~limited~~ ~~limited~~ to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee. The value of a gift may be further defined by rules adopted by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.

11. "Leave of absence" means any period during which an employee or officer does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

12. "Officer" means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his/ or her/their official capacity. The term "officer" includes all members of the Board of Trustees.

13. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as those terms are defined in Section 2 of the Illinois Lobbyist Registration Act, 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

14. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Illinois Election Code, 10 ILCS 5/9-3, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

15. "Prohibited political activity" means:

(a) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(b) Soliciting contributions including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(c) Soliciting, planning the solicitation of, or preparing any document or report regarding any thing anything of value intended as a campaign contribution.

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- (d) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (e) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (f) Assisting at the polls on eElection dDay on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (g) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (h) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (h) _____
- (i) Making contributions on behalf of any candidate for elective office in that capacity, or in connection with a campaign for elective office.
- (i) _____
- (j) ~~U~~ Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- (i) _____
- (k) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (k) _____
- (l) Campaigning for any elective office or for or against any referendum question.
- (l) _____
- Managing or working on a campaign for elective office or for or against any

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referendum question.
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Serving as a delegate, alternate, or proxy to a political party convention.
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(m)(o) Participating in any recount or challenge to the outcome of any election except to the extent that under subsection (d) of Section 6 of Article IV of the Illinois Constitution each house of the General Assembly shall judge the elections, returns, and qualifications of its members.

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16. "Prohibited source" means any person or entity who:

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(a) is seeking official action (i) by an officer or (ii) in the case of by an employee, or by the officer or another employee directing that employee;

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(b) does business or seeks to do business (i) with the officer or (ii) in the case of with an employee, or with the officer or another employee directing that employee;

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(c) conducts activities regulated (i) by the officer or (ii) by in the case of an employee, or by the officer or another employee directing that employee;

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(d) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee;

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(e) is registered or required to be registered with the Secretary of State under the Illinois Lobbyist Registration Act, 25 ILCS 170/1 et seq., except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or

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(d)(f) is an agent of, a spouse of, or an immediate family member who is living with a prohibited source.

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D. Construction:

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This Ordinance Policy shall be construed in a manner consistent with the provisions of the Illinois State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-4, et seq., including but not limited to 5 ILCS 430/70-5). This Ordinance Policy is intended to impose the same but not greater restrictions than the Act.

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E. Penalties:

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~~1. _____ A person who violates this Policy may be subject to discipline or other action by the College in addition to the penalties intentionally violates any provision of Section 6(a) of this Code of Ethics may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.~~

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~~2. _____ A person who intentionally violates any provision of Section 6(b) of this Code of Ethics is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.~~

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~~Any person who intentionally makes a false report alleging a violation of any provision of this Code of Ethics to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500 set forth in Section 50-5 of the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/50-5.~~

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3. ~~A violation of Section 6(a) of this Code of Ethics shall be prosecuted as a criminal offense by an attorney for Rock Valley College by filing in the circuit court any information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Section 6(b) of this Policy may be prosecuted as a quasi-criminal offense by an attorney for Rock Valley College, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.~~

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4. ~~In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Section 6, Code of Ethics, is subject to discipline or discharge.~~

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Section 7. Conflicts of Interest

~~All Trustees, Officers and employees shall conduct themselves and College business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.~~

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~~A conflict of interest arises whenever the officer or employee Trustee has the opportunity to influence College operations or business decisions in ways that could result in a personal financial or political benefits to the officer or employee employee or a member of a Trustee's their immediate family. Personal financial benefits include, but are not limited to, direct financial payments, deferred compensation, gifts, or in-kind donations to the officer, employee, Trustee or their immediate family members. Personal political benefits include, but are not limited to, contributions, donations, direct financial payments, loans, gifts, or in-kind donations to political campaigns or political action committees that support the officer and employee Trustee.~~

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~~Trustees, Officers and designated employees shall voluntarily disclose any real or potential conflict of interest, and/or shall abstain from voting on any conflict of interest in accordance with applicable law and regulations. Each Trustee officer and designated employee will shall observe and adhere to the College's Code of Ethics Policy. No later than July 1st of each year, each Trustee officer and designated employee shall provide a copy of the Statement of Economic Interest that is required to be filed annually with Winnebago County pursuant to the Illinois Governmental Ethics Act, (5 ILCS 420/4A-102,) to the College's Department of Human Resources.~~

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A person who violates this Policy

Violation of this policy or failure fails to disclose or properly identify a conflict of interest may be subject to discipline or other action by the College, including but not limited to, a public censure.

where sSuch public censure shall be made in a Board resolution which shall state the nature of the violation; in addition, the person may be subject subject the Trustee to the penalties set forth in the *Public Officer Prohibited Activities Act*, (50 ILCS 105/0.01, et seq.), the *Illinois State Officials and Employees Ethics Act*, (5 ILCS 430/1-1, et seq.), and/or a public censure by the Board of Trustees, and applicable law. Such public censure shall be made in a Board resolution which shall state the nature of the violation.

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ROCK VALLEY COLLEGE
BOARD POLICY

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MEMBERSHIP OF THE BOARD

Section 1. Number and Selection

The Board of Trustees is comprised of seven (7) qualified voting members elected at large by the District-College electorate and one (1) non-voting member elected by the student body in accordance with Section 3-7 of the Illinois Public Community College Act, 110 ILCS 805/3-7, the Illinois Illinois Election Code, 10 ILCS 5/1-4 et seq., and other applicable statutes.

Section 2. Election

Board Trustee elections are conducted biannually in accordance with Sections 3-7 through 3-7.13 (as amended) of the Illinois Public Community College Act, 110 ILCS 805/1 et seq. Voting Trustees are elected for staggered terms of six (6) years.

Section 3. Qualifications of Members Trustees

Each voting Trustee shall, on the date of their election, be citizens of the United States, 18 years of age or older, and a residents of Illinois and District 511 for at least one year immediately preceding the election.

Section 4. Student Trustee

The Board of Trustees will shall have one (1) non-voting member who is a student, 18 years of age or older, enrolled in the College as provided by Section 3-7.24 of the Illinois Public Community College Act, 110 ILCS 805/3-7.24.

The Student Trustee will shall be elected by the student body to a one-year term, beginning on the date of the next regular meeting after the organizational meeting. The student assumes all the rights and responsibilities of a district-elected Board member Trustees with the exception of non-voting status. The Student Trustee has the right to make and second motions, to attend all sessions of the Board, receive all materials district-elected Board members Trustees do, and has an advisory vote.

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Section 5. Vacancies

Vacancies on the Board of Trustees shall be filled by the Board through appointment in accordance with Section 3-7 (d)(f) of the *Illinois Public Community College Act*, 110 ILCS 805/3-7 (df). A vacancy arising because of resignation shall be deemed to have occurred whenever written notice of the resignation is received by the Board Secretary or when notice is given in a Board meeting. All Trustees shall be involved in the selection process for filling any vacancy.

The vacancy shall be filled by the remaining Board members Trustees in the following manner:

1. The person appointed to fill the vacancy must be 18 years of age and a resident of Community College District 511, for at least one year;

2. The person appointed shall serve until a successor is elected and certified in accordance with the *Illinois Election Code*, 10 ILCS 5/1 et seq.;

3. If the vacancy occurs with less than four months remaining before the next scheduled consolidated election and the vacant seat is not scheduled to expire at that election, then the term of the appointee shall extend through that election until the succeeding consolidated election;

4. If the term of the vacant position is scheduled to expire at the upcoming consolidated election, the appointed person shall serve only until a successor is election and certified; and

5. The Board shall take all action required by applicable law in responding to and filling the vacancy, including but not limited to the *Illinois Public Community College Act*, 110 ILCS 805/3-7. The Board shall appoint a person to fill the vacancy within 60 days after the vacancy occurs. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the Board shall notify the Illinois Community College Board (ICCB) which may fill that vacancy and take action authorized by statute, where the ICCB appointed person shall serve until a successor is elected and certified.

1. The Board must appoint a person to fill the vacancy within 60 days after the vacancy occurs. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the chair of the Illinois Community College Board shall fill that vacancy and the person shall serve until a successor is elected and certified. SHALL WE ADD #6 OR MODIFY #5? AK

The Board shall follow the new procedures required by ICCB to notify the Illinois Community College Board (ICCB) of a Board vacancy. (amended at 48 Ill. Reg. 10170, effective June 25, 2024.)

a) Within five working days after a vacancy occurs on an elected board of

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~~trustee, the chair of the board of trustees shall notify the ICCB in writing of the name of the trustee and the date of vacancy.~~

~~b) The remaining members shall fill the vacancy in accordance with Section 3-7 of the Act. [110 ILCS 805]. Upon filling the vacancy, the chair of the board of trustees shall notify the ICCB in writing of the name of the newly appointed trustee and the effective date of the appointment.~~

~~c) If the remaining members fail to act within 60 days after the vacancy occurs, the chair of the ICCB shall fill the vacancy in accordance with Section 3-7 of the Act. [110 ILCS 805].~~

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OFFICERS

Section 1. Number, Election, Eligibility, and Term

The officers of the Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer and any assistant to the above officers deemed necessary by the Board. The officers shall be elected or appointed by the Board of Trustees at the Reorganization Meeting. Vacancies in said offices may be filled at any meeting of the Board. The term of all officers shall be one (1) year or until their successors are elected, unless, by Board action, the term is extended to two years, in accordance with the statute.

Section 2. Chairperson

The Chairperson ("Chair") shall preside at all Board meetings and, whenever possible, represent the Board of Trustees at all official College or community functions.

The role of the Chair is, primarily, to uphold the integrity of the Board's process and, secondarily, to represent the Board to outside parties.

The Chair of the Board of Trustees will shall:

1. Preside at all Board meetings in an efficient and effective manner, using Robert's Rules of Order, and shall set the tone for each meeting through positive leadership;
2. Ensure that other Board members Trustees are informed of current and pending Board issues and processes;
3. Make all Board standing committee appointments with the advice and consent of the Board;
4. Attempt to arrive at a consensus by the members on Board decisions;
5. Appoint and dissolve special ad hoc committees;
6. Call special meetings, as required;
7. Direct the preparation of the meeting agenda;
7. Serve
8. as an ex-officio member of all Board committees;
9. Represent the interests of the Board on a day-to-day basis;

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8. ~~Serve as an ex-officio member of all Board committees;~~

9.1. ~~Represent the interests of the Board on a day-to-day basis;~~

10. ~~Perform such other duties as prescribed by Board policy, law or by Board action; and~~

10.

11. Act or designate another person to act, as spokesperson for the Board in communication to the public. The Chair or designated spokesperson ~~will~~ shall notify all individual Trustees as promptly as possible of his/~~her~~/their actions as the Board's representative.

Section 3. Vice Chairperson

~~In the absence of the Chairperson, or in the event of his/~~her~~/their inability or refusal to act, the Vice Chairperson (Vice Chair) shall perform the duties of and shall have the same powers of the said Chairperson. The Vice Chairperson shall serve as Chairperson until the duly elected Chairperson assumes or resumes his/~~or~~/her/their duties.~~

~~The Vice Chairperson shall perform such other duties as may be assigned to him by the Chairperson and the Board of Trustees.~~

Section 4. Secretary

~~The Board of Trustees shall elect a Secretary to serve at the discretion of the Board. The Secretary shall certify a true copy of each official Board policy and the Board minutes.~~

~~The Secretary shall certify at the Reorganization Meeting of the Board, and on request at any other time, that a complete and accurate set of all Board minutes and policies are kept in compliance with State Statutes. The Secretary (or his/~~her~~ designee) shall be the keeper of all books, records, and the Seal of the Board of Trustees and shall perform all duties assigned to him/~~or~~ her by the Chairperson and the Board of Trustees which includes attendance at all Board and committee meetings. If the Secretary is absent from a meeting, the Board of Trustees shall appoint a ~~Board member Trustee~~ as Secretary Pro Tempore.~~

~~Board minutes so certified shall be prepared by the Recording Secretary who shall be selected by the President and who shall be required to attend the meetings of the Board. Minutes shall be kept on file in the Office of the President of the main campus and approved minutes shall be kept in Building E and the Bradford Room in the Support Services Building as the official record of Board activity and shall be open to public inspection in accordance with applicable law, including but not limited to Section 2.06 of the Illinois Open Meetings Act, 5 ILCS 120/2.06.~~

~~Board minutes so certified shall be prepared by the Recording Secretary who shall be selected by the President and who shall be required to attend the meetings of the Board. Minutes shall be~~

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kept in an official record book specifically for that purpose and shall be kept on file in the Administration Center Office of the President of the main campus as the official record of Board activity and shall be open to public inspection.

The duties of the Recording Secretary of the Board shall be as follows:

1. Attend all meetings of the Board and keep or cause to be kept by a competent recorder a full and accurate record of all votes and acts of the Board.
2. Promptly furnish, or cause to be furnished, a copy of the minutes of each Committee of the Whole, committee, regular or special meeting of the Board to all members of the Board and to the President of the College.
3. Record, or cause to be recorded, all calls for meetings of the Board, and notify all members of such meetings.
4. Keep, or cause to be kept, a digitized record in a separate book of the names of all members of the Board, the dates of their election, their length of term, the date of expiration of their terms of office, and a file of all reports made by committees of the Board.
5. Keep, or cause to be kept, a current and complete record and text of the Policies of the Board and publish the same from time to time as directed by the Board.
6. Furnish to the President of the College and to all members of the Board, immediately after change, amendments, or additions to the Policies of the Board, a complete, accurate, and official copy of the text thereof.
- 6-7. Perform other actions as contemplated by the Illinois Public Community College Act, 110 ILCS 805/ et seq.

Section 5. Treasurer

A Treasurer shall be appointed by the Board as provided by the Illinois Public Community College Act, 110 ILCS 805/3-18. Before duties begin, the Treasurer shall execute a bond in the manner and form provided for in the Illinois Public Community College Act, 110 ILCS 805/3-19. It shall be the duty of the Treasurer to:

1. Perform all duties which the State of Illinois requires of the Treasurer.
 1. Keep an accurate record of all functions and transactions appropriate for the office.
 2. Furnish the Board with such reports as may be required.

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4. Invest funds in accordance with prescribed policy.

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5. Perform other actions as contemplated by the *Illinois Public Community College Act*, 110 ILCS 805/1, et seq.

Section 6. Removal

Any officer or agent elected or appointed by the Board of Trustees may be removed by the Board whenever, in its judgment, the best interests of the College would be served thereby, but such removal shall be without prejudice to other rights and duties of the office or agent.

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2. ~~Keep an accurate record of all functions and transactions appropriate for the office.~~

3. ~~Furnish the Board with such reports as may be required.~~

4. ~~Invest funds in accordance with prescribed policy.~~

Section 6. Removal

~~Any officer or agent elected or appointed by the Board of Trustees may be removed by the Board whenever, in its judgment, the best interests of the College would be served thereby, but such removal shall be without prejudice to other rights and duties of the office or agent.~~

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ROCK VALLEY
COLLEGE
BOARD POLICY

MEETINGS OF THE BOARD

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Section 1. Proclaiming Election Winners and Training for Trustees

At the first meeting following the election of ~~Board Members~~ Trustees held on the date required under the Consolidated Election Laws of the State of Illinois and not later than twenty- one (21) days thereafter, the Board shall meet for the purpose of proclaiming the winners of the election.

As set forth in the Illinois Public Community College Act, 110 ILCS 805/3-8.5 et seq, every voting Trustee shall complete a minimum of 4 hours of professional development leadership training covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of the Trustee during the first, third, and fifth year of his/her/their term. The College shall maintain on its website, the names of all voting Trustees who have successfully completed the training and the names of all voting Trustees who have not successfully completed the training. The voting Trustee shall certify completion of the training required under this Policy and applicable law to the secretary of the Board.

Section 2. Reorganization Meeting

The Reorganization Meeting shall be held annually. The reorganization in election years shall be held on or before the twenty-eighth (28th) day after the election. At all Organizational Meetings, the Chairperson of the Board, or, in his/ ~~or her/their~~ absence, the President of the Community College or the acting Chief Executive Officer of the College, shall convene the new Board, and conduct the election for Chairperson, Vice Chairperson, and Secretary. The reorganization meetings for non-election years shall be held at the regular meeting of the Board for the month of April.

The order of business shall be:

1. Call to Order by Chairperson of Retiring Board;
2. Roll Call by Secretary;
3. Certification of Audit and Board Minutes and Policies by Secretary;
4. Adjournment of Retiring Board sine die;
5. Convening of new Board by ranking hold-over officer from retiring Board who shall serve as temporary Chairperson;

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6. Seating of new members (Election Year);

7. Election of Chairperson of Board;

8. Election of Vice Chairperson;

9. Election of Secretary;

10. Appointment of Treasurer;

10.

11. Appointment of Attorney;

11.

12. Adoption of Policies of the Board;

12.

13. Appointment of Bank Depository(s);

13.

14. Appointment of Auditor(s);

14.

15. Appointment of Representatives to Standing Committees; and

15.

16. Setting the Schedule of Regular Meetings for the Next Calendar Year.

16.

Section 3. Regular Meetings

Regular business meetings of the Board shall be held on the fourth Tuesday of every month and shall be open to the public. Additional strategic meetings may be held as needed and shall be open to the public.

A schedule of the regular meetings shall be posted at the beginning of each calendar year or fiscal year and shall state the regular dates, times and places of such meetings. An agenda for each regular meeting shall be posted at the entrance of the principal administration office, on the College's website and at the location where the actual meeting is to be held, at least 48 hours in advance of each regular meeting. The agenda shall remain posted on the College's website until the regular meeting is concluded. The place of said meeting shall be the regular meeting place of

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the Board or any properly designated place within Community College District 511.

Section 4. Agenda for Regular Meetings

The order of business set forth on the agenda may vary, as needed from meeting to meeting, but shall generally contain one or more of the following items of regular business and/or matters relevant to the exercise of the powers of duties of the Board of Trustees. In the event there is a public hearing, the public hearing shall be held generally before the regular meeting. The agenda for Regular Meetings may be as follows:

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15. Appointment of Treasurer;

16. Appointment of Attorney;

17. Adoption of Policies of the Board;

18. Appointment of Bank Depository(s);

19. Appointment of Auditor(s);

Appointment of Representatives to Standing Committees;

Setting the Schedule of Regular Meetings for the Next Calendar Year.

Section 3. Regular Meetings

Regular business meetings of the Board shall be held on the fourth Tuesday of every month and shall be open to the public. Additional strategic meetings may be held as needed and shall be open to the public.

A schedule of the regular meetings shall be posted at the beginning of each calendar year or fiscal year and shall state the regular dates, times and places of such meetings. An agenda for each regular meeting shall be posted at the entrance of the principal administration office, on the College's website and at the location where the actual meeting is to be held on the Friday at least 48 hours prior to in advance of each regular meeting. The agenda shall remain posted on the College's website until the regular meeting is concluded. The place of said meeting shall be the regular meeting place of the Board or any properly designated place within Community College District 511.

The Board will provide notice of its regular meetings to any news media that has filed an annual request for such notice.

Section 4. Agenda for Regular Meetings

The order of business set forth on the agenda may vary, as needed from meeting to meeting, but shall generally contain one or more of the following items of regular business and/or matters relevant to the exercise of the powers or duties of the Board of Trustees. In the event there is a public hearing, the public hearing will be held after the Study Session and generally before the General Session regular meeting. The agenda for Regular Meetings shall may be as follows:

A. Call to Order

B. Roll Call

C. Communications and Petitions (Public Comment)

D. Recognition of Registered Visitors

E. General Presentations

F. Minutes

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G. Board Committee Reports

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H. Action Items

I. Unfinished/New Business

J. Reports

1. President's Leadership Team

2. Illinois Community College Trustees Association (ICCTA)

3. Trustee Comments

4. Student Trustee

5. RVC Foundation Liaison

6. Freedom of Information Act

7. Other

K. Closed Session

L. Adjourn

The agenda shall set forth the general subject matter of any resolution or ordinance that shall will be the subject of final action at the meeting.

Section 5. Special Meetings

A Special Meeting of the Board may be called by the Chairperson or by any three (3) members of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting. Except in the event of a bona fide emergency, such notice shall be given at least 48 hours

before such meeting or by personal service 24 hours before the meeting. The notice shall include the agenda for the special meeting.]

Section 6. Emergency Meetings

Notice of an Emergency Meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice.

Section 7. Adjourned Meetings

A Regular Meeting may be adjourned to a future date as the Board may determine.

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Section 8. Waiver of Notice of Meetings

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Notice of any meeting may be waived by a Trustee. The attendance of a Trustee at any meeting shall constitute a waiver of such notice for that meeting, except when the member attends the meeting for the express purpose of objecting to the transaction of any Board business because the meeting is not lawfully called or convened.

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Section 9. Closed Sessions

Closed Sessions may be held in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., as amended, modified or construed, and pursuant to adopted College policies.

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At any meeting for which proper notice has been given, the Board may close all or part of the meeting by a majority vote of a quorum present for any of the reasons listed below or otherwise permitted by the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. The specific authorized reason must be stated in the motion, recorded in the minutes, and approved by a roll call vote.

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A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided that each meeting in such series involves the same particular matters and is scheduled to be held within three months of the vote.

The following subjects may be discussed in closed sessions:

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1. The appointment, employment, compensation, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers, or legal counsel. However, a meeting to consider an increase in compensation to a specific employee that is subject to the Local Government Wage Increase Transparency Act, 50 ILCS 155/1, et seq., may not be in closed session;

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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;

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3. Selection of a person to fill a vacancy on the Board, or discipline, performance, or removal of the Trustee when the Board has such power to remove under applicable law or ordinance;

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4. Evidence or testimony presented to the Board regarding denial of admission to College events or property pursuant to Section 24-24 of the Illinois School Code, 105 ILCS 5/24-24, or as otherwise authorized by law provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative finding;

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5. Acquisition, purchase or lease of real property, including meetings held for the purpose of discussing whether a particular parcel should be acquired;

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- 6. The setting of a price for sale or lease of property owned; **1:10.040** Formatted ... [1410]
- 7. The sale or purchase of securities, investments, or investment contract. However, this exception shall not apply to the investment of assets or income deposited into the Illinois Prepaid Tuition Trust Fund; Formatted ... [1411]
- 8. Campus security measures to respond to actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property;
- 9. Student disciplinary cases; Formatted ... [1412]
- 10. Matters relating to individual students; Formatted ... [1413]
- 11. Litigation, when an action against, affecting or on behalf of the Board of Trustees has been filed and is pending before a court or other administrative tribunal, or when the Board of Trustees finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed sessions; Formatted ... [1414]
- 12. The establishment of reserves or settlement of claims as provided in the *Illinois Local, Governmental, and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq.*, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice, or communications from or with respect to any insurer of the Board of Trustees or any intergovernmental risk management association or self insurance pool of which the Board of Trustees is a member; Formatted ... [1415]
- 13. The discussion of minutes of meetings lawfully closed under the *Illinois Open Meetings Act, 5 ILCS, 120/1 et seq.* whether for purpose of approval by the Board of the minutes or semi-annual review of the minutes; and Formatted: Font: 11 pt, Font color: Auto
- 14. Any other subject set forth in Section 2 of the *Illinois, Open Meetings Act, 5 ILCS 120/2.* Formatted: List Paragraph, Indent: Left: 0.5", Hanging: 0.48", Space Before: 12.25 pt, Line spacing: Multiple 1.06 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.29" + Indent at: 1.77", Tab stops: 1.77", Left + 1.78", Left + Not at 1.8" + 1.81"

Section 10. Recording of Closed Sessions

A verbatim record shall be kept of all closed sessions of the Board of Trustees or any subsidiary "public body" (as defined by the *Illinois, Open Meetings Act, 5 ILCS 120/1, et seq.* of the College. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed sessions in the manner required by the *Illinois, Open Meetings Act, 5 ILCS 120/1 et seq.*, minutes of closed sessions shall be placed before the Board or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed sessions. The Secretary of the Board, or his/her/their designee, shall maintain the verbatim recordings and minutes of all closed sessions of the Board and all subsidiary public bodies of the College. The President shall promulgate such procedures as may be necessary to maintain the

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confidentiality of such verbatim recordings and minutes. The verbatim record of closed sessions shall not be open for public inspection or subject to discovery, except as provided by law.

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Section 11. Budget Hearing

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A public hearing on the budget shall be held each year prior to its adoption. Notice of the hearing shall be published in the local newspapers in accordance with Section 103-20.1 of the Illinois Public Community College Act, -110 ILCS 805/103-20.1, as amended, modified or construed.

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Section 12. Special Hearings

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Special hearings shall be set by official Board action, and the date and place for the hearings shall be published in the local newspapers.

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Section 13. Quorum and Voting

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A majority of the voting Trustees of the Board of Trustees shall constitute a quorum for transaction of business at any meeting of said Board. For all meetings of the Board of Trustees, a quorum of Trustees must be physically present at the location of the meeting. If less than a majority of the duly qualified and acting voting Trustees are present at said meeting, a majority of the Trustees present may adjourn the meeting without further notice.

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Unless otherwise provided herein and/or in the Illinois Public Community College Act, 110 ILCS 805/1 et seq., a majority of the votes of the Trustees voting on a measure shall determine the outcome thereof, provided there is a quorum present. Voting ordinarily shall be by voice except in matters requiring the expenditure of funds or the execution of contracts, when a roll call vote of the Trustees shall be required. A roll call vote may also be used when requested by any member of the Board of Trustees.

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For committee meetings, a majority of voting Trustees of the committee shall constitute a quorum. If less than a majority of the duly qualified and acting committee members is present at the meeting, the Board Chair may act as an ex officio Board member, to create a quorum at the committee meeting.

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Section 14. Open to the Public; Communications and Petitions (Public Comment)

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All meetings and hearings of the Board shall be open to the public, except Closed Sessions as indicated in Section 9 above. Members of the public may participate in the meetings. The public comment section of the agenda shall be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson. Presentations by any one individual shall be limited to three (3) minutes. The Board, at its option, may not publicly comment on the substance of presentation to the Board. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board.

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Section 15. Workshops/Board Retreats

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Trustees may attend workshops or retreats organized for the purpose of assisting ~~IT 10.049~~ to gain greater understanding of the College and issues affecting higher education. Workshops and/or retreats may be scheduled as deemed necessary or advisable. When required, the news media shall be given notice of the time and place of such meetings in compliance with the *Illinois Open Meetings Act, 5 ILCS 120/1 et seq.*

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Section 16. Board Member use of Electronic Means of Communication

Commented [AK23]: What is guideline to using Board Member v Trustees?

Electronic means of communication (such as, without limitation, electronic mail, electronic chat, instant messaging, or other means of contemporaneous interactive communication) to, by, and between Trustees in their capacity as ~~Board members~~ Board members, shall not be used to conduct Board business in a manner that duplicates such contemporaneous interactive communication. Electronic communication use by Trustees, in their capacity as ~~Board members~~ Board members, shall be limited to:

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1. Disseminating information; and

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2. Messages or communications not involving deliberation, debate or decision-making among three or more ~~Board members~~ Trustees,

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Examples of permissible electronic communication are:

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1. Agenda item suggestions;

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2. Reminders regarding meeting times, date, and places;

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3. The dissemination of Board meeting agenda or public record information concerning agenda items;

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4. Responses to questions posed by the community, administrators or College staff; and

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5. Questions or requests for information directed to administrators or College staff.

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Trustees Attendance by a Means Other Than Physical Presence:

1. If a quorum of Trustees is physically present at a Board meeting, a majority of the Board may vote to allow a Board member who is not physically present to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the College; (iii) a family or other emergency; or (iv) unexpected childcare obligations. "Other means" is by video or audio conference.

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Commented [AK24]: What position do we want to designate here? Board Chair or College President? I'm thinking about current/past practice.

2. If a Trustee wishes to attend a meeting by other means, the Trustee must notify the Board Chairperson of the College before the meeting unless advance notice is impractical.

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3. A majority of the Trustees may allow a Trustee to attend a meeting by other means only in accordance with and to the extent allowed by the College, and in accordance

with this Section 16.

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Commented [AK25]: Not sure what Section 16 is referring to.

Section 17. Rules of Procedure

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In matters of procedure not governed by these Policies of the Board, or modified by the Board, Robert's Rules of Order, as revised, shall govern.

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Board meetings shall be conducted according to current Robert's Rules of Parliamentary Procedure, except as modified by the Board. The ayes and nays shall be called and entered upon each vote. Voting ordinarily shall be by voice except when formal resolutions are required or when funds are to be expended, in which case the vote shall be by call of the roll. A roll call vote may also be used when requested by any Trustee. Whenever a committee makes a report to the Board and the committee chairperson or other person making the report on behalf of the chairperson moves to accept the report, this motion shall not require a second.

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Section 18. Recognition of Registered Visitors

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Visitors wishing to be heard at a Board meeting may be afforded time, subject to reasonable constraints, to comment or to ask questions of the Board and shall comply with the following guidelines:

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1. Individuals or groups who desire to speak to the Board shall submit a request on a designated form and turn in the request to the designated staff up to 10 minutes prior to the scheduled beginning of the meeting.

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2. Any request to speak to the Board shall include the name of individual(s), the organization represented (if any), the topic to be addressed, and whether they shall will speak for or against the issue.

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3. The public comment section of the agenda shall will be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson.

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4. Presentations by any one individual shall be limited to three (3) minutes.

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5. If more than one individual is to speak on a topic, each must speak consecutively. Each individual's presentation shall will be limited to three (3) minutes. The Chairperson shall have the option of halting presentations which repeat points already presented, or to limit the number of speakers addressing the same perspective (for or against) on a topic.

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6. The Board, at its option, may not publicly comment on the substance of presentation to the Board.

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7. Informal opportunities to address the Board may be granted at the Chairperson's discretion.

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8. Ten (10) copies of any document or other medium to be submitted to the Board are to be supplied for distribution to the President's Office at least three (3) days before a Board meeting.

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9. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate.

10. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board.

Section 19. Minutes

A record of all transactions of the Board shall be set forth in the minutes of the Board, and all minutes shall be kept by the Secretary of the Board as a permanent record of all Board actions and policy decisions in the College; this Section 19 shall be read in conjunction with Section 10. The approved minutes of all open sessions shall be open to the inspection of the public at any time during normal business hours. Minutes of closed sessions shall be kept in the same manner, but shall remain closed until such time the items or topics of discussion are judged to be open under the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. All minutes shall record the name of the person making a motion, the name of the person seconding the motion, and the vote. A Trustee may request that the reason for his/her/their vote be recorded in the minutes, such request to be made at the time of voting.

All minutes shall be recorded and kept according to the amendments to Section 120/2.06 (a-h) of the Illinois Open Meetings Act, 5 ILCS 120/2.06.

- I. Study Session
- A. Call to Order
- B. Roll Call
- II. General Session
- A. Minutes
- Public Comment (Eliminate using "Communications and Petitions")
- B. Recognition of Registered Visitors
- C. General Presentations

- Minutes
- Board Committee Reports
- Action Items
- D. Unfinished/New Business
- 5. Reports
- 1. Vital Signs President's
- 2. President Leadership Team
- 3. Attorney
- Illinois Community College Trustees Association (ICCTA)

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4. Trustee Comments

Student Trustee

RVC Foundation Liaison

5. Freedom of Information Act

6. Other

H. New Business

I. Unfinished Business

J. Trustee Comments

K. President's Comments

L. Closed Session

M. Adjourn

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~~The agenda shall set forth the general subject matter of any resolution or ordinance that will be the subject of final action at the meeting.~~

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Section 5. Special Meetings

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~~A Special Meeting of the Board may be called by the Chairperson or by any three (3) members of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting. Except in the event of a bona fide emergency, such notice shall be given at least forty eight (48) hours before such meeting. The notice will include the agenda for the special meeting. The Board will provide notice of its special meetings to any news media that has filed an annual request for such notice.~~

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Section 6. Emergency Meetings

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~~Notice of an Emergency Meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice.~~

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Section 7. Adjourned Meetings

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~~A Regular Meeting may be adjourned to a future date as the Board may determine.~~

Section 8. Waiver of Notice of Meetings

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~~Notice of any meeting may be waived by a Board member. The attendance of a Board member at any meeting shall constitute a waiver of such notice for that meeting, except when the member attends the meeting for the express purpose of objecting to the transaction of any Board business because the meeting is not lawfully called or convened.~~

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Section 9. Closed Sessions and Closed Meetings

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~~Closed Sessions and KEEP Closed Meetings may be held in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., as amended, modified or construed, and pursuant to adopted College policies.~~

Commented [AK30]: I think we should continue using Closed Sessions and Closed Meetings, as we could have both. A closed session can occur within an open meeting, while we could also have an entire meeting in closed.

~~At any meeting for which proper notice has been given, the Board may close all or part of the meeting by a majority vote of a quorum present for any of the reasons listed below or otherwise permitted by the Illinois Open Meetings Act. The specific authorized reason must be stated in the motion, recorded in the minutes, and approved by a roll call vote.~~

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A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided that each meeting in such series involves the same particular matters and is scheduled to be held within three months of the vote.

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The following subjects may be discussed in closed sessions:

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1. _____ in a park, recreational, or educational setting Collective bargaining matters;

2. _____ Information regarding the appointment, employment, compensation, discipline, performance, or dismissal of an employee including testimony on a complaint lodged against an employee;

3. _____ Appointment of a member to fill a vacancy on the Board;

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- Commented [AK31]: What is the OMA closed session exclusion for this?
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4. _____ Acquisition, purchase or lease of real property, including meetings held for the purpose of discussing whether a particular parcel should be acquired;

5. _____ The setting of a price for sale or lease of property owned;

6. _____ The sale or purchase of securities, investments, or investment contract;

7. _____ Campus security measures to respond to actual danger to the safety of employees, student, staff or public property;

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8. _____ Student disciplinary cases;

Litigation, when an action against, affecting or on behalf of the Board of

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9. _____ Trustees has been filed and is pending before a court or other administrative tribunal, or when the Board of Trustees finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting;

10. _____ The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the Board of Trustees or any intergovernmental risk management association or self insurance pool of which the Board of Trustees is a member; and

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~~11. _____ 13. The discussion of minutes of meetings lawfully closed under the Illinois Open Meetings Act, whether for purpose of approval by the Board of the minutes or semi-annual review of the minutes. Illinois~~

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~~**Section 10. Recording of Closed Sessions and Closed Meetings**~~

~~A verbatim record shall be kept of all closed sessions and meetings of the Board of Trustees or any subsidiary "public body" (as defined by the Illinois Open Meetings Act, 5 ILCS 120 et seq. of the College which are closed to the public. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed sessions and closed meetings in the manner required by the Illinois Open Meetings Act Minutes of closed sessions and closed meetings shall be placed before the Board or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed meeting. The Secretary of the Board, or his/her designee, shall maintain the verbatim recordings and minutes of all closed sessions and closed meetings of the Board and all subsidiary public bodies of the College. The President shall promulgate such procedures as may be necessary to maintain the confidentiality of such verbatim recordings and minutes. The verbatim record of closed sessions and closed meetings shall not be open for public inspection or subject to discovery, except as provided by law.~~

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~~**Section 11. Budget Hearing**~~

~~A public hearing on the budget will be held each year prior to its adoption. Notice of the hearing will be published in the local newspapers in accordance with Section 103-20.1 of the Illinois Public Community College Act as amended, modified or construed.~~

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~~**Section 12. Special Hearings**~~

~~Special hearings will be set by official Board action, and the date and place for the hearings will be published in the local newspapers.~~

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~~**Section 13. Quorum and Voting**~~

~~A majority of the voting members of the Board of Trustees shall constitute a quorum for transaction of business at any meeting of said Board physically. If less than a majority of the duly qualified and acting voting Board members are present at said meeting, a majority of the members present may adjourn the meeting without further notice.~~

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~~Unless otherwise provided herein and/or in the Illinois Public Community College Act, a majority of the votes of the members voting on a measure shall determine the outcome thereof, provided there is a quorum present. Voting ordinarily will be by voice except in matters requiring the expenditure of funds or the execution of contracts, when a roll call vote of the members shall be required. A roll call vote may also be used when requested by any member of the Board of Trustees.~~

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~~For committee meetings, a majority of voting members of the committee shall constitute a quorum. If less than a majority of the duly qualified and acting committee members is present at the meeting, the Board Chair may act as an ex officio Board member to create a quorum at the committee meeting.~~

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Section 14. Open to the Public

~~All meetings and hearings of the Board will be open to the public, except Closed Sessions and Closed Meetings as indicated in Section 9 above.~~

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Section 15. Workshops/Board Retreats

~~The Board shall attend in-depth workshops or retreats organized for the purpose of assisting Board members to gain greater understanding of the College and issues affecting higher education. Workshops and/or retreats may be scheduled as deemed necessary or advisable. The news media will be given notice of the time and place of such meetings. Notice shall be posted at the entrance of the principal administration office and, when practicable, at the location where the actual meeting is to be held, not less than forty-eight (48) hours prior to the time of the meeting.~~

Section 16. Board Member use of Electronic Means of Communication

~~Electronic means of communication (such as, without limitation, electronic mail, electronic chat, instant messaging, or other means of contemporaneous interactive communication) to, by, and between Board members in their capacity as Board members, shall not be used to conduct Board business in a manner that duplicates such contemporaneous interactive communication. Electronic communication use by Board members, in their capacity as Board members, shall be limited to:~~

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~~1. _____ Disseminating information; and~~

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~~2. _____ Messages or communications not involving deliberation, debate or decision-making among three or more Board members~~

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~~Examples of permissible electronic communication are:~~

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~~1. _____ Agenda item suggestions;~~

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~~2. _____ Reminders regarding meeting times, date, and places;~~

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~~3. _____ The dissemination of Board meeting agenda or public record information concerning agenda items;~~

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4. Responses to questions posed by the community, administrators or College staff; and

5. Questions or requests for information directed to administrators or College staff.

Board Member Attendance by a Means Other Than Physical Presence:

1. If a quorum of Board members is physically present at a Board meeting, a majority of the Board may vote to allow a Board member who is not physically present to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the College; or (iii) a family or other emergency. "Other means" is by video or audio conference.

2. If a Board member wishes to attend a meeting by other means, the Board member must notify the Board Secretary Chairperson of the College before the meeting unless advance notice is impractical.

Section 17. Rules of Procedure

In matters of procedure not governed by these Policies of the Board, or modified by the Board, Robert's Rules of Order, as revised, shall govern.

Board meetings shall be conducted according to current Robert's Rules of Parliamentary Procedure, except as modified by the Board. The ayes and nays shall be called and entered upon each vote. Voting ordinarily will be by voice except when formal resolutions are required or when funds are to be expended, in which case the vote shall be by call of the roll. A roll call vote may also be used when requested by any member of the Board. Whenever a committee makes a report to the Board and the committee chairperson or other person making the report on behalf of the chairperson moves to accept the report, this motion shall not require a second.

Section 18. Recognition of Registered Visitors

Visitors wishing to be heard at a Board meeting may be afforded time, subject to reasonable constraints, to comment or to ask questions of the Board and shall comply with the following guidelines:

1. Individuals or groups who desire to speak to the Board shall submit a request on a designated card form and turn in to the designated staff up to 10 minutes prior to the scheduled beginning of the meeting.

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Commented [AK35]: What position do we want to designate here? Board Chair or College President? I'm thinking about current/past practice.

Commented [AK36]: Not sure what Section 16 is referring to.

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2. Any request to speak to the Board shall include the name of individual(s), the organization represented (if any), the topic to be addressed, and whether they will speak for or against the issue.

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3. The public comment section of the agenda will be limited to a thirty (30) minute maximum, to be extended if necessary at the discretion of the Chairperson.

4. Presentations by any one individual shall be limited to three (3) minutes.

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5. If more than one individual is to speak on a topic, each must speak consecutively. Each individual's presentation will be limited to three (3) minutes. The Chairperson shall have the option of halting presentations which repeat points already presented, or to limit the number of speakers addressing the same perspective (for or against) on a topic.

6. The Board, at its option, may not comment on presentation to the Board.

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7. Informal opportunities to address the Board may be granted at the Chairperson's discretion.

8. Ten copies of any document or other medium to be submitted to the Board are to be supplied for distribution to the President's Office at least three (3) days before a Board meeting.

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9. Visitor presentations and discussions related thereto may be closed or taken under advisement as the Board deems appropriate.

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10. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board.

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Section 19. Minutes

A record of all transactions of the Board will be set forth in the minute book of the Board, and all minute books will be kept by the Secretary of the Board as a permanent record of all Board actions and policy decisions in the College District. The approved minutes of all open sessions will be open to the inspection of the public at any time during normal business hours. Minutes of closed sessions and closed meetings will be kept in the same manner, but will remain closed until such time the items or topics of discussion are judged to be open under the requirements of the Illinois Open Meetings Act. All minutes will record the name of the person making a motion, the name of the person seconding the motion,

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Commented [AK39]: Not deleting Illinois to be consistent with what was done in other sections.

and the vote. A member may request that the reason for his vote be

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~~recorded in the minutes, such request to be made at the time of voting.~~

~~All closed session minutes shall be recorded verbatim (audio or video), according to the amendments to Section 120/2.06 (a-f) of the Illinois Open Meetings Act~~

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Adopted: July 23, 2013

Revised: June 24, 2014

ROCK VALLEY COLLEGE
BOARD POLICY

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COMMITTEES

Section 1. Special Committees

Special Committees may be created by the Chairperson of the Board or by Board action. The President of the College, with the approval of the Chairperson of the Board, may call meetings of the Board Committees and may ~~(shall)~~ attend all committee meetings, except when his/ ~~of~~ her/their employment or salary is under consideration. A Special Committee shall report recommendations to the Board for appropriate action and shall be dissolved when its report is complete and accepted by the Board.

Section 2. Committee of the Whole

The Board shall maintain a Committee of the Whole consisting of every Trustee. The Committee of the Whole ~~will~~ shall generally meet monthly to discuss College business in preparation for the Regular Board Meeting. Items discussed at the Committee of the Whole shall be according to the agenda for that specific meeting. The Committee of the Whole ~~will~~ shall not be used for the taking of Board actions.

Section 3. Standing Committees

The Board may appoint Standing Committees to provide the Trustees with additional oversight or heightened levels of awareness of key College matters. Standing

Committees are comprised of ~~Board members~~ Trustees appointed by the Chair with the advice of the Board. College administrators may also be assigned to a Standing Committee as deemed appropriate by the Board of Trustees.

Standing Committees ~~will~~ shall not interfere with the wholeness of the Board's duties and responsibilities, nor with delegation from the Board to the President nor with President's authority.

References: Board Report 4377-1 through 4377-9, February 20, 1989

Board Report 3257, September 22, 1980

Attorney Resolution 307, July 23, 2013; Board Report 7430

Adopted: June 27, 2017

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Section 1. Contracts

The Board of Trustees may authorize any officer or officers, agent or agents, ~~by Resolution~~, to enter into any contract and execute and deliver any instrument on behalf of this Board. The President is expressly authorized to execute any contracts and grant documents approved by the Board.

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Section 2. Finances

No funds shall be borrowed without specific authorization by ~~Resolution~~ of the Board for contracting any indebtedness.

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Section 3. Checks and Depository

All checks, drafts, or orders for payment of wages, salaries, and/or other bills issued by this College, ~~district~~ shall be signed by the properly designated officers in accordance with the ~~Board action Resolution~~ filed with the depository. The depository of the funds of the Board of Trustees shall be designated ~~by Resolution~~ at the Reorganization Meeting.

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Adopted: July 23, 2013

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Section 1. Policies of the Board

The exercise of Board powers concerning the Board structure and direction regarding the internal operating organization of the College may be classified as Policies of the Board.

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"Policy/Policies" shall hereinafter be defined as a basic assumption or principle established by the Board of Trustees as a guideline for discretionary action by the administration, faculty, and staff in conducting the affairs of the College to achieve the stated goals or objectives.

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The Policies adopted by the Board of Trustees have been written to be consistent with the provision of law but do not encompass all laws relating to the District's activities. All members of the academic community shall be expected to know said applicable laws and shall be held responsible for observing all provisions of these policies pertinent to their specific activities.

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The operation of the College, whether or not any action is covered by the stated Policies of the Board, shall be subject to the policy-policies of the Illinois Community College Board, local, state, and federal statutes and to the United States Constitution.

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Section 2. Intent of the Policies

Rules and procedures in support of the Policies of the Board are established by the administration, faculty, and staff members with the approval of the President in order to apply Board Policy to specific situations. Such rules and procedures shall be reduced to writing and shall subsequently be made a part of the College catalog, manuals and/or such handbooks as may be appropriate.

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Section 3. Suspension

Any policy may be temporarily suspended, on an emergency basis only, by a majority vote of the entire Board of Trustees, which vote will/shall be taken by roll call and will/shall be entered in the minutes of the meeting.

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Reference Board Report 6607, May 26, 2009
Adopted: July 23, 2013

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ROCK VALLEY COLLEGE
BOARD POLICY

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AMENDMENTS AND ADOPTION OF BOARD POLICIES

The Policies of the Board may be amended by a majority vote of the entire Board at any meeting provided that ~~Board members~~ Trustees receive official notice of the proposed amendment at the Regular Board meeting prior to the meeting at which said amendment is adopted. Amendment to a policy ~~will~~ shall be made by the repeal of an existing policy and/or the enactment of a new or additional policy. Vote on the change ~~will~~ shall be taken by roll call and entered in the minutes of the meeting.

These Policies of the Board may be amended, altered, or repealed and new rules adopted at any meeting of the Board of Trustees by a unanimous vote of all voting ~~Board members~~ Trustees.

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THE BOARD AND THE PRESIDENT

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Section 1. President

The President of the College shall be the chief administrative officer of the internal operating organization of the College and shall be appointed by the Board. In addition, to the extent allowed by the Illinois Public Community College Act, the President may represent Rock the Valley College on official and ceremonial occasions.

The Board of Trustees expects:

1. The President, or his designee, to attend and inform and advise, without vote, in all meetings of the Board of Trustees, except where his absence is expressly desired ~~or by the Board when the Board is in Executive Session.~~
2. The President, or his/her/their designee, to attend all committee meetings of the Board and act as the resource person to the ~~several~~ committees of the Board, unless expressly asked to leave to ~~enable the committee to go into executive session by the committee.~~
3. The President to be responsible for the overall operation of the College by initiating, guiding, and directing activities which are necessary to fulfill the mission of the College and any such other expectations that the Board of Trustees may establish.

Section 2. Acting President

The President shall be authorized to designate a member of the College staff as Acting President during temporary disability or absence from the College. In the case of lengthy continued disability or absence of the President, in case of vacancy of the presidency, or under other special circumstances, the Board shall name an Acting President and shall negotiate a commensurate salary for said responsibility.

Section 3. Communication with the Board

The President shall serve as the primary channel of communication between the Board and all subordinate administrative officers and personnel of the internal organization, except that nothing herein is intended to limit the ability of the Board of Trustees to communicate with Administrators assigned to Board committees or other special projects.

Mail received by the College which is generally addressed to the "Board of Trustees" shall be opened by the President's Office and addressed with the Board accordingly. Mail addressed to individual Trustees received by the College shall not be opened and shall be forwarded to the

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Trustee as soon as practicable.

ROCK VALLEY COLLEGE

The email addresses of Trustees shall be made available to the public. Such other contact information of a Trustee which is authorized for release by a Trustee shall also be made available.

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Section 4. Emergency Action

In the event of emergency situations not covered by specific policies, the College President shall have the authority to take any necessary or appropriate action as he or she deems to be required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practicable.

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~~Mail received by the College which is generally addresses to the "Board of Trustees" shall be opened by the President's Office and addressed with the Board accordingly. Mail addressed to individual Trustees received by the College shall not be opened and shall be forwarded to the Trustee as soon as practicable.~~

~~The email addresses of Trustees shall be made available to the public. Such other contact information of a Trustee which is authorized for release by a Trustee shall also be made available.~~

~~Section 4. Emergency Action~~

~~In the event of emergency situations not covered by specific policies, the College President shall have the authority to take any necessary or appropriate action as he or she deems to be required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practicable.~~

Adopted: July 23, 2013¹³

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Rock Valley College Student Trustee Report

Nico Mikos, Student Trustee

Board of Trustees Meeting, September 24, 2024

RVC Voting Project.

Early Successes

- **82** people have added the RVC Votes! Module into their EAGLE course to share voting education info with students
- **151** people have registered to vote through our portal
- **39** people have begun the registration process through our portal
- **RVC will be an Early Voting site** for the Rockford Board of Elections for the two weeks prior to Election Day!



JCSM

Oct 21 -25

Oct 28 - Nov 1

9 Am to 4 PM

For Rockford Residents Only

**iSS Presents:
Field Trip To The
National Museum
of Puerto Rican
Arts & Culture
in Chicago!**

**When:
September 27th
8:00 am- 5:00 pm**

Sign up :

***Please sign up at Accounts
Receivable- second floor of the
Stenstrom Student Center.**

***A \$10 deposit is required to
reserve your seat on the bus. This
will be fully refunded to you on
the day of the trip.**



**WE WILL DEPART
FROM LOT 2 AT 8 AM
AND RETURN TO ROCK
VALLEY COLLEGE BY 5
PM.**

**This trip will include a tour
at the museum, and we will
have lunch at a restaurant in
Humbolt Park. Please be
aware that participants are
responsible for the cost of
their meal.**



Rock Valley College Board of Trustees
Freedom of Information Act Report
Aug. 15 – Sept. 15, 2024

Date Received	FOIA#	Requestor	Request	Response Date
8/20/2024	2025-12	SSG Manuel Ramos	<p>FERPA directory information for students who are currently in their sophomore year/final year of your community college.</p> <ul style="list-style-type: none"> • Student Name; • Student local and permanent address and telephone number; • Student e-mail address (college-issued only); • Current and past term status (full-time, part-time); • Classification (freshman, sophomore, undergraduate, graduate, etc.); • Expected graduation date; • Academic unit; • Major; • Dates of attendance; • The most recent educational agency or institution attended prior to enrollment at your college. 	completed 8/26/2024
8/21/2024	2025-13	Brian J. Ward	<ul style="list-style-type: none"> • Written operative policy on admissions and tuition rates for Undocumented Students that is shared as guidance for RVC staff. • Affidavits collected from RVC students/applicants from year 2000 to present. • Historic data on number of Affidavits collected from year 2000 to present. • Historic data on tuition rates charged (International/Out-of-State/In-State/In-District) to Undocumented Students from year 2000 to present. 	completed 9/4/2024

8/30/2024	2025-14	Own Wang, Rockford Sun	<p>A list of all graduates from school for completed school year with following fields:</p> <ul style="list-style-type: none"> • Student name • Student major • Student graduate date 	<p>asked for clarification on 8/30/24- requester has not responded to that original request; originally due 9/6/24</p>
8/30/2024	2025-15	Muriel Bean, Mennonite College of Nursing	<p>FERPA directory information for students who are currently in their sophomore year/final year of your community college.</p> <ul style="list-style-type: none"> • Student Name; • Student local and permanent address and telephone number; • Student e-mail address (college-issued only); • Current and past term status (full-time, part-time); • Classification (freshman, sophomore, undergraduate, graduate, etc.); • Expected graduation date; • Academic unit; • Major; • Dates of attendance; • The most recent educational agency or institution attended prior to enrollment at your college. 	<p>due 9/19/2024</p>