

**Rock Valley College**  
**Community College District No. 511**  
**3301 N Mulford Road, Rockford, IL 61114**  
**COMMITTEE OF THE WHOLE MEETING**  
**Educational Resource Center, Performing Arts Room, Room 0214**  
**5:15 p.m. Tuesday, May 13, 2025**

**Livestreaming Link:** [https://www.youtube.com/channel/UCwa3Fs6l4pWAR\\_4iDZPTNZA](https://www.youtube.com/channel/UCwa3Fs6l4pWAR_4iDZPTNZA)

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

**AGENDA**

**A. Call to Order**

**B. Roll Call**

**C. Board Member Attendance by Means Other than Physical Presence**

**D. Communications and Petitions (Public Comment)**

**E. Recognition of Visitor**

1. 2025-2026 Student Trustee Isiah Blake

**F. Review of Minutes:** Committee of the Whole April 8, 2025

**G. General Presentation**

1. Studer Education Update: Dr. Julie Kunselman

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

1. Enrollment Update
2. Strategic Plan Update: Adult Education Career Pathways for Job Placement
3. Completion Ceremonies Update
4. Career Pathways Jump Start (CPJS) Intergovernmental Agreement(s)
  - a. Winnebago Community Unit School District #323 (New)
5. Dual and Articulated Credit Memorandum(s) of Understanding (MOU)
  - a. Oregon Community Unit School District #220
  - b. South Beloit Community Unit School District #320
  - c. Winnebago Community Unit School District #323
6. Running Start Intergovernmental Agreement(s) (IGA)
  - a. Durand Community Unit School District #322
  - b. South Beloit Community Unit School District #320
  - c. Winnebago Community Unit School District #323
7. \*Informational Only\* / Library Engagement

**I. Finance Discussion: Board Liaison Trustee Cardenas Cudia**

1. Purchase Reports (A, B, and C)
2. Cash and Investment Report
3. Third Quarter Vital Signs
4. Rockford Property Tax Rebate Program
5. Lee/Ogle Enterprise Zone
6. BINA Hearing Reminder
7. \*Informational Only\* / Quarterly Report-Purchase Orders \$10K-\$25K

**J. Operations Discussion: Board Liaison Trustee Trojan**

1. Personnel Report
2. Athletic Fields Renovations
3. Trust Agreement with the Capital Development Board (CDB) for Roadways, Paving, and Gutters Project
4. Classroom Building II Update
5. Change Order Update
6. Rock Valley College Events Calendar
7. \*Informational Only\* / Quarterly Employee Personnel Update

**K. Other Business: Unfinished Business/New Business**

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**3301 N Mulford Road, Rockford, IL 61114**  
**COMMITTEE OF THE WHOLE MEETING**  
**Educational Resource Center, Performing Arts Room, Room 0214**  
***5:15 p.m. Tuesday, May 13, 2025***

- L. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act.
- M. Reconvene Open Session**
- N. Next Regular Board of Trustees Meeting:** May 27, 2025, 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.
- O. Next Committee of the Whole Meeting:** June 10, 2025, 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.
- P. Adjourn**

Paul Gorski, Board Chair



**Rock Valley College  
Community College District No. 511  
3301 N. Mulford Road, Rockford, IL 61114  
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING  
5:15 p.m. Tuesday, April 8, 2025  
MINUTES**

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened on Tuesday, April 8, 2025, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Chairperson Robert Trojan.

**Roll Call**

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

Mr. Robert Trojan

Ms. Crystal Soltow

Mr. Richard Kennedy

Mr. John Nelson joined the meeting at 5:27 p.m.

Ms. Gloria Cardenas Cudia

Mr. Nico Mikos, Student Trustee

Ms. Kristen Simpson

The following Trustee was absent at roll call: Mr. Paul Gorski.

Also present: Dr. Howard J. Spearman, President; Dr. Keith Barnes, Vice President of Cultural Excellence; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Terrica Huntley, Interim Vice President of Human Resources; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; 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 Joseph Perkoski, Robbins Schwartz.

**Communications and Petitions**

There were no public comments, communications, or petitions to be recognized.

**Recognition of Visitors**

There were no visitors to be recognized.

**Review of Minutes**

There were no comments on the minutes from the March 11, 2025, Board of Trustees Committee of the Whole meeting.

**General Presentations**

**1. City of Rockford Property Tax Rebate Program and Rockford Promise**

Dr. Spearman introduced Mayor Tom McNamara, who presented information on the City of Rockford Property Tax Rebate Program. Mayor McNamara stated that the City of Rockford, in partnership with the Northwest Illinois Alliance of Realtors, the Rockford Apartment Association, the Homebuilders Association of Rockford, as well as the residents of Rockford, has created a housing strategy framework to help the city meet the growing demand for affordable housing, with the goal of creating between 6,000 and 9,000 new residential units in the City of Rockford by 2035. The Property Tax Rebate Program will provide a three-year property tax rebate, issued at the end of the tax year in a single lump sum. Mayor McNamara also talked about the advantages, specifics of the program, and the number of participants from previous years. Discussion ensued.

Mayor McNamara also mentioned Rockford Promise: a non-profit 501(C)(3) location-based scholarship program that offers scholarships to cover the gap between financial aid and the cost of tuition to deserving graduates of the Rockford Public School District 205. Rockford Promise's goal is to increase educational attainment in the community while providing a powerful economic incentive for residents and businesses to locate in the Rockford region. Mayor McNamara stated that the City of Rockford has partnerships with Rockford Promise, Northern Illinois University, and Rockford University. Mayor McNamara would like Rock Valley College to join the partnership. Discussion ensued.

At 5:39 p.m., Student Trustee Niko Mikos left the meeting.

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

#### **1. FY2025 Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2025 Enrollment Update. Ms. Snider stated that there were no changes to the FY2025 update.

#### **FY2026 Enrollment Update**

Ms. Snider explained that the goals have changed compared to FY2025. The budget goal went from 110,000 credit hours to 115,000 credit hours, and the stretch goal went from 115,000 credit hours to 120,000 credit hours. Ms. Snider stated that Summer II and Fall are 42% to the goal and 40.3% to the stretch goal. Ms. Snider said RVC enrollment is up from last year. Discussion ensued.

#### **2. 2025 Completion Ceremonies**

Dr. Amanda Smith, vice president of academic affairs, presented the 2025 Completion Ceremonies. Dr. Smith discussed the date, time, and location of the ceremonies for 2025.

#### **3. Strategic Plan Update: Interact Survey-Secret Customer Service Shopper Report**

Dr. Patrick Peyer, vice president of student affairs, presented the Strategic Plan Update: Interact Secret Survey-Customer Service Shopper Report. Dr. Peyer stated that the secret shopper research aimed to review RVC's phone and online intake processes for enrollment and student services. Examining and understanding how RVC presents itself is a critical step in developing an effective and efficient intake strategy that may lead to increased recruitment success. Offices that were included in the research are: Admissions, Academic Advising, Financial Aid, Student Records, and Testing. Secret shopper callers from Interact Communications posed as prospective students to acquire information through phone inquiries to RVC. Callers also conducted online inquiries to RVC through email and its online chat application. Responses to these inquiries were rated using a standardized protocol, and additionally, the researchers documented their experience with written comments. The online inquiries occurred from February 1 to February 15, 2025.

Dr. Peyer explained the outcomes and recommendations. Some action items were to schedule regular and ongoing Customer Service training for frontline staff, provide additional training on encouraging callers to "take the next step," and develop additional email templates to ensure consistent RVC branding. Discussion ensued.

#### **4. Extended Career Running Start Intergovernmental Agreement (IGA) - Rockford Public School District #205**

Dr. Hansen Stewart, vice president of career and technical education and workforce development, stated that on January 24, 2023, the RVC Board of Trustees approved Board Report #8008, the Career Running Start IGA, with Rockford Public School District #205. The original agreement should have been for two years, but it was only executed for a one-year agreement. Both parties agreed to extend the Career Running Start IGA through June 30, 2025. The extension will apply for the Spring 2025 semester.

**Early College Items** As an introduction to the Early College items on the agenda, Dr. Hansen Stewart provided an overview of the Career Pathways Jump Start, Dual and Articulated Credit, Running Start, and Senior Semester programs and agreements with the area high school districts. Discussion ensued.

The Career Pathways Jump Start Intergovernmental Agreement (IGA) program allows high school students to take dual credit courses that meet the requirements for a high school diploma and an RVC certificate in Fundamentals of

Mechatronics, Certified Manufacturing Associate, Industrial Welder, Automotive Maintenance and Light Repair, Basic Electronics or 30 credits toward the Aviation Maintenance program certificate.

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) that offers 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 senior year high school semester. Students take dual credit courses that meet the requirements for both a high school diploma and one semester of RVC credit courses simultaneously.

**5. Career Pathways Jump Start Intergovernmental Agreements (IGA)**

- a. Byron Community Unit School District #226
- b. North Boone Community Unit School District #200
- c. Pecatonica Community Unit School District #321

**6. Dual and Articulated Credit Memorandums of Understanding (MOU)**

- a. Boylan Catholic High School
- b. Byron Community Unit School District #226
- c. Harlem School District #122
- d. Meridian Community Unit School District #223
- e. North Boone Community Unit School District #200
- f. Pecatonica Community Unit School District #321
- g. Rockford Christian School

**7. Running Start Intergovernmental Agreements (IGA)**

- a. Byron Community Unit School District #226
- b. Harlem Unit School District #122
- c. North Boone Community Unit School District #200
- d. Pecatonica Community Unit School District #321

**8. Senior Semester Intergovernmental Agreements (IGA)**

- a. Byron Community Unit School District #226
- b. North Boone Community Unit School District #200

For the April 22, 2025, Regular Meeting, the Board of Trustees agreed to save paper by printing only the new Career Pathways Jumpstart Intergovernmental Agreements attachments for the paper packets.

**Finance Discussion: Board Liaison Trustee Gorski**

**1. Purchase Reports**

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

***Purchase Report A – FY2025 Purchases***

**A. Grounds Equipment – (Capital Service Equipment – Equipment Replacement)**

1.	Deere and Company	Cary, NC	\$ 100,712.62*(1)
	Tractor House	Lincoln, NE	\$ 108,598.00
	Western Mass Power Equipment	Pittsfield, MA	\$ 117,791.00

B. Contractual Services – (Vendor Training Alliances – Continuing Education Center)

2.	Wolter, Inc.	Brookfield, WI	\$ 39,000.00*(2)
			Not to Exceed

C. Paper – (Office Supplies Purchases – General Institution)

3.	Midland Paper	Rockford, IL	\$ 60,000.00*(3)
			Not to Exceed
	Veritiv Corporation	Aurora, IL	\$ 64,355.27
	Garvey's Office Products	Niles, IL	\$ 29,115.73
	Office Pro, Inc.	Beloit, WI	\$ 27,234.04

D. Server Upgrades – (Office Computer Equipment – Information Technology)

4.	CDW Government, Inc.	Vernon Hills, IL	\$ 94,790.24*(4)
			Not to Exceed

E. Water Main Repairs – (Maintenance Services Site/Grounds – Boiler House)

5.	Helm Service	Freeport, IL	\$ 34,104.68*(5)
			Not to Exceed

**2. Cash and Investment Report**

Ms. Olson presented the Cash and Investment Report through March 31, 2025. Total operating cash is \$31,196,812. Total operating cash and investments are \$95,499,192. Total capital funds are \$23,655,986. Since March 31, 2025, the change in capital funds has been \$91,950. The operating cash and investments change since February 28, 2025, is \$1,904,184. Ms. Olson stated that the total operating cash and investment funds were 93.89% of the FY2025 operating budget.

**3. Resolution Calling for Bond Issue Notification Act Public Hearing, Bonds Not to Exceed \$56,250,000**

Ms. Olson stated that RVC is constructing and equipping the Downtown West facilities. RVC has issued General Obligation Debt Certificates (Limited Tax), Series 2025A, Dated April 21, 2025. To fund this capital project, RVC will issue bonds not to exceed \$56,250,000 to fund and pay this claim against the College. The intent of the resolution is in anticipation of the obligation to call for a Bond Issue Notification Act (BINA) Public Hearing to be held on May 27, 2025, before the scheduled Board Meeting. At the hearing, the Board will present the reasons for the proposed bond issue and permit the public to present oral or written testimony on the proposal to sell bonds not exceeding \$56,250,000 to pay claims against the District.

**4. Resolution Calling the Parameters Issuance of Funding Bonds Not to Exceed \$56,250,000**

Ms. Olson explained that the intent of the resolution is to set forth the bond parameters, which include the date, denomination, rate of interest, and maturing of the bonds, fix all details to the issue and execution thereof, and provide for the levy of a tax sufficient to pay both interest and principal of the bonds as they mature.

**5. FY2026 Tentative Budget and Public Notice**

Ms. Olson discussed the FY2026 Tentative Budget and Public Notice. She explained the revenue assumptions and expenditure assumptions for the Operating Funds (Fund 01 and Fund 02), the Audit (Fund 11), Tort (Fund 12), and the Employee Benefits (Fund 18). Ms. Olson explained the next steps to approve the Tentative FY2026 Budget, and that it will be available for public inspection on May 23, 2025, for 30 days in the Financial Services office and on the RVC website. Ms. Olson stated that the Public Hearing and the Adoption of the Final FY2026 Budget will be held at the June 24, 2025, Regular Board meeting. Ms. Olson stated that the FY2026 proposed budget is a balanced budget for operations with a \$3,797,260 contingency.

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

### **1. Personnel Report**

Mr. Rick Jenks presented the April 2025 Personnel Report, which contained two appointments and two placeholders. There were two departures: Tricia Wagner resigned effective April 11, 2025, and Carol Anderson is retiring effective May 31, 2025.

### **2. Personnel Report: Sabbatical Leave**

Dr. Smith presented the Personnel Report: Sabbatical Leave. Dr. Smith is recommending that Moria Nagy, assistant professor of life sciences, be awarded a one-semester sabbatical to address the lived experiences of Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual, and all other identities not encompassed in the short acronym (LGBTQIA+). Dr. Smith stated that students will be interviewed, and focus groups will be conducted. Assistant Professor Nagy's doctoral research is titled "A Qualitative Research Study Focusing on the Lived Experiences of LGBTQIA+ Community College Students Regarding Science Identity and Sense of Belonging."

### **3. Resolution Honoring the Retirement of Rock Valley College Employees**

Mr. Jenks presented the Resolution Honoring the Retirement of Rock Valley College employees. Mr. Jenks stated that the following employees retired during 2024-2025: Mark Adolphson, Carol Anderson, Mitchell Dally, Lynn Fisher-Carlson, Amy Heilman, Michael Kelley, Vicki Lay, Kim Patterson, Steven Perry, Kerri Shaw, Charles Sicotte, Larry Stark, George Winiarski, and Michael Youngblood. The retirees were thanked for their commitment, countless hours, and the unique skills and talents dedicated to the betterment of Rock Valley College.

### **4. 2025 Summer Flex Days for Full-Time ESP, SSA, PSA, and Administrative Staff**

Mr. Jenks presented the 2025 Summer Flex Days for Full-Time Educational Support Personnel (ESP), Support Staff Association (SSA), Professional Staff Association (PSA), and Administrative staff. Summer Flex Days are five flex days to be used by the ESP, SSA, PSA, and Administrative staff between May 19, 2025, and August 1, 2025. The flex days must be used in eight-hour blocks and scheduled through the appropriate supervisor. If a shift is longer than the eight-hour flex day, the time can be supplemented with other paid time (vacation or personal hours). If the flex days are not used during the time frame, the days will be forfeited. Discussion ensued.

### **5. Change Order Update**

Mr. Jenks presented the Change Orders for Downtown West and the Stenstrom Student Center (SSC). There was one change order for the Construction Manager at Risk in the amount of \$6,167.33 and three change orders for the Demolition of the Downtown West Campus, with an overall credit of <\$504.07>, and two change orders for the SSC in the amount of \$8,681.00. Mr. Jenks stated that the SSC Lighting is 99% complete, with a \$50,225.20 contingency amount remaining in the budget.

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

Mr. Jenks presented the RVC on-campus events calendar for April and May 2025. He highlighted the Campus Culture and Belonging Spring Symposium that will be held on April 2, 2025, and the Blackhawk Area Boy Scouts Council 50th Annual Derby that took place April 4-6, 2025. He also mentioned the CEANCI Technology and Engineering Education Regional Competition at the ATC on April 11, 2025, the RVC Professional Development Day that is taking place on April 17, 2025, and the RVC 60th Anniversary CEO Challenge that is taking place on April 25, 2025. Dr. Spearman gave information on the CEO Challenge and the events that will be taking place. Discussion ensued.

## **New Business/Unfinished Business**

### **1. New Business:** There was no new business.

## **2. Unfinished Business:**

- Dr. Spearman asked the Board of Trustees for direction as to whether the Board wants to move forward with the Property Tax Program with the City of Rockford. Trustee Nelson said he would favor the Program but would like RVC's legal counsel to review the contract.

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

The next Regular and Reorganization Board of Trustees Meeting will be held on Tuesday, April 22, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

### **Next Committee of the Whole Meeting**

The next Committee of the Whole Meeting will be held on Tuesday, May 13, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

### **Adjourn**

At 6:59 p.m., a motion was made by Trustee Cardenas Cudia, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

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Jenna Goldsmith, Secretary

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Robert Trojan, Chairperson



# **Studer Education Partnership Update**

Board of Trustees Committee of the Whole

May 13, 2025

Julie Kunselman, Ph.D.

# Rock Valley College Board of Trustees | Agenda for 3-Year Update

1. Setting Context
2. Accomplishments to Date
3. Next Steps



# Our Shared Purpose

Create great places to work, learn, and succeed; and to serve our community.

**Rock  
Valley  
College**

Fall 2021

*Create a culture of continuous improvement, transparency, accountability, execution, and organizational excellence to ensure the students and stakeholders served by RVC receive high quality education, services, and support.*



# The Nine Principles® Framework



## **PRINCIPLE 1: COMMIT TO EXCELLENCE**

Set high expectations to achieve results while living out mission and values.

## **PRINCIPLE 2: MEASURE THE IMPORTANT THINGS**

Continuously track progress to achieve results with an improvement mindset.

## **PRINCIPLE 3: BUILD A CULTURE AROUND SERVICE**

Serve others with great care and concern.

## **PRINCIPLE 4: DEVELOP LEADERS TO DEVELOP PEOPLE**

Coach people to be their best at work.

## **PRINCIPLE 5: FOCUS ON EMPLOYEE ENGAGEMENT**

Attend to aspirations and desires in the workplace.

## **PRINCIPLE 6: BE ACCOUNTABLE**

Commit to individual accountability to achieve organizational goals.

## **PRINCIPLE 7: ALIGN BEHAVIORS WITH GOALS AND VALUES**

Apply consistent practices to move the organization in a positive direction.

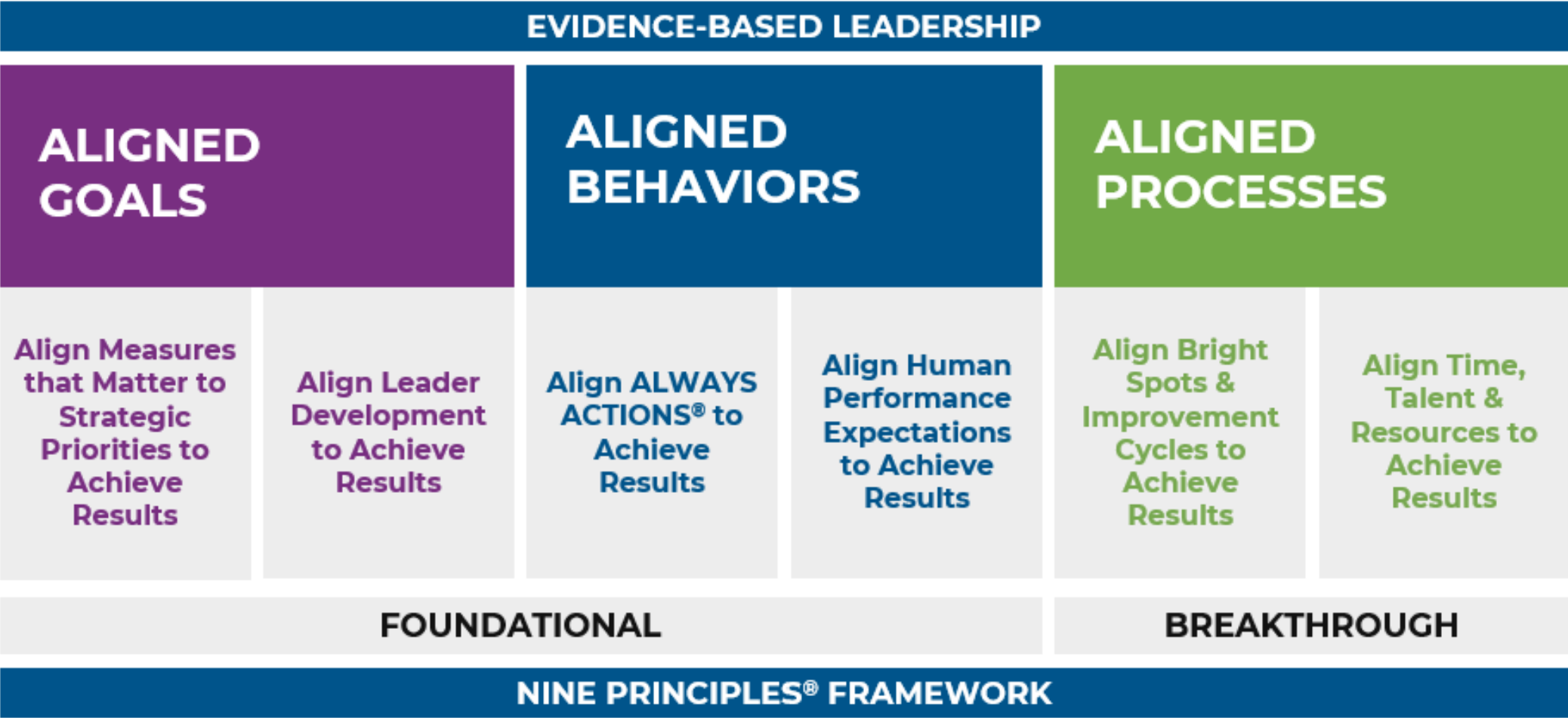
## **PRINCIPLE 8: COMMUNICATE AT ALL LEVELS**

People know why what they do matters.

## **PRINCIPLE 9: RECOGNIZE AND REWARD SUCCESS**

Value and appreciate people working together to get results.

# The Evidence-Based Leadership Framework



OPERATIONAL

**Quarterly Actions by Executive Leaders**  
**Feedback for Continuous Improvement**



STRATEGIC

**RVC Scorecard**

**Strategic Plan**

**Access**

**Education**

5

**Training**

**Culture**





FY2025 Enrollment Update

Board of Trustees Committee of the Whole – January 14, 2025

Term	Unduplicated Headcount				Credit Hours				Budget		Stretch	
	FY2024	FY2025	Change	% Change	FY2024	FY2025	Change	% Change	Budget	% to Budget	Goal	% to Goal
Summer II	1,858	1,861	3	0.16%	7,922	8,260	338	4.27%	9,000	92%	9,000	92%
Fall	5,410	5,654	244	4.51%	52,510	52,543.5	34	0.06%	51,100	103%	52,800	99.5%
Subtotal (Summer II + Fall)	7,268	7,515	247	3.40%	60,432	60,803.5	372	0.61%	60,100	101%	61,800	98%
Winterim	434	461	27	6.22%	1,442	1,639	197	13.66%	900	182%	1,200	137%
Spring	4,525	4,844	319	7.05%	44,380	46,116.5	1,736.5	3.91%	45,000	102%	47,500	97%
Subtotal (Summer II + Fall + Winterim + Spring)	12,227	12,820	593	4.85%	106,254	108,559	2,305	2.17%	106,000	102%	110,500	98%
Summer I	--	--	--	--	--	--	--	--	4,000	--	4,500	--
Total	--	--	--	--	--	--	--	--	110,000	--	115,000	--

Sources: FY2025 Summer II and Fall Enrollment Tickers (Final); Winterim and Spring Enrollment Tickers (01/07/2025)

Important Dates:

- Winterim classes end January 10.
- Spring classes begin January 11.



### Highlights

- Formalized ADA requests for accommodations and grievance procedures for employees and visitors.
- Working with Plant, Operations, and Maintenance (POM) management on enhancing the Emergency Management Plan to accommodate people with a disability.
- Formalized procedures for when the elevators are inoperable.

### Impact

- Improved digital accessibility on the website and social media (increase from the low 60% to an 89.2% rating from 2021 to 2024).
- Students with a disability who request services from the Disability Support Services continue to have success outcomes that are either on par or above the averages for other RVC students.
- Students with a disability reported an overwhelmingly positive experience on campus based on the 2024 Viewfinder Campus Climate Survey results.



Enrollment/Growth					
Pillar	Strategic Goal	5 Year Target	FY2022 Outcome	FY2023 Outcome	FY2024 Outcome
Access	I.1: Provide district residents improved accessibility to credit programs and certificates.	Sustain 110,000 credit hours annually through 2027.	111,994.5 credit hours	112,590 credit hours	115,517 Credit hours

	FY2022	FY2023	FY2024
Student Credit Hours (SCH)	111995	112590	115517
Percent of Goal (110,000)	101.81%	102.35%	105.02%
1 SCH = \$175 (approx)	\$349,125	\$453,250	\$965,475

+ \$1,767,850





Enrollment/Growth					
Pillar	Strategic Goal	5 Year Target	FY2022 Outcome	FY2023 Outcome	FY2024 Outcomes
Access	I.2: Provide district residents improved accessibility to noncredit programs, certificates, and training.	Achieve 20,000 seats sold by 2027.	10,767 seats sold	12,971 seats sold	10,867 seats sold

1 = Alert

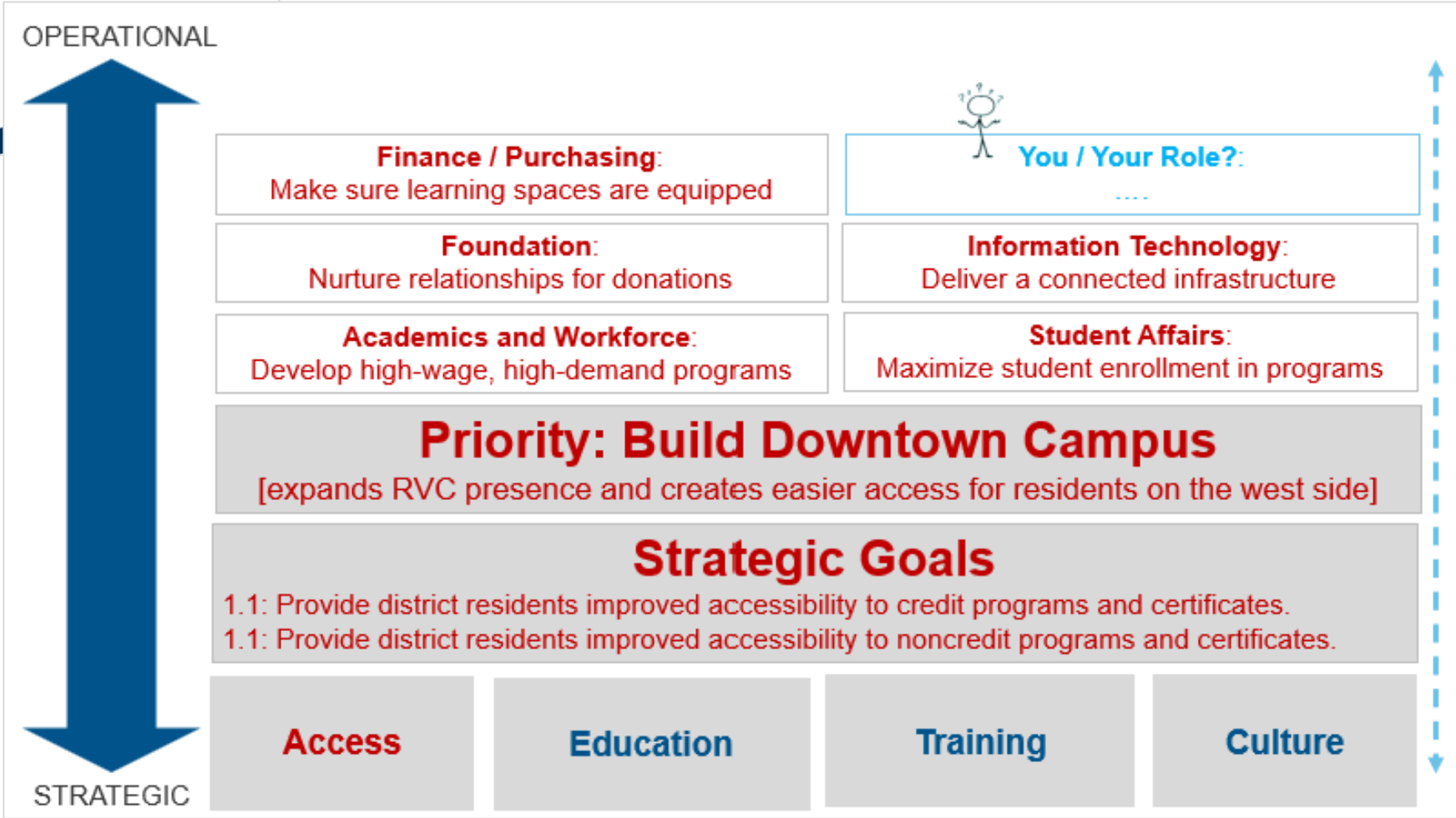
2 = Area of Concern

3 = Met Goal

4 = Stretch Goal

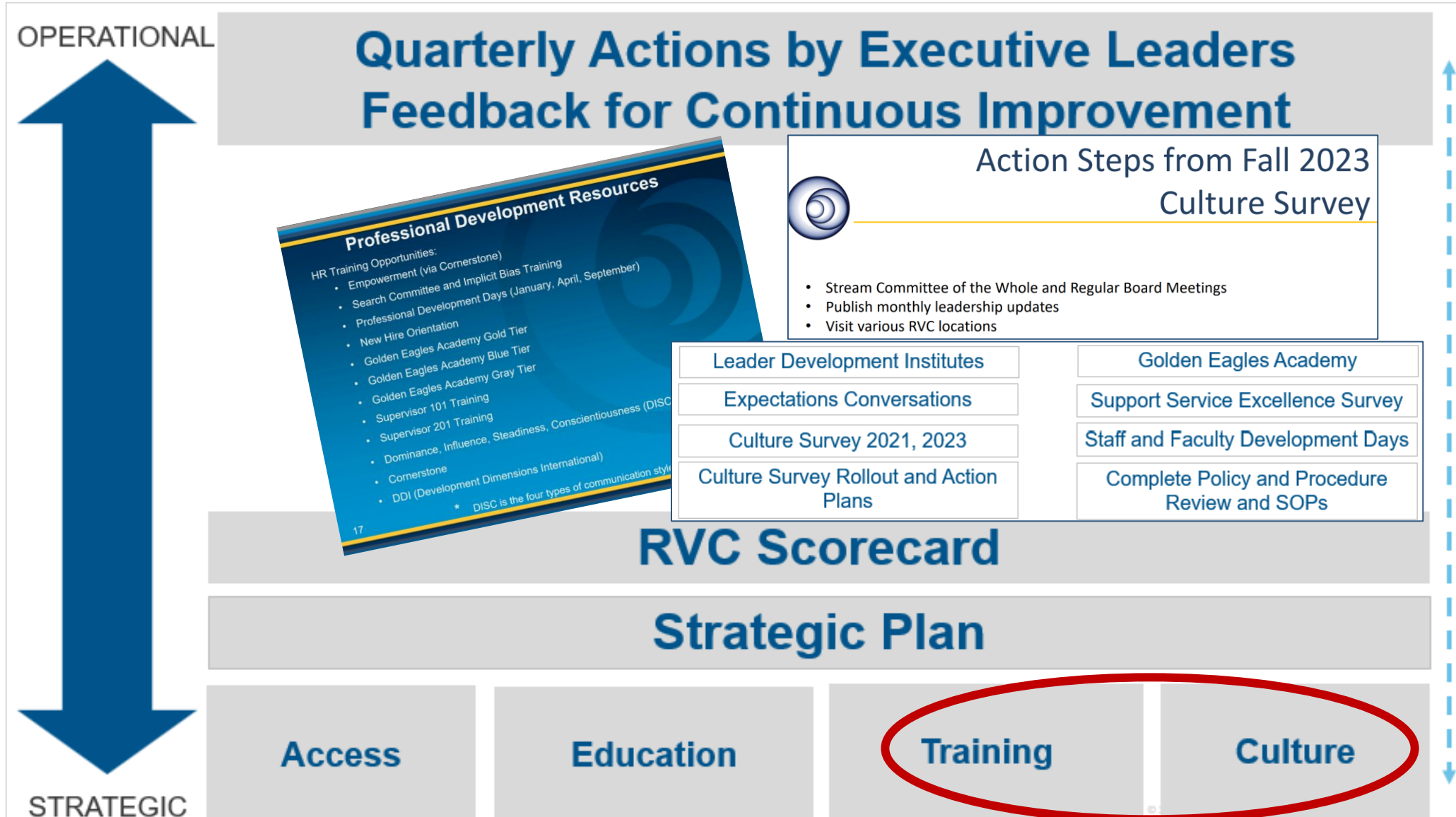
5 = Super Stretch Goal







Scorecard Goal: Employee





Employees				
Pillar	Strategic Goal	5 Year Target	FY2022 Outcome	FY2024 Outcome*
Diversity, Equity, and Inclusion	IV.1: Improve the campus culture by establishing cultural competence, trust, and a sense of belonging among employees and learners.	Increase Score on Culture Survey item "I would recommend RVC as a great place to work" to 3.50 by 2027.	2.85/4.00	3.04/4.00

+ 0.19

Employees				
Pillar	Strategic Goal	5 Year Target	FY2022 Outcome	FY2024 Outcome*
Diversity, Equity, and Inclusion	IV.1: Improve the campus culture by establishing cultural competence, trust, and a sense of belonging among employees and learners.	Increase score on Culture Survey composite "Trust in Leadership" to 3.54 by 2027.	2.79/4.00	3.00/4.00

+ 0.21

# Employee Engagement and Experience Survey

Overall Mean by Institution | 2024-25 Academic Year



Scorecard Goal: Employee Success

College A	College B	College C	College D	College E	College F	College G	College H	College I	Rock Valley College	College J
3.57	3.70	3.71	3.76	3.92	3.92	4.00	4.04	4.09	4.17	4.35
Standards of Excellence, Survey	Exec Leader Coaching	Survey Only	No Patterns	Survey Only	Year 2 of Survey (+0.16)	Multi-year increases; first time achieving 4.00	Sustained 2+ years above 4.00	Sustained 2+ years above 4.00	Year 2* of Survey (+0.15) <small>*survey completed 1 every 2 years</small>	Sustained for 3+ years above 4.30

Key

Multi-Year EBL Partner	Survey Only and/or Not Full EBL Work
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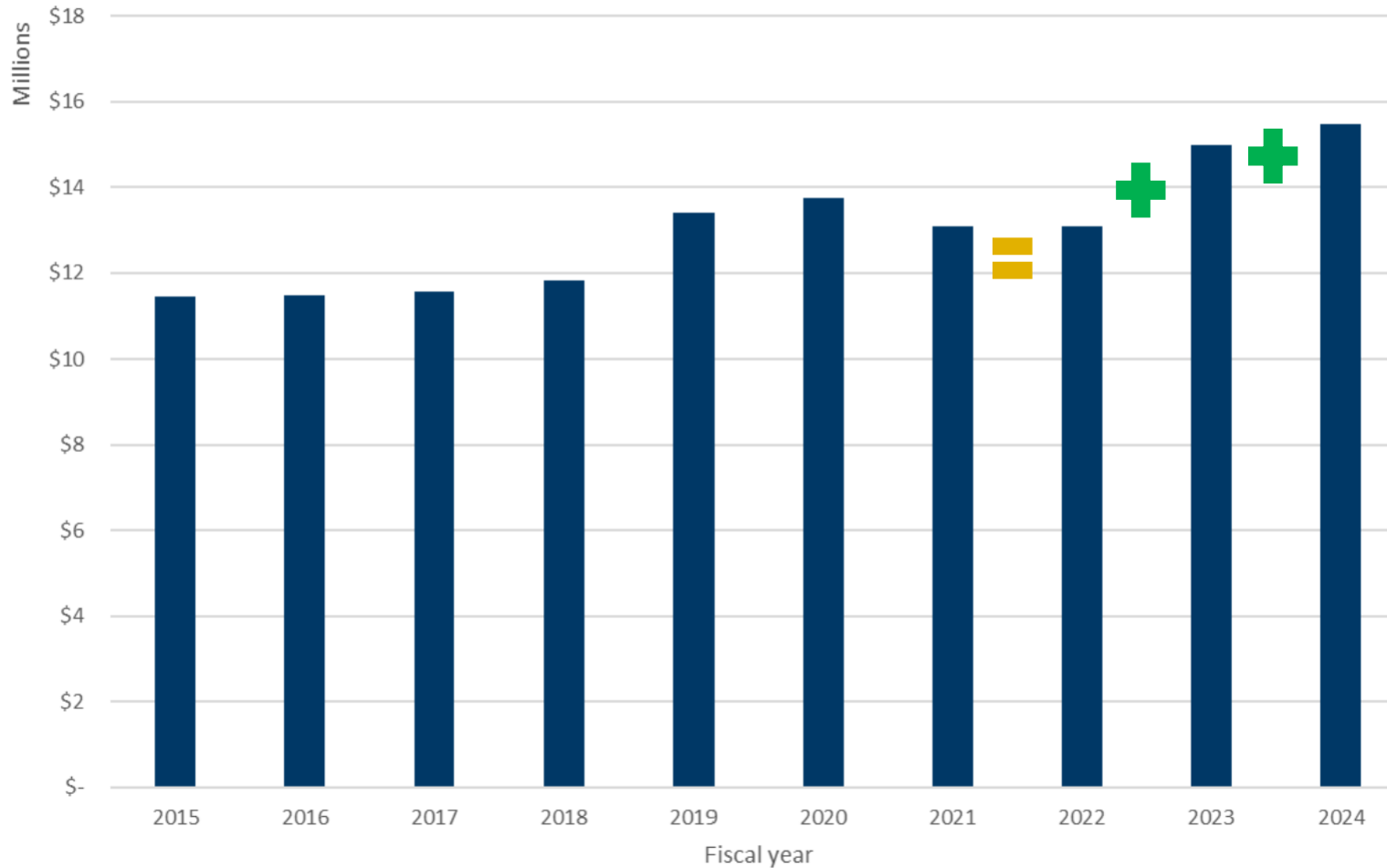
*\*Note: RVC mean adapted to 5-point scale*



# Student Tuition & Fees (Net) Revenue



Scorecard Goal: Financial Sustainability



SOURCE: Comprehensive Annual Financial Reports – Statements of Revenues, Expenses and Changes in Net Position

# A Partner to Rock Valley College | Accomplishments and Practices

- Initial Organizational Assessment (Board, Cabinet, Executive Directors, Deans, Directors)
- Sponsored two “K-20 Summits” on Campus with National Experts to Keynote
- Facilitated Development of RVC Scorecard Metrics with Strategic Plan
- Facilitated Development of Leadership Norms / Standards of Behavior
- Monthly Coaching / Alignment / Execution Calls with President
- Quarterly Strategy, Execution, and Short-Cycle Goal-Setting Retreats (Cabinet)
- Quarterly Leadership Development Institutes (Executive Directors, Deans, Directors)
- Culture Survey Administration, Results Rollout, Leader Training, and Action Plan Process
- Support Service Excellence Survey Administration, Results Rollout (HR, IRE)
- Facilitated Process Improvement Session for Onboarding (HR Leadership Team)
- Support Cabinet Leaders Upon Request
- Presentations for Professional Development Days, Faculty Development Days

Contract Overall Goal: Create a culture of continuous improvement, transparency, accountability, execution, and organizational excellence to ensure the students and stakeholders served by RVC receive high quality education, services, and support.

Access

Exceptional  
Education  
Opportunities

Exceptional  
Training  
Opportunities

Culture





**RVC60** 1964  
2024

**ROCK VALLEY COLLEGE**



- Facilitate the review and assessment of the current Strategic Plan and Scorecard (institutional goals, measures, mission, core values, strategic institutional priorities) to determine what remains and to adjust / re-align as needed to continue to advance a culture of engagement and future priorities (e.g., include a measure for economic mobility), growth, service, and financial sustainability.
- Continue to advance and move to “consistently hardwire” the 90-day strategy implementation and review/adjustment cycle with the president and cabinet leaders to execute on college priorities on an ongoing basis and to build a replicable structure of short cycle action planning and implementation to achieve priority organizational results.
- Introduce Continuous Improvement Institutes to deepen the aligned action planning and implementation work of the RVC Scorecard to the next level leadership (deans, executive directors, directors) to better achieve outcomes and to better support these leaders to engage employees in conversations that help them understand how their work impacts institutional goals.
- Annually administer the Employee Culture Survey and Support Service Excellence Survey to continuously assess progress towards advancing and sustaining best-place-to-work and service-oriented cultures across the institution, and to inform leadership development and action planning for continuous improvement.
- Continue to co-develop and lead Leadership Development Institutes (LDIs) to develop leaders, managers, and supervisors in key leadership and continuous improvement strategies aligned to the college’s priorities for advancing both culture and strategic improvement goals.

- Develop the practice of building high-reliability performance across all levels of leadership to “lead to goal” as a practice of leaders to manage performance to advance culture. This includes, but is not limited to supporting, planning, and delivering monthly “Lunch and Learns” (virtually) aligned to *Hardwiring Excellence in Education* and the College’s Employee Engagement and Experience Survey and Support Service Excellence Survey item results to continue to build leader capacity across mid-level leadership (Deans, and Directors).
- Continue “as needed” support for up to three (3) leaders/employees, including support with continued calibration of assessments, evaluations, and resources for development. Identified leaders for this service may be changed as needed.

May 2, 2025

Dr. Howard Spearman, President  
Rock Valley College  
3301 North Mulford Road  
Rockford, IL 61114

Dr. Spearman,

Thank you for the opportunity to continue to serve Rock Valley College (herein also referred to as “RVC”) by providing coach facilitators to continue to support and guide strategic actions to continue to advance organizational culture and excellence.

Studer Education proposes this 2-year (July 1, 2025 – June 30, 2027) agreement with two additional 1-year extension options (July 1, 2027 – June 30, 2028 and July 1, 2028 – June 30, 2029) for annual continuation focused on aligning our work to the vision and goals of the current RVC Strategic Plan to set the stage for developing and advancing the new RVC Strategic Plan (beginning 2027) with the following deliverables:

- 1) In collaboration with the President and Vice President of Institutional Effectiveness and Communications, facilitate the review and assessment of the current Strategic Plan and Scorecard (institutional goals, measures, mission, core values, strategic institutional priorities) to determine what remains and to adjust / re-align as needed to continue to advance a culture of engagement and future priorities (e.g., include a measure for economic mobility), growth, service, and financial sustainability.
- 2) In collaboration with the President, facilitate three (3) one-half day and one (1), annual, full-day retreat to advance and move to “consistently hardwire” the 90-day strategy implementation and review/adjustment cycle with the president and cabinet leaders to execute on college priorities on an ongoing basis and to build a replicable structure of short cycle action planning and implementation to achieve priority organizational results.
- 3) Introduce Continuous Improvement Institutes to deepen the aligned action planning and implementation work of the RVC Scorecard to the next level leadership (deans, executive directors, directors) to better achieve outcomes and to better support these leaders to engage employees in conversations that help them understand how their work impacts institutional goals.
- 4) Annually administer the Employee Culture Survey and Support Service Excellence Survey to continuously assess progress towards advancing and sustaining best-place-to-work and service-oriented cultures across the institution, and to inform leadership development and action planning for continuous improvement.
- 5) Continue to co-develop and lead Leadership Development Institutes (LDIs) to develop leaders, managers, and supervisors in key leadership and continuous improvement strategies aligned to the college’s priorities for advancing both culture and strategic improvement goals.

- 6) Develop the practice of building high-reliability performance across all levels of leadership to “lead to goal” as a practice of leaders to manage performance to advance culture. This includes, but is not limited to supporting, planning, and delivering monthly “Lunch and Learns” (virtually) aligned to *Hardwiring Excellence in Education* and the College’s Employee Engagement and Experience Survey and Support Service Excellence Survey item results to continue to build leader capacity across mid-level leadership (Deans, and Directors).
- 7) Continue “as needed” support for up to three (3) leaders/employees, including support with continued calibration of assessments, evaluations, and resources for development. Identified leaders for this service may be changed as needed.

## General Terms and Professional Fee

The term of this agreement is from July 1, 2025, to June 30, 2027, with two consecutive 1-year options (July 1, 2027 – June 30, 2028; July 1, 2028 – June 30, 2029). The annual fee for these services is based upon mutual agreement of the original contract pricing structure by both parties in the amount of \$129,390.00 for a 12-month period of the term, which will cover travel costs and will be invoiced quarterly on the following payment schedule:

Payment Date Deadline	Payment Amount	Payment Date Deadline	Payment Amount
September 30, 2025	\$32,347.50	September 30, 2026	\$32,347.50
December 31, 2025	\$32,347.50	December 31, 2026	\$32,347.50
March 31, 2026	\$32,347.50	March 31, 2027	\$32,347.50
June 30, 2026	\$32,347.50	June 30, 2027	\$32,347.50

Studer Education requests that Rock Valley College appoints a specific Accounts Payable contact to ensure timely and efficient delivery of the invoice. Please provide the contact information in the specified area on the signature page of this agreement.

The General Business Terms found in Addendum I apply to this agreement.

\* \* \*

As acceptance of the above, please sign and return to attention Sarah Maston via email to [smaston@studereducation.com](mailto:smaston@studereducation.com) by May 16, 2025. The expiration of terms in our proposals (when not executed during the anticipated timeframe) allows us to keep dates and timelines in our proposals current and to ensure we are able to provide the best possible service to our current clients and to others with whom we may opt to extend an offer. Upon execution by both parties, this letter and its attachments will serve as a binding agreement by and between Studer Education LLC and Rock Valley College.

On behalf of our team, I want to thank you for the opportunity to serve RVC.

Sincerely,

\_\_\_\_\_  
Dr. Melissa Matarazzo  
Chief Administrative Officer  
Studer Education LLC

\_\_\_\_\_  
Date

## **Rock Valley College**

Agreed and accepted:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Signatory (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **Accounts Payable Contact for invoice submissions:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## GENERAL BUSINESS TERMS

These General Business Terms (these “**Terms**”), together with any engagement letter, work order, or statement of work executed by the parties that references or incorporates these Terms (including any and all attachments, exhibits and schedules) (the “**Engagement Letter**” or “**EL**”), constitutes the entire understanding and agreement (the “**Agreement**”) between Studer Education LLC (“**Studer**”) and the entity that has entered into Engagement Letter with Studer (the “**Client**” or “**District**”). If there is a conflict or inconsistency between these Terms and the terms of the Engagement Letter, these Terms govern, except to the extent the EL explicitly refers to the conflicting term herein.

**1. Services.** (a) Studer will provide the services (the “Services”) and furnish the Studer Materials (as defined below) as described in the Engagement Letter and any attachments thereto, as may be modified from time to time by mutual consent.

(b) Studer is not responsible for identifying Client’s violations of laws or regulations.

(c) Studer is not a law firm and is not authorized to provide legal advice or counseling in any jurisdiction, and the Services are not designed, nor should they be relied upon, to provide legal recommendations.

**2. Client Data, Software & Intellectual Property Rights.** (a) By providing Studer copies of or access to Client Data in connection with this Agreement, Client grants Studer the right to use and reproduce such Client Data for the sole, limited purpose of performing the Services under this Agreement; *provided, however*, Client retains all ownership rights to such Client Data. “Client Data” is broadly defined to include all proprietary data, content, personal information, or Confidential Information about Client that is provided to Studer for purposes of performing the Services under the SOW.

(b) By providing Client copies of or access to Materials in connection with the SOW, Studer grants Client the right to use such Materials for Client’s own internal use for the purposes for which such Materials are provided, subject to any scope limitations identified in the Engagement Letter; *provided, however*, as between Client and Studer, Studer retains all ownership rights to such Studer Materials. Nothing herein prohibits Studer from incorporating third party rights in software or other intellectual property into the Studer Materials. For purposes of this Agreement, the term “Studer Materials” is broadly defined to include anything Client receives from Studer or its agents in performance of the Services, including without limitation Studer’s proprietary intellectual property and materials (whether or not registerable as a copyright, trademark, or patent), know-how, and trade secrets, but specifically excluding any Client Data to the extent incorporated in the Studer Materials.

(c) The rights of use granted under this Section 2 specifically include the right to create derivative works; *provided, however*, such derivative works are subject to the same ownership rights, limitations on scope and permitted purposes as applicable to the original work.

(d) If pursuant to the Engagement Letter or any subsequent addenda or new orders Studer makes available to Client any web-based or mobile-accessible software as part of the solution provided by Studer to Client (the “**SaaS**”), then the following terms apply: (1) Client may access and allow its employees, agents, and representatives (“**Users**”) to access the SaaS solely for Client’s internal purposes and use, (2) Client shall not attempt or allow anyone attempt to access any source code, or modify or attempt to create any derivative works of the SaaS, (3) Client shall not and shall not permit its Users to use the SaaS to transmit, distribute, or store any (A) illegal, harmful, defamatory, infringing, or misappropriating data, information, or other content, (B) any harmful or malicious software code (including viruses, worms, timebombs, etc.), or (C) any sensitive data, financial information, or government-issued identified (e.g., social security numbers, credit card numbers, etc.). Studer all times retains full ownership of the SaaS and all copyrights and other intellectual property embodied or

included in the SaaS, all of which are Studer's Confidential Information. Studer reserves the right to suspend or terminate access to the SaaS if Client or any Users are in breach of this Agreement at any time.

(e) Except as otherwise expressly provided in this Agreement, the rights granted under this Section 2 survive expiration or termination of the SOW. However, Client's rights to access and use the SaaS terminate immediately upon the expiration or termination of this Agreement.

**3. Fees and Taxes.** (a) Client will pay Studer the fees and expenses as defined in the Engagement Letter within 30 days of any due date set forth in the EL or following receipt of an applicable and valid invoice from Studer. Client will submit payment via ACH, EHT, or check, in accordance with Studer's directions. All amounts that are past due are subject to a monthly charge of 1.5% per month or the maximum rate permitted by the law, whichever is less.

(b) Upon request, Client will provide Studer with a tax exemption certificate on behalf of Client, in which case Studer will not collect or remit any sales, use, value-add, or similar taxes in connection with the Services. If Client fails to provide such a certificate, Studer shall calculate and invoice Client for any applicable taxes, which will not be considered part of the fees and which Client shall pay in full.

(c) If Client requires Studer to contract with a third-party vendor to facilitate performance of this Agreement, Client will be responsible for all costs associated with such vendors, unless otherwise agreed by the parties in the Engagement Letter.

**4. Client Responsibilities.** In order for Studer to perform the Services and provide the Studer Materials, Client is responsible for the following: (a) providing Studer with access to Client's office space, equipment, data, and access to personnel, as necessary to perform the Services; (b) providing accurate and complete information in response to Studer data requests; (c) making all final decisions and approvals needed after consideration of Studer's recommendations; (d) using all Services provided by Studer in a manner consistent with all applicable requirements, rules, regulations, and laws; and (e) fulfilling such other responsibilities as may be set forth in the SOW. The activities, conclusions, strategies, suggestions, and recommendations that Studer develops and implements represent Studer's experienced judgment based on the information provided to Studer.

**5. Limited Warranty.** (a) Studer warrants that the Services will be performed with reasonable care in a diligent and competent manner consistent with industry standards and that the Studer Materials will be professional and meet the specifications set forth in the Engagement Letter (or, if no, reasonable industry standards). If the Services or Studer Materials do not conform to this warranty, Client must notify Studer in writing, within ten days after the Services are performed or Studer Materials are delivered, specifying the non-conformance in detail. Studer will have a reasonable amount of time to correct the non-conformance based on its severity or complexity.

(b) THE WARRANTY SET FORTH IN THIS SECTION IS SERVICE PROVIDER'S ONLY WARRANTY CONCERNING THE SERVICES AND ANY STUDER MATERIALS AND IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES AND REPRESENTATIONS, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, NON-INFRINGEMENT, FITNESS FOR A PARTICULAR PURPOSE, OR OTHERWISE, ALL OF WHICH ARE HEREBY DISCLAIMED. STUDER DOES NOT WARRANT AND IS NOT RESPONSIBLE FOR ANY THIRD-PARTY PRODUCTS OR SERVICES THAT MAY BE OFFERED IN CONJUNCTION WITH THIS AGREEMENT. CLIENT'S SOLE AND EXCLUSIVE RIGHTS AND REMEDIES WITH RESPECT TO ANY THIRD-PARTY PRODUCTS OR SERVICES ARE AGAINST THE THIRD PARTY AND NOT AGAINST STUDER.



**6. Confidentiality.** (a) To fulfill the obligations hereunder, each party may have access to the other party's information and materials that are confidential and proprietary or should reasonably be considered confidential based on subject matter or circumstances of disclosure ("Confidential Information"). The parties agree that Confidential Information will be protected in a reasonable and appropriate manner and used only for the purposes it was provided or as otherwise permitted by the disclosing party.

(b) Studer may obtain Confidential Information of third parties in connection with Client's contracts with suppliers, manufacturers and other vendors. Studer will maintain the confidentiality of all third-party Confidential Information, use it in a reasonable and appropriate manner, and only to the extent necessary to perform its obligations in this Agreement.

(c) Confidential Information will only be disclosed to the parties' personnel with a need to know and will not be disclosed to third parties except in the event Studer engages a subcontractor to assist in performance of the Services and then only to the extent subcontractor agrees in writing to protect Confidential Information.

(d) All Confidential Information, whether original or subsequent copies, made available to one another must be returned or destroyed at the request of the disclosing party. However, the receiving party may retain one archival copy for recordkeeping or quality assurance purposes and will make no unauthorized use of such copy.

(e) The obligations in this Section do not apply to information to the extent it is: (i) publicly known without a violation of confidentiality by the receiving party; (ii) already known to the receiving party free of any obligation of confidentiality; (iii) lawfully disclosed by a third party; or (iv) independently acquired or developed without use of Confidential Information of the disclosing party.

(f) Notwithstanding anything to the contrary above, if any judicial, legislative, or administrative body or taxing authority requests or threatens to compel disclosure of Confidential Information, then unless otherwise legally prohibited, the receiving party will promptly notify the disclosing party and will comply with reasonable requests of the disclosing party (at disclosing party's expense) to assist disclosing party in obtaining a protective order and to prevent or minimize the disclosure of any Confidential Information. The receiving party may then disclose Confidential Information only if, and to the extent, required by law or applicable regulation.

(g) Neither party will be deemed in violation of the obligations in this Section to the extent disclosing Confidential Information in connection with potential disclosures under the foregoing subsection, to representatives or advisors, who are subject to obligations of confidentiality.

**7. Personally Identifiable Information.** (a) To the extent Studer has access to personally identifiable information ("PII"), Studer agrees to use such information only for the purpose of this Agreement and as Client directs. Studer does not intend to collect or process PII from or about individuals under 16 years of age, nor does Studer intend to collect or process highly sensitive, financial, or health-related PII, and Client will not deliver such information to Studer.

(b) Client and Studer will comply with all applicable laws relating to privacy and the protection of PII.

(c) If required, a data processing agreement, data transfer agreement, or similar addenda will set out the terms and conditions of the processing of personal information/data.

(d) Studer may, pursuant to the following terms, perform data analytics on Client Data that is identifiable and non-identifiable.



(i) Data analytics performed on identifiable Client Data will be for Client's exclusive benefit (and not shared with any third party). Client hereby grants Studer a perpetual, irrevocable license to use the identifiable Client Data for such purposes.

(ii) For the enhancement of Services (e.g., benchmarking, insights, market trends) Client permits Studer to use deidentified Client Data and aggregated Client Data (collectively, "**De-Identified Data**") for Studer's own purposes and with other Studer data sources, provided that in any event such data cannot reasonably be used to identify Client or any individual person. Studer will not use any information or data that could reasonably be used to identify Client or any individual person without the prior written consent of Client or the individual, as applicable.

(iii) Client acknowledges that Studer is the owner of De-identified Data, and that Studer may use De-identified Data for its business purposes.

**8. Termination.** (a) Either party may terminate this Agreement without cause upon 30 days' advance written notice to the other party.

(b) Either party may terminate this Agreement for cause if the other party materially breaches the terms of this Agreement and fails to cure such breach within fifteen (15) days of receiving written notification of such breach.

(d) The termination becomes effective on the last day of the advance notice period required above, or such other date as agreed by the parties (the "**Termination Date**").

**9. Effect of Termination.** (a) If this Agreement is terminated for convenience by either party, Client will pay Studer for all Services rendered, Studer Materials provided, expenses incurred, contingent fees earned (if applicable), termination fees (if applicable), or commitments made by Studer through the Termination Date in accordance with this Agreement.

(b) If this Agreement is terminated for cause by Client, Client will pay Studer for all conforming Services rendered, Studer Materials provided, and reasonable expenses incurred through the Termination Date in accordance with this Agreement.

(c) If this Agreement is terminated for cause by Studer, all rights granted to Client in this Agreement for continued use of the Services and the Studer Materials under Section 2 will terminate as of the Termination Date.

(d) If this Agreement expires or is terminated for any reason, all license rights or other rights granted to Client in the Agreement for access to software or online resources will be extinguished contemporaneously with the termination unless other valid terms exist between Client and Studer governing such rights.

(e) The following rights and obligations expressly survive termination of this Agreement: (i) payment for Services rendered, (ii) confidentiality, (iii) indemnification, and (iv) any other provision intended by its express terms or nature and context to survive the expiration or termination of this Agreement.

**10. Indemnification.** (a) To the extent permitted by law, each party (each, an "Indemnifying Party") will hold harmless and indemnify the other, its parent and affiliated companies and their respective officers, directors, employees, contractors, and agents (each, an "Indemnified Party") against any and all direct loss, liability, damage, or expense, including actual attorneys' fees reasonably incurred ("**Claim**") brought by a third party against the Indemnified Party for injury or death of any person, or damage to real or tangible personal property of the Indemnified Party, arising out of or in connection with willful misconduct or negligent acts or omissions of the Indemnifying Party's employees, contractors, or agents, regarding the performance of, receipt of, and use of, the Services provided. However, neither

party will be indemnified for any Claim to the extent resulting from its negligence or willful misconduct. The Indemnifying Party will have the right to participate in the defense of any Claim at its own expense.

(b) To the extent permitted by law, each party will defend, indemnify, and hold harmless the Indemnified Party against any third-party claim arising from the Indemnifying Party's violation of any U.S. copyright, trademark, patent or other U.S. intellectual property rights (an "**IP Claim**"). For any IP Claim, Studer may, at its option, (i) modify such Studer Materials to cure the intellectual property right infringement; (ii) procure for Client the right to continue using the Studer Materials pursuant to this Agreement; (iii) provide an alternative means of offering the Studer Materials; or (iv) terminate access to the infringing Studer Materials and refund to Client any amounts paid with respect to such Studer Materials.

(c) The foregoing obligations of defense and indemnity are conditioned on the party seeking defense and indemnification: (i) promptly notifying the indemnifying party in writing of such Claim or IP Claim; (ii) giving the indemnifying party sole control of the defense of the Claim or IP Claim and any related settlement negotiations; and (iii) cooperating and, at the indemnifying party's request and reasonable expense, assisting in such defense.

(d) The parties acknowledge and agree that from time to time the parties may be subject to subpoenas or other legal requests for production as a result of the relationship created by this Agreement, including requests made in connection with litigation or other dispute, governmental hearings, investigation or other administrative actions (the "**Proceedings**"). In such event, the party subject to such Proceedings shall indemnify, defend, and hold harmless the other with respect to all costs incurred and claims resulting from the Indemnified Party's response to or compliance with any such subpoena, document request, or similar order.

**11. Limitation of Liability.** TO THE EXTENT PERMITTED BY LAW, EXCEPT IN CONNECTION WITH ANY BREACH OF CONFIDENTIALITY OR OBLIGATION OF DEFENSE AND INDEMNITY HEREUNDER:

(a) NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY TYPE OF DAMAGES FOR ANY AND ALL CLAIMS, IN AGGREGATE, IN EXCESS OF THE AMOUNT OF SERVICE PROVIDER'S FEES THAT WOULD BE DUE AND PAYABLE UNDER THE ENGAGEMENT LETTER FROM WHICH THE CAUSE OF ACTION AROSE.

(b) NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY PUNITIVE OR EXEMPLARY DAMAGES OR LOSS, OR ANY LOST PROFITS, SAVINGS OR BUSINESS OPPORTUNITY, SPECIAL, CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES.

**12. Equitable Relief.** Studer is entitled to equitable relief, including without limitation, injunctive relief and specific performance, in the event of a breach or threatened breach of the confidentiality obligations and licenses granted to Client in this Agreement and its attachments. Studer may seek equitable relief in addition to all other remedies available at law or in equity without the requirement to prove actual damages.

**13. Force Majeure.** (a) Neither party will be liable hereunder by reason of any failure or delay in the performance of its obligations hereunder (except for payment obligations) on account of events of circumstances beyond the reasonable control of such party, including strikes, shortages, riots, insurrection, fires, flood, storm, explosions, acts of God, epidemics, war, governmental action, labor conditions, earthquakes, material shortages ("**Force Majeure Event**").

(b) Upon occurrence of a Force Majeure Event, the non-performing party will promptly notify the other party of occurrence of that Force Majeure Event, its effect on performance, and how long that party

expects it to last. During a Force Majeure Event, the nonperforming party will use reasonable efforts to limit damages to the performing party and to resume its performance under this Agreement.

**14. Suspension.** Studer reserves the right to suspend Services in the event of non-payment, breach of rights to use Studer Materials or confidentiality obligation, or other material breach. In the event of suspension, Studer will not be liable for any resulting loss, damage, or expense connected with such suspension.

**15. No Relationship, Limited Authority.** (a) Nothing in this Agreement creates any special relationship between the parties, such as a partnership, joint venture, franchise, or employee/employer relationship.

(b) Neither party will have the authority to, and will not, act as agent for or on behalf of the other party or represent or bind the other party in any manner. However, if it is appropriate in the provision of Services that Studer review and analyze confidential information of a third party related to contracts between Client and its suppliers, manufacturers or other vendors, Client hereby designates Studer as its representative and agent as necessary for such limited purpose.

**16. Client Policies.** If Studer personnel are required to comply with Client policies, and Studer's policies conflict with Client policies, the parties will work to determine an appropriate solution to ensure that Studer's personnel will not be subject to conflicting policies.

**17. Personnel.** Studer retains the right to assign and reassign its personnel, as appropriate, to perform the Services.

**18. Subcontract.** Studer may use subcontractors in the performance of its Services; *however*, Studer remains at all times liable for the acts and omissions of such subcontractors to the extent Studer would have had liability to Client if Studer had directly committed such acts or omissions directly.

**19. Reference.** Client agrees that Studer may refer to Client as a recipient of the Services and may provide Client's name and a general description of the engagement in Studer's client lists or marketing materials. Client will notify Studer of, and Studer will comply with, any rules or requirements regarding the use of Client's name and logo in such communications. Any goodwill arising from such use inures solely and exclusively to the benefit of Client, and Studer acquires no rights in any trademarks rights of Client based on such use.

**20. Assignment.** Each party may, without the prior written consent of the other party, assign this Agreement to a successor-in-interest or to an entity that acquires all or substantially all of such party's assets, or ownership of a majority of such party's voting equity, in connection with a merger, consolidation, or acquisition, *however*, the scope of the SOW will remain limited to the facilities, usage limits, affiliates or number of users, as applicable, identified in the SOW and will not be expanded due to any assignment of this Agreement as described above. Notwithstanding the foregoing, the non-assigning party may require successors for the assigning party to provide written affirmation of the assigning party's obligations under this Agreement.

**21. Waiver.** No waiver of any breach of any provision of this Agreement constitutes a waiver of any prior, concurrent or subsequent breach of the same or any other provisions hereof. No term of this Agreement will be deemed waived, and no breach of this Agreement excused, unless the waiver or consent is in writing signed by the party granting such waiver or consent.

**22. Modification.** This Agreement supersedes all prior oral and written communications between the parties with respect to the subject matter of this Agreement, and may be amended, modified or changed only in a writing signed by both parties.

**23. Dispute Resolution.** (a) This Agreement is governed by and construed in accordance with the laws of the State of Delaware without giving effect to conflicts of law rules.

(b) Any controversy or claim arising out of or relating to this Agreement or any breach thereof will be settled by binding arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules. Any arbitration will be conducted in Littleton, Colorado. Any arbitration award may be entered in and enforced by any court having jurisdiction thereof, and each party hereby irrevocably consents and commits itself to the jurisdiction of the federal and state courts located within the state of Colorado for purposes of enforcement of any arbitration award. Except as may be required by law, neither party nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both parties. Each party will bear its own costs for any dispute, including attorneys' fees.

(c) Notwithstanding the foregoing, the parties will in good faith and for thirty (30) days attempt to resolve any dispute or disagreement arising out of or relating to this Agreement by face-to-face negotiations between an authorized representative of each party. Neither party, however, will be required to pursue this informal dispute resolution process in the event of a dispute regarding an alleged payment, a breach of confidentiality obligations or a violation of intellectual property rights if the party has reason to believe that the delay caused by the informal dispute resolution process would materially harm it.

**24. Notice.** All notices or demands required hereunder will be in writing and will be served by nationally recognized overnight courier service and will be deemed delivered on the date that the overnight shipping company registers delivery to the appropriate party at the address stated in the Engagement Letter, his or her successor, or other designee or officer of the party with a copy to: Chief Executive Officer, Studer Education LLC, 6732 W Coal Mine Ave, Unit 501, Littleton, CO 80123.

**25. Binding Effect.** (a) If any portion of this Agreement is held invalid, such invalidity will not affect the validity of the remaining portions of the Agreement and the parties will substitute for any such invalid portion, a provision that best approximates the effect and intent of the invalid provision.

(b) The provisions of this Agreement will be binding upon and inure to the benefit of the respective successors and permitted assigns of the parties.

\* \* \*

FY2025 Enrollment Update  
Board of Trustees Committee of the Whole – May 13, 2025

Term	Unduplicated Headcount				Credit Hours				Budget		Stretch	
	FY2024	FY2025	Change	% Change	FY2024	FY2025	Change	% Change	Budget	% to Budget	Goal	% to Goal
Summer II	1,858	1,861	3	0.16%	7,922	8,260	338	4.27%	9,000	92%	9,000	92%
Fall	5,410	5,654	244	4.51%	52,510	52,543.5	33.5	0.06%	51,100	103%	52,800	99.5%
Subtotal (Summer II + Fall)	7,268	7,515	247	3.40%	60,432	60,803.5	371.5	0.61%	60,100	101%	61,800	98%
Winterim	434	461	27	6.22%	1,442	1,639	197	13.66%	900	182%	1,200	137%
Spring	5,609	6,226	617	11.00%	48,996.5	52,216.5	3,220	6.57%	45,000	116%	47,500	110%
Subtotal (Summer II + Fall + Winterim + Spring)	13,311	14,202	891	6.69%	110,870.5	114,659	3,788.5	3.42%	106,000	108%	110,500	104%
Summer I	990	1,075	85	8.59%	4,294	4,609	315	7.34%	4,000	115%	4,500	102%
Total	14,301	15,277	976	6.82%	115,164.5	119,268	4,103.5	3.56%	110,000	108%	115,000	104%

Sources: FY2025 Summer II, Fall, and Winterim Enrollment Tickers (Final); Spring Enrollment and Summer I Tickers (05/05/2025)

Important Dates:

- Spring classes began January 11 and end May 16.
- Spring late-start dates include February 8, March 15, and April 12.
- Summer I classes begin Monday, May 19, 2025.

FY2026 Enrollment Update  
Board of Trustees Committee of the Whole – May 13, 2025

Term	Unduplicated Headcount				Credit Hours				Budget		Stretch	
	FY2025	FY2026	Change	% Change	FY2025	FY2026	Change	% Change	Budget	% to Budget	Goal	% to Goal
Summer II	1,628	1,868	240	14.74%	7,474	8,695.5	1,221.5	16.34%	7,900	110%	8,200	106%
Fall	2,484	2,789	305	12.28%	26,584.5	29,607	3,022.5	11.37%	52,400	57%	54,600	54%
Subtotal (Summer II + Fall)	4,112	4,657	545	13.25%	34,058.5	38,302.5	4,244	12.46%	60,300	64%	62,800	61%
Winterim	--	--	--	--	--	--	--	--	1,400	--	1,500	--
Spring	--	--	--	--	--	--	--	--	48,800	--	51,000	--
Subtotal (Summer II + Fall + Winterim + Spring)	--	--	--	--	--	--	--	--	110,500	--	115,300	--
Summer I	--	--	--	--	--	--	--	--	4,500	--	4,700	--
Total	--	--	--	--	--	--	--	--	115,000	--	120,000	--

Sources: FY2026 Summer II and Fall Enrollment Tickers (05/05/2025)

Important Dates:

- Summer II (8-Week & First 4-week) classes begin Monday June 16, 2025.
- Fall weekend classes begin Saturday, August 16, 2025.
- Fall weekday classes begin Monday, August 18, 2025.

# Strategic Plan Update: Adult Education Career Pathways for Job Placement



Board of Trustees Committee of the Whole Meeting  
May 13, 2025

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Dr. Patrick Peyer, Vice President of Student Affairs



## **Executive Summary:**

Adult Education Programs consist of three main educational options and pathways.

General Educational Development (GED): The GED program provides instruction in language arts, science, social studies, and math to prepare students to complete their State of Illinois High School Diploma (GED) and to assist interested students in preparing for enrollment in college courses, training programs, and employment. The program includes Adult Basic Education (ABE) and Adult Secondary Education (ASE).

English as a Second Language (ESL): The ESL program can help you improve your listening, speaking, reading, and writing skills. Our classes range from providing basic language skills for beginners to helping advanced students prepare for higher education, training, or a career.

Integrated Career and Academic Preparation System (ICAPS): The ICAPS program is a free academic support program for students pursuing college certificates. It prepares students for specific, high-demand employment.

## **General Educational Development (GED):**

GED classes are offered in the spring and fall semesters. Classes meet between two and four days per week. Morning and evening classes are available and offered at several locations throughout the community. The classes are free, and students are expected to attend classes regularly and complete assigned work.

Our students represent a diverse population. Classes are offered to students 17 years of age or older, along with eligible 16-year-old students, who do not have a high school diploma or equivalency, or who lack basic skills, and who are NOT enrolled or required to be enrolled in high school. Students under the age of 18, in order to be eligible to participate in GED classes, are required to provide a letter of separation from high school.

## **English as a Second Language (ESL):**

Students attending ESL classes become part of a caring community of support.

The curriculum used in the Rock Valley College ESL program is founded on the English Language Proficiency standards and integrated with the Common Core & College Readiness standards. ESL instructors are trained in lesson planning and development. They participate in ongoing training specific to adult education to ensure students receive the best possible learning experience.

## **Academic ESL Program:**

The Academic English Program is a free program designed to assist advanced-level, non-native English speakers in preparing for and transitioning to further education at Rock Valley College. Career readiness and success skills are also included.

# **Integrated Career and Academic Preparation System (ICAPS):**

The ICAPS program is a free academic support program for students pursuing college certificates. It prepares students for specific, high-demand employment.

## **Current Programs:**

- Certified Nursing Assistant (CNA)
- Mechatronics

## **Program Highlights:**

- Academic support in the college courses
- An extra academic support class that meets once a week
- Transition to college and help with any obstacles that arise
- Help with the financial aid process
- Books and materials (provided at no cost)
- Employability skills and help with job search
- Preparation for industry-recognized exams

## Adult Education by the Numbers

	2024	2023	2022
Adult Basic Education (ABE)	170	194	209
Adult Secondary Education (ASE)	333	386	289
English as a Second Language (ESL)	407	493	358
Integrated Career and Academic Preparation System (ICAPS)	22	30	20
<b>Totals</b>	<b>932</b>	<b>1103</b>	<b>876</b>

## Adult Education Completers

### Adult Secondary Education (ASE)

2024

$106 / 333 = 31.8\%$

2023

$95 / 386 = 24.6\%$

2022

$78 / 289 = 26.9\%$

# Employment Outcomes

	Total Records	Average Hourly Wage (Estimated)	Median Hourly Wage (Estimated)	Average Age
GED	19	\$20.34	\$18.43	33.4
ESL	5	\$19.34	\$17.89	27.6
ICAPS	3	\$19.67	\$21.00	31.6
ALL	27	\$20.08	\$18.43	32.1

## GED

- Student Worker
- Surgical Nurse
- CNA
- Bus Driver
- Inventory Coordinator
- CNA/Nurse's Aide
- Bartender
- Associate
- Patient Care Technician
- Welder

## ESL

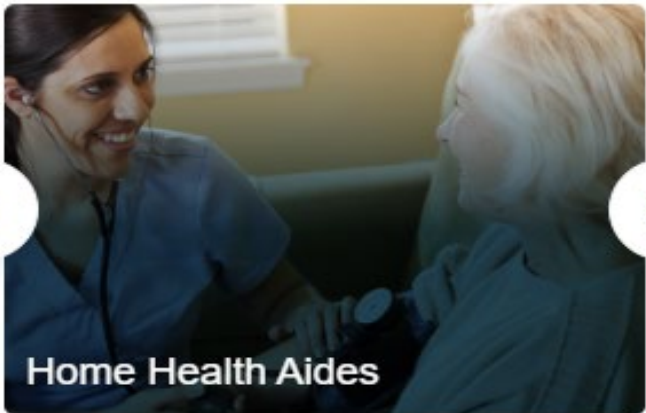
- Finisher
- Truck Driver
- Welder
- CNA
- Intern

## ICAPS

- Unit Tech
- CNA



Career Pathways



Home Health Aides

\$16 per hour  
Median Salary

1,579  
Job  
Openings

9,311  
Currently  
Employed

Top Skills

Communication  
Home Health Care  
Caregiving

Toileting  
Activities Of Daily  
Living (ADLs)



10 County Area ☒ National



Electro-Mechanical and Mechatronics Technologists and Technicians

\$44 per hour  
Median Salary

7  
Job  
Openings

64  
Currently  
Employed

Top Skills<sup>?</sup>

Electromechanics  
Troubleshooting  
(Problem Solving)  
Hand Tools

Electrical Wiring  
Electronics



10 County Area ☐ National

# Career Pathways

## Explore Program Pathways

At Rock Valley College, we have grouped our programs into nine different areas of study to make it easier for you to explore your options!



### Business & Computer Science

A pathway in either business or computer science can lead to a wide range of career paths and opportunities. Graduates in these areas are in high demand for their problem-solving, critical thinking, and decision-making abilities. Degrees or certificates in these areas can lead to hot jobs in a variety of industries.

[Explore Business & Computer Science](#)



### Communication & English

The possibilities are great in this career area. From pathways like journalism, film production, creative writing, public relations, and leadership, these classes, degrees, and certificates will provide a wide range of skills and knowledge that are highly valued in many industries, making this a versatile pathway that can lead to many careers.

[Explore Communication & English](#)

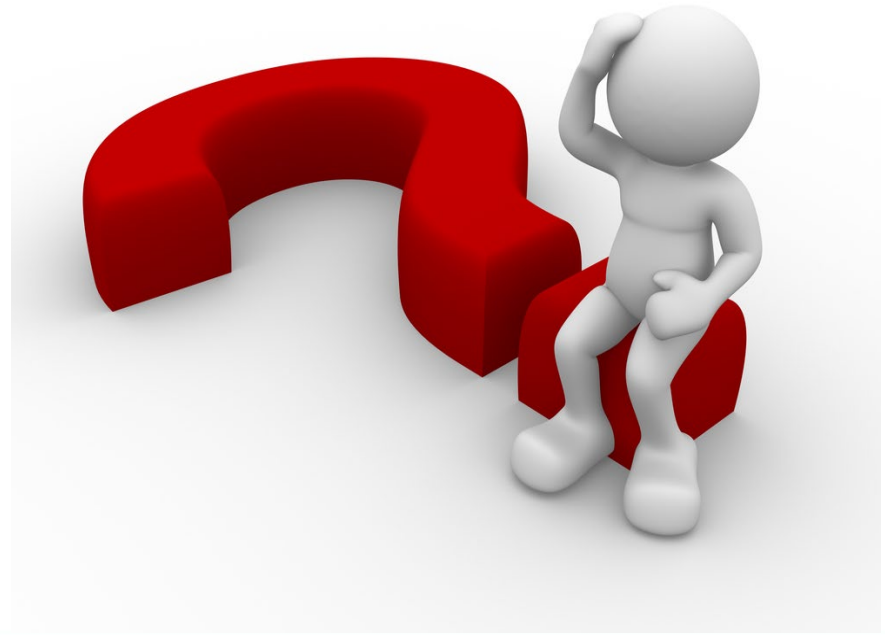


### Education

Pursuing studies in Education at RVC can provide students with a foundation in teaching and education, and prepare them for work in early childhood or daycare settings, in paraprofessional roles, or to transfer to a four-year university to complete a bachelor's degree in education or related field.

[Explore Education](#)

# Questions?



**ROCK VALLEY COLLEGE  
2025 COMPLETION CEREMONIES**

<b>Ceremony</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
TRiO Graduation & Delta Alpha Phi (DAP) Induction	Friday, May 2, 2025	11 am	SSC Atrium
Sankofa Cultural Recognition Ceremony	Friday, May 9, 2025	6 pm	SSC Atrium
Nuestras Raíces (Our Roots) Recognition Ceremony	Tuesday, May 13, 2025	2 pm	PEC Gym
Massage Therapy	Tuesday, May 13, 2025	6 pm	SSC Atrium
Dental Hygiene Pinning Ceremony	Wednesday, May 14, 2025	12 pm	SSC Atrium
Respiratory Care Pinning Ceremony	Wednesday, May 14, 2025	2 pm	SSC Atrium
Nursing Pinning Ceremony	Thursday, May 15, 2025	11 am	SSC Atrium
Certificate Ceremony	Thursday, May 15, 2025	2 pm	PEC Gym
General Educational Development (GED) Graduation Ceremony	Thursday, May 15, 2025	6 pm	PEC Gym
Commencement Ceremony	Friday, May 16, 2025	2 pm 6 pm	PEC Gym
Raising Aspirations through an Inclusive Student Experience (RAISE) Ceremony	Thursday, May 22, 2025	4 pm	SSC Atrium
Workforce Equity Initiative (WEI) Completion Ceremony	Friday, May 23, 2025	10 am	PEC Gym
Highway Construction Careers Training Program (HCCTP) Completion Ceremony	Thursday, June 5, 2025	3 pm	ERC PAR
Medical Assistant	Friday, June 27, 2025	2 pm	SSC Atrium

**2025-2027 Career Pathways Jump Start Intergovernmental Agreement (IGA)  
Winnebago Community Unit School District #323**

**Background:** The Career Pathways Jump Start (CPJS) program allows qualified students to attend Rock Valley College during their senior year of high school. Students take dual credit courses that meet the requirements for a high school diploma and a Rock Valley College certificate in Fundamentals of Mechatronics, Certified Manufacturing Associate, Industrial Welder, Automotive Maintenance and Light Repair, Basic Electronics, or 30 credits toward the Aviation Maintenance Program certificate. The Career Pathways Jump Start program is administered through the Early College office at Rock Valley College in conjunction with Winnebago Community Unit School District #323.

Students selected for CPJS need to be academically and socially ready for college. CPJS provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college. The Career Pathways Jump Start program provides students with additional experiences to develop the independence and confidence needed to succeed beyond high school.

The financial arrangement between Rock Valley College and Winnebago Community Unit School District #323 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per CPJS student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for any repeated courses, textbooks, and course supplies. The District's financial assistance helps reduce college costs for students and their families.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Career Pathways Jump Start Intergovernmental Agreement with Winnebago Community Unit School District #323, effective the date both parties have approved and executed the Agreement, for classes beginning Summer 2025, and expire automatically on June 30, 2027. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

Attachment: Winnebago Community Unit School District #323 Career Pathways Jump Start Intergovernmental Agreement



**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
WINNEBAGO COMMUNITY UNIT SCHOOL DISTRICT NO.  
323, WINNEBAGO COUNTY, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR CAREER PATHWAYS JUMP START**

This Agreement is made and entered into by and between the Board of Education of Winnebago Community Unit School District No. 323, Winnebago County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community COLLEGE DISTRICT No. 511, Winnebago County, Illinois ("COLLEGE") (together, the Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

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

**WHEREAS**, Career Pathways Jump 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 college credits by attending COLLEGE during their senior year of high school; and

**WHEREAS**, the Parties have determined that shared commitment to Career Pathways Jump 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 Career Pathways Jump 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 Career Pathways Jump Start**

DISTRICT and COLLEGE agree to collaborate to implement Career Pathways Jump Start as a joint program, administered jointly by Rock Valley COLLEGE and Winnebago Community

Unit School District, subject to the following terms and conditions.

- A. The Parties intend to establish and offer Career Pathways Jump Start to provide eligible DISTRICT students with instruction at COLLEGE during their senior year of high school in satisfaction of:
- 1) DISTRICT'S requirements for earning a high school diploma.
  - 2) COLLEGE'S requirements for earning the following:
    - 1 CR – STU-100 Planning for Success, **AND**
    - 16 CR – RVC Fundamentals of Mechatronics Certificate #8710, **OR**
    - 12 CR – RVC Certified Manufacturing Associate Certificate #8840 AND 3 CR – MET 133 Graphics/Solidworks I, **OR**
    - 16 CR – RVC Industrial Welder Certificate #8290 AND 6 credits towards Advanced Welder Certificate #8218, **OR**
    - 30 CR Completed towards RVC Aviation Maintenance Program Certificate #7201 (76 CR required total)
    - 24 CR – RVC Automotive Maintenance and Light Repair Certificate #7101, **OR**
    - 21 CR – RVC Basic Electronics Certificate #8414
- B. Any DISTRICT student interested in Career Pathways Jump Start will meet with a DISTRICT high school counselor to discuss whether they meet the pre-selection criteria set forth in the Career Pathways Jump Start Program Process Procedures (Appendix A). If an Interested DISTRICT student meets said pre-selection criteria, they will follow the application process set forth in the Career Pathways Jump 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 Career Pathways Jump Start program.
- D. Instruction for DISTRICT students accepted into Career Pathways Jump 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 \$460,000 during the term of this Agreement. The total number of students permitted to participate in Career Pathways Jump Start is not expected to exceed 60 enrolled students each year for said instruction. The cap established by this Section may be adjusted as provided In Section 3.N, below.
- E. If a DISTRICT student is not successful academically or is not meeting Career Pathways Jump Start academic standards at the midterm grading period, COLLEGE will notify the DISTRICT contact within one week after the midterm date.
- F. At semester end, COLLEGE will provide the DISTRICT contact with student transcripts enrolled in Career Pathways Jump Start.

### **Section 3     DISTRICT Obligations**

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Career Pathways Jump Start.



- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5110- 20.13(b)) and who are accepted into Career Pathways Jump Start are provided equal access to Career Pathways Jump 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 Career Pathways Jump Start program by the COLLEGE's annual deadline.
- D. DISTRICT will be responsible for communicating to the Career Pathways Jump Start students and a parent or guardian the enrollment and selection of courses defined as Career Pathways Jump Start schedules.
- E. DISTRICT will be responsible for communicating to Career Pathways Jump Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Career Pathways Jump Start program, including but not limited to the DISTRICT Career Pathways Jump Start selection process results and qualifications and expectations of student independence not governed by in loco parentis.
- 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 one point-of-contact to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Career Pathways Jump Start students.
- J. DISTRICT will provide all personal and academic success counseling services to Career Pathways Jump Start students.
- K. DISTRICT will provide students who successfully complete Career Pathways Jump Start with credit towards a high school diploma.
- L. DISTRICT will communicate to students and their parents or guardians that they are responsible for covering textbook and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of tuition and fees with the assistance of the COLLEGE for the courses taken per Career Pathways Jump 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 \$460,000 per year, which are reasonable to provide students access to COLLEGE'S courses. Subject to COLLEGE'S availability, the DISTRICT will make final determination on the number of students enrolled in the Career Pathways Jump 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.

- N. District agrees to work with their Career Pathways Jump 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 Career Pathways Jump 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:

- A. COLLEGE will provide technology accounts for Self Service, 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 provide final grades for courses within two weeks of the completion of each semester.
- D. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- E. 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.
- F. 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 students are approved by DISTRICT Counselor or DISTRICT contact before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.
- G. COLLEGE will maintain appropriate academic control over the curriculum of all Career Pathways Jump Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.
- H. COLLEGE will evaluate and document the performance of students who complete dual credit courses, and share such data with DISTRICT. To the extent applicable, the evaluation shall not impact the instructor's performance evaluation under the School Code.
- I. COLLEGE will make publicly available and provide to each student all institutional policies relating to the academic standing of students enrolled in dual credit courses or the transfer of credit for dual credit courses.

#### **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 Career Pathways Jump Start Orientation.

- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment at the midterm of the Career Pathways Jump Start with a COLLEGE advisor and DISTRICT counselor in advance of assigned priority registration dates.
- E. Student will keep all scheduled appointments.
- F. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- G. 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.
- H. Student will meet and maintain requirements as set forth in the Career Pathways Jump Start Academic Conduct Policies (pursuant to Appendix C).
- I. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met prior to the start of the Career Pathways Jump Start.

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

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely memorializes implementation of Career Pathways Jump 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 Career Pathways Jump 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 Career Pathways Jump 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 Career Pathways Jump 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 the Career Pathways Jump 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 Career Pathways Jump 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 Career Pathways Jump 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 Career Pathways Jump 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 Career Pathways Jump 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

Career Pathways Jump 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 Career Pathways Jump 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 Career Pathways Jump 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 Career Pathways Jump 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, 2027, but may be mutually extended by the parties for subsequent one (1) year terms. 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, in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:  
Winnebago Community Unit School District  
No. 323  
Att'n: Superintendent  
303 East McNair Road  
Winnebago, IL 61088  
Facsimile: (815) 335-7574

with a copy to counsel;

Caroline A. Roselli  
Robbins-Schwartz  
55 W. Monroe St. – Suite 800  
Chicago, IL 60603-5144  
Facsimile: (312) 332-7768  
Email: [croselli@robbins-schwartz.com](mailto:croselli@robbins-schwartz.com)

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

with a copy to counsel:

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

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

**F. Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Career Pathways Jump 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 non-binding 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 a court or an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that

Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

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

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

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

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

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

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

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

04/14/2025  
\_\_\_\_\_  
**Date**

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

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

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



## **APPENDIX A**

### **DISTRICT Career Pathways Jump Start Program Process Procedures**

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

1. Meet with the DISTRICT high school counselor regarding the selection process.
2. Must be in their high school junior year to apply for Career Pathways Jump Start.
3. Have a minimum 2.5 cumulative high school GPA.
4. Be on track for high school graduation by the end of the junior year.
5. Have a positive recommendation from the DISTRICT and school Principal and/or Counselor.
6. Have the permission of a parent or legal guardian.
7. Work with the DISTRICT high school counselor to complete steps outlined In Appendix B.
8. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.



## **APPENDIX B**

### **DISTRICT Procedures to Fulfill Qualifications and Admissions**

Note: "DISTRICT" refers to Public School DISTRICT. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT Counselors determine who is interested in applying for the Career Pathways Jump Start Program.
3. DISTRICT interested students complete an RVC Application for Admission.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center for programs requiring testing. (RVC Application for Admission must be completed no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC Accuplacer placement test in English and/or Math or submit ACT/SAT scores for possible waiver of the placement test for the programs for which this is required. DISTRICT students with disabilities shall be provided reasonable accommodations, consistent with policies of DISTRICT and COLLEGE.
6. DISTRICT students will be allowed one re-test during the Career Pathways Jump Start Application period for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. RVC provides ACCUPLACER scores report to DISTRICT contact.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Career Pathways Jump Start Program based on Accuplacer scores and/or SAT/ACT scores and pre-selection criteria.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format, with the RVC Student ID that contains all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT Counselors update shared file with qualified DISTRICT Career Pathways Jump Start students and alerts DISTRICT contact that file has been updated.
11. DISTRICT compiles list of all qualified DISTRICT Career Pathways Jump Start students with RVC Student ID's and submits to COLLEGE.
12. COLLEGE will verify qualified students and send the confirmed report back to DISTRICT to complete the DISTRICT selection process.
13. After selection process is conducted, DISTRICT will send final and approved DISTRICT Career Pathways Jump Start student list to COLLEGE.
14. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Career Pathways Jump Start program OR placement on DISTRICT waiting list.
15. COLLEGE sends welcome packet to DISTRICT students and request for transcripts to final and approved DISTRICT Career Pathways Jump Start students.

16. Accepted DISTRICT students return completed welcome packet forms and transcripts to COLLEGE.
17. DISTRICT and or staff manages DISTRICT Career Pathways Jump Start waiting list.
18. Students and DISTRICT Counselors are responsible for ensuring students will meet high school graduation requirements.
19. COLLEGE provides schedules to DISTRICT for students enrolled in the DISTRICT Career Pathways Jump Start program.
20. DISTRICT contact distributes schedules to DISTRICT counselors.
21. DISTRICT with students and COLLEGE on any changes to schedules offered to the DISTRICT.
22. COLLEGE provides students access to college advisors to assist with scheduling, as needed
23. When a student scheduling change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
24. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to DISTRICT contact for processing to the COLLEGE Dean of EC.
25. COLLEGE provides student transcripts to DISTRICT for semester completed by participating students within two weeks of final grades posting.

## **APPENDIX C**

### **Career Pathways Jump Start Academic Conduct Policies**

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

#### **ADVISING & COMMUNICATION**

*Career Pathways Jump 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 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.

#### **DISMISSAL FROM PROGRAM**

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

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Earning a "D", "F" or "W" grade in any course taken during the program.
- 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.



**2025–2026 Dual and Articulated Credit Memorandum of Understanding  
Between  
Oregon Community Unit District #220 and Rock Valley College**

**Background:** The Dual and Articulated Credit initiative is designed to allow qualified high school students 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 further development of the Dual Credit Quality Act. These initiatives, and their continued development and implementation, remain at the forefront of Rock Valley College's partnerships with regional school districts.

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

Appendix A notes the courses approved to be taught at Oregon Community Unit District #220 as dual credit for the 2025–2026 academic year.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Oregon Community Unit School District #220, effective August 1, 2025, and expiring June 30, 2026. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

Attachments: Oregon Community Unit School District #220 Dual and Articulated Credit Memorandum of Understanding

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2025 between Oregon Community Unit School District 220 ("School District"), located at 206 S. 10<sup>th</sup> Street, Oregon, IL 61061 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses, 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 June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the 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. 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 2025-2026 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, 2025 and end on June 30, 2026.

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High School Superintendent

4.22.25

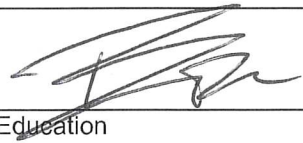
Date

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Rock Valley College President

Date

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Board of Education

4.22.25

Date

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Rock Valley College Board of Trustees

Date

## Appendix A Dual Credit Courses

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

Dual Credit Courses
LIT 141 – Film and Literature
LIT 144 – Exploring Literature: Fiction

## Appendix B

### Curriculum Development, Feedback, and Approval

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

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review (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.

**2025–2026 Dual and Articulated Credit Memorandum of Understanding  
Between  
South Beloit Community Unit School District #320 and Rock Valley College**

**Background:** The Dual and Articulated Credit initiative is designed to allow qualified high school students 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 further development of the Dual Credit Quality Act. These initiatives, and their continued development and implementation, remain at the forefront of Rock Valley College's partnerships with regional school districts.

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

Appendix A notes the courses approved to be taught at South Beloit Community Unit School District #320 as dual credit for the 2025–2026 academic year.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and South Beloit Community Unit School District #320, effective August 1, 2025, and expiring June 30, 2026. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

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



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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 18 day of March, 2025 between South Beloit Community Unit School District 320 ("School District"), located at 850 Hayes Avenue, South Beloit, Illinois 61080 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses 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 June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the 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. 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 2025-2026 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 disaggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2025 and end on June 30, 2026.

NIK BUTENHOFF



3/18/25

High School Superintendent

Date

Rock Valley College President

Date



4/8/25

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 South Beloit Community Unit School District 320 as dual credit effective during this Agreement:

Dual Credit Courses
ENG 101 – Composition I
ENG 103 – Composition II

## Appendix B

### Curriculum Development, Feedback, and Approval

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

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review (includes 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.

**2025–2026 Dual and Articulated Credit Memorandum of Understanding  
Between  
Winnebago Community Unit School District #323 and Rock Valley College**

**Background:**

The Dual and Articulated Credit initiative is designed to provide qualified high school students 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 further development of the Dual Credit Quality Act. These initiatives, and their continued development and implementation, remain at the forefront of Rock Valley College's partnerships with regional school districts.

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

Appendix A notes the courses approved to be taught at Winnebago Community Unit School District #323 as dual credit for the 2025–2026 academic year.

**Recommendation:**

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Winnebago Community Unit School District #323, effective August 1, 2025, and ending June 30, 2026. **Attorney Reviewed.**

---

Howard J. Spearman, Ph.D.  
President

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

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

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 14th day of April, 2025 between Winnebago School District 323 ("School District"), located at 304 East McNair Road, Winnebago, Illinois 61088 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses, 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 June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the 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. 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 2025-2026 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, 2025 and end on June 30, 2026.





04/14/2025

High School Superintendent

Date

Rock Valley College President

Date



04/14/2025

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 Winnebago School District as dual credit effective during this Agreement:

Dual Credit Courses
BIO 103 – Introductory Life Science
BIO 104 – Introductory Life Science Lab
ENG 101 – Composition I
FWS 243 – First Aid, General Safety, CPR, & AED
HLT 110 – Medical Terminology
MTH 135 – Calculus with Analytic Geometry
MTH 220 – Elements of Statistics

## Appendix B

### Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 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.

**2025–2026 Dual and Articulated Credit Memorandum of Understanding  
Between  
Winnebago Community Unit School District #323 and Rock Valley College**

**Background:**

The Dual and Articulated Credit initiative is designed to provide qualified high school students 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 further development of the Dual Credit Quality Act. These initiatives, and their continued development and implementation, remain at the forefront of Rock Valley College's partnerships with regional school districts.

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

Appendix A notes the courses approved to be taught at Winnebago Community Unit School District #323 as dual credit for the 2025–2026 academic year.

**Recommendation:**

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Winnebago Community Unit School District #323, effective August 1, 2025, and ending June 30, 2026. **Attorney Reviewed.**

---

Howard J. Spearman, Ph.D.  
President

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

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

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 14th day of April, 2025 between Winnebago School District 323 ("School District"), located at 304 East McNair Road, Winnebago, Illinois 61088 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses, 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 June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the 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. 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 2025-2026 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, 2025 and end on June 30, 2026.



04/14/2025

High School Superintendent

Date

Rock Valley College President

Date



04/14/2025

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 Winnebago School District as dual credit effective during this Agreement:

Dual Credit Courses
BIO 103 – Introductory Life Science
BIO 104 – Introductory Life Science Lab
ENG 101 – Composition I
FWS 243 – First Aid, General Safety, CPR, & AED
HLT 110 – Medical Terminology
MTH 135 – Calculus with Analytic Geometry
MTH 220 – Elements of Statistics

## Appendix B

### Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 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.

**2025-2026 Running Start Intergovernmental Agreement (IGA)  
Durand Community Unit School District #322**

**Background:** Running Start is a formal program that allows qualified students from Durand Community Unit School District #322 to attend Rock Valley College for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously, or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Durand Community Unit School District #322.

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

The school district has elected not to provide financial assistance to its students. Program participants will be charged by Rock Valley College the cost equivalent of tuition and fees for courses taken per Running Start. Students will also be financially responsible for all associated program costs, including textbooks, supplies, and repeated courses.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Durand Community Unit School District #322, effective the date both parties have approved and executed the Agreement, for classes beginning Summer 2025, and automatically expiring on June 30, 2026. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
DURAND HIGH SCHOOL DISTRICT NO. 322,  
WINNEBAGO COUNTY, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR RUNNING START PROGRAM**

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This Agreement is made and entered into by and between the Board of Education of Durand High School District No. 322, Winnebago County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

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

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

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

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

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

**Section 1 Incorporation of Preamble Recitals**

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

**Section 2 Implementation of Running Start**

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program, administered jointly by Rock Valley COLLEGE and Durand School DISTRICT, subject to the

following terms and conditions.

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

### **Section 3 DISTRICT Obligations**

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start.
- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines



pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.

- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 322 students and their parents or a guardian that they are responsible for covering textbooks, associated instructional material costs, and 100% of the in-district tuition and fees for the Running Start program.
- M. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- N. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

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

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 322 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, 2026. This agreement is applicable for the Running Start Class who begins Summer 2025 and for program applicants and participants who begin the Running Start program in Summer 2026. 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:

Durand High School DISTRICT No. 322  
Att'n: Superintendent  
200 West South Street  
Durand, IL 61104  
Facsimile: (815) 248-2599

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;

Phil Gerner  
Robbin-Schwartz  
190 South LaSalle St.- Suite 2550  
Chicago, IL 60603-33410  
Facsimile: (815) 332-7768  
Email: [pgerner@robbins-schwartz.com](mailto:pgerner@robbins-schwartz.com)

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](mailto:jperkoski@robbins-schwartz.com)

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

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

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

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

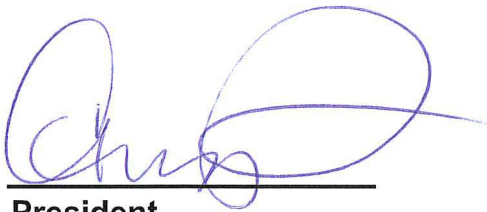
H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

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

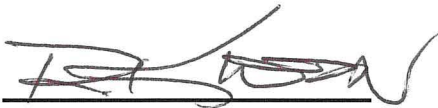
of which shall be an original, but all of which shall constitute on and the same instrument. Counterparts may be exchanged in PDF format by email.

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

**Board of Education  
Durand High School  
District No. 322  
Winnebago County,  
Illinois**



**President**



**Secretary**

4/14/2025

**Date**

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

**President**

**Secretary**

**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 and one year of Geometry with a grade of "B" or higher in each semester by the end of the sophomore year. Two years of Algebra completed with a grade of "B" or higher is preferred.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

## **APPENDIX B**

### **DISTRICT Procedures to Fulfill Qualifications and Admissions**

Note: "DISTRICT" refers to Durand DISTRICT 322. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

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



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

## APPENDIX C

### Running Start Student Academic Conduct Policies

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

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

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

#### **ATTENDANCE POLICY**

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

#### **MAINTAINING ACADEMIC INTEGRITY**

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

#### **ACADEMIC EARLY WARNING**

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. 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.

**2025–2026 Running Start Intergovernmental Agreement (IGA)  
South Beloit Community Unit School District #320**

**Background:** Running Start is a formal program that allows qualified students from South Beloit Community Unit School District #320 to attend Rock Valley College (RVC) for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously, or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with South Beloit Community Unit School District #320.

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

The financial arrangement between Rock Valley College and South Beloit Community Unit School District #320 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for any repeated courses, textbooks, and course supplies. The District's financial assistance helps reduce the overall college cost for students and their families.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with South Beloit Community Unit School District #320, effective the date both parties have approved and executed the Agreement, for classes beginning Summer 2025 and automatically expiring on June 30, 2026. **Attorney Reviewed.**

---

Howard J. Spearman, Ph.D.  
President

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

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
SOUTH BELOIT COMMUNITY UNIT SCHOOL DISTRICT  
NO. 320, WINNEBAGO COUNTY, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of South Beloit Community Unit School District No. 320, Winnebago County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

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

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

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

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

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

**Section 1 Incorporation of Preamble Recitals**

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

**Section 2 Implementation of Running Start**

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

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

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

### **Section 3 DISTRICT Obligations**

DISTRICT will:

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

- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 320 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this in-district tuition and fees calculation.
- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition

planning.

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

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 320 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2026. This agreement is applicable for the Running Start Class who begins Summer 2025 and for program applicants and participants who begin the Running Start program in Summer 2026. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

South Beloit Community  
Unit School District No.  
320  
Att'n: Superintendent 840  
Blackhawk Blvd. South  
Beloit, IL 61080 Facsimile:  
(815) 389-3477

with a copy to counsel;

Lisa Callaway  
Engler Law Group  
2215 York Road #515  
Oak Brook, IL 60523  
Facsimile: (630) 756-5340  
Email: lcallaway@englerlawgroup.com

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 60603-34410  
Facsimile: (312) 332-7768  
Email: [jperkoski@robbins-schwartz.com](mailto:jperkoski@robbins-schwartz.com)

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

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

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

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


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

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

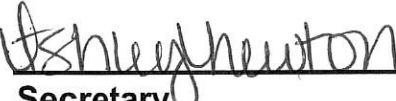
**WHEREFORE**, the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education  
South Beloit School  
District No. 320  
Winnebago County,  
Illinois**


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

  
**President**

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

  
**Secretary**

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

  
**Date**

\_\_\_\_\_  
**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 and one year of Geometry with a grade of "B" or higher in each semester by the end of the sophomore year. Two years of Algebra completed with a grade of "B" or higher is preferred.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.



## **APPENDIX B**

### **DISTRICT Procedures to Fulfill Qualifications and Admissions**

Note: "DISTRICT" refers to South Beloit DISTRICT 320. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

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

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

## APPENDIX C

### Running Start Student Academic Conduct Policies

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

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

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

#### **ATTENDANCE POLICY**

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

#### **MAINTAINING ACADEMIC INTEGRITY**

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

#### **ACADEMIC EARLY WARNING**

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. 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.

**2025–2026 Running Start Intergovernmental Agreement (IGA)  
Winnebago Community Unit School District #323**

**Background:** Running Start is a formal program that allows qualified students from Winnebago Community Unit School District #323 to attend Rock Valley College (RVC) for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously, or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Winnebago Community Unit School District #323.

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

The financial arrangement between Rock Valley College and Winnebago Community Unit School District #323 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for any repeated courses, textbooks, and course supplies. The District's financial assistance helps reduce the overall college cost for students and their families.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Winnebago Community Unit School District #323, effective as of the date both parties approve and execute the Agreement, for classes beginning Summer 2025, and automatically expiring on June 30, 2026. **Attorney Reviewed.**

---

Howard J. Spearman, Ph.D.  
President

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

Attachment: Winnebago Community Unit School District #323 Running Start Intergovernmental Agreement

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

This Agreement is made and entered into by and between the Board of Education of Winnebago Community Unit School District No. 323, Winnebago County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

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

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

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

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

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

**Section 1 Incorporation of Preamble Recitals**

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

**Section 2 Implementation of Running Start**

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



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

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

### **Section 3 DISTRICT Obligations**

DISTRICT will:

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

- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 323 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this in-district tuition and fees calculation.
- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition



planning.

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

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 323 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

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

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

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

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

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

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

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

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



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

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

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

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

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

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

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2026. This agreement is applicable for the Running Start Class who begins Summer 2025 and for program applicants and participants who begin the Running Start program in Summer 2026. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

Winnebago Community Unit School  
District No. 323  
Att'n: Superintendent  
303 East McNair Road  
Winnebago, IL 61088  
Facsimile: (815) 335-7574

with a copy to counsel;

Scott Nemanich  
Hinshaw & Culbertson LLC  
222 North LaSalle St. Suite 300  
Orland Park, IL 60462  
Facsimile: (815) 726-0353

If to COLLEGE:

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

with a copy to counsel:

Joseph J. Perkoski  
Robbins-Schwartz  
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.

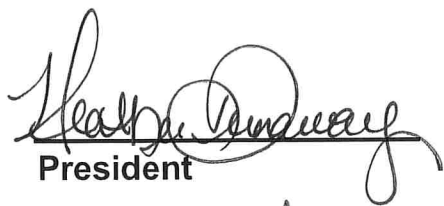
H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

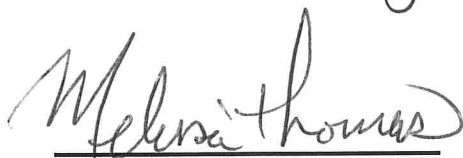
I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same

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  
Winnebago School  
District No. 323  
Winnebago County,  
Illinois**

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

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

04/14/2025  
\_\_\_\_\_  
**Date**

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

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

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

\_\_\_\_\_  
**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 and one year of Geometry with a grade of "B" or higher in each semester by the end of the sophomore year. Two years of Algebra completed with a grade of "B" or higher is preferred.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

## **APPENDIX B**

### **DISTRICT Procedures to Fulfill Qualifications and Admissions**

Note: "DISTRICT" refers to Winnebago DISTRICT 323. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

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

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



## APPENDIX C

### Running Start Student Academic Conduct Policies

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

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

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

#### **ATTENDANCE POLICY**

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

#### **MAINTAINING ACADEMIC INTEGRITY**

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

#### **ACADEMIC EARLY WARNING**

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. 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 2025-2026**  
**Running Start Courses Approved to be taken at an RVC Campus**

Allied Health					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
FWS-110	Fitness Walking	1	RSFWS-110	Fitness Walking	.5 Elective
FWS-116	Step Aerobics	1	RSFWS-116	Step Aerobics	.5 Elective
FWS-119	Cardio Kickboxing	1	RSFWS-119	Cardio Kickboxing	.5 Elective
FWS-121	Cardio Fitness & Conditioning	1	RSFWS-121	Cardio Fitness & Conditioning	.5 Elective
FWS-126	Beginning Weight Lifting	1	RSFWS-126	Beginning Weight Lifting	.5 Elective
FWS-127	Advanced Weight Lifting	2	RSFWS-127	Advanced Weight Lifting	.5 Elective
FWS-128	Sports Performance Fitness	1	RSFWS-128	Sports Performance Fitness	.5 Elective
FWS-131	Basketball & Touch Football	1	RSFWS-131	Basketball & Touch Football	.5 Elective
FWS-133	Power Volleyball	1	RSFWS-133	Power Volleyball	.5 Elective
FWS-151	Tae Kwon Do	1	RSFWS-151	Tae Kwon Do	.5 Elective
FWS-220	Intro Career Opportunity in PE	3	RSFWS-220	Intro Career Opportunity in PE	.5 Elective
FWS-231	Contemporary Health Issues	3	RSFWS-231	Contemporary Health Issues	.5 Elective
FWS-233	Community Health	3	RSFWS-233	Community Health	.5 Elective
FWS-235	Alcohol and Drug Education	3	RSFWS-235	Alcohol and Drug Education	.5 Elective
FWS-236	Human Sexuality	3	RSFWS-236	Human Sexuality	.5 Elective
FWS-237	Nutrition for Optimum Living	3	RSFWS-237	Nutrition for Optimum Living	.5 Elective
FWS-243	First Aid/Gen Safety/CPR/AED	3	RSFWS-243	First Aid/Gen Safety/CPR/AED	.5 Elective
FWS-250	Introduction Sport Management	3	RSFWS-250	Introduction Sport Management	.5 Elective
FWS-253	Introduction to Coaching	3	RSFWS-253	Introduction to Coaching	.5 Elective
FWS-254	ASEP Sport First Aid and CPR	3	RSFWS-254	ASEP Sport First Aid and CPR	.5 Elective
FWS-255	Sociology of Sport	3	RSFWS-255	Sociology of Sport	.5 Elective
FWS-256	History of Phy Ed & Sport	3	RSFWS-256	History of Phy Ed & Sport	.5 Elective
FWS-258	Sport & Exercise Psychology	3	RSFWS-258	Sport & Exercise Psychology	.5 Elective
FWS-260	Intro to Exercise Science	3	RSFWS-260	Intro to Exercise Science	.5 Elective
FWS-261	Nutrition for Fitness&Sport	3	RSFWS-261	Nutrition for Fitness&Sport	.5 Elective
FWS-263	Nutrit, Exercise & Weight Cntr	3	RSFWS-263	Nutrit, Exercise & Weight Cntr	.5 Elective
FWS-265	Personal Fitness and Wellness	3	RSFWS-265	Personal Fitness and Wellness	.5 Elective
FWS-266	Personal Trng I-Concepts&Appl	3	RSFWS-266	Personal Trng I-Concepts&Appl	.5 Elective
FWS-267	Persnl Trng II-Concepts&Appl.	3	RSFWS-267	Persnl Trng II-Concepts&Appl.	.5 Elective
HLT-110	Medical Terminology	2	RSHLT-110	Medical Terminology	.5 Elective
Business					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATG-110	Financial Accounting	4	RSATG-110	Financial Accounting	.5 Elective
ATG-111	Managerial Accounting	4	RSATG-111	Managerial Accounting	.5 Elective
BUS-101	Introduction to Business	3	RSBUS-101	Introduction to Business	.5 Elective
BUS-103	Business Mathematics	3	RSBUS-103	Business Mathematics	.5 Elective
BUS-105	Consumer Econ and Prsnl Fin	3	RSBUS-105	Consumer Econ and Prsnl Fin	.5 Elective
BUS-130	Entrepreneurship Principles	3	RSBUS-130	Entrepreneurship Principles	.5 Elective
BUS-131	Entrepreneurship Planning	3	RSBUS-131	Entrepreneurship Planning	.5 Elective
BUS-170	Intro Organizational Behavior	3	RSBUS-170	Intro Organizational Behavior	.5 Elective
BUS-200	Legal Environment in Bus	3	RSBUS-200	Legal Environment in Bus	.5 Elective
BUS-223	Business Statistics	3	RSBUS-223	Business Statistics	.5 Elective
BUS-230	Entrepreneurship Capstone	3	RSBUS-230	Entrepreneurship Capstone	.5 Elective
BUS-279	Principles of Finance	3	RSBUS-279	Principles of Finance	.5 Elective
BUS-282	International Business	3	RSBUS-282	International Business	.5 Elective
MGT-170	Business Communications	3	RSMGT-170	Business Communications	.5 Elective
MGT-270	Principles of Management	3	RSMGT-270	Principles of Management	.5 Elective
MGT-271	Human Resource Manage	3	RSMGT-271	Human Resource Manage	.5 Elective



MGT-274	Leadership	3	RSMGT-274	Leadership	.5 Elective
MKT-260	Principles of Marketing	3	RSMKT-260	Principles of Marketing	.5 Elective
MKT-265	Salesmanship	3	RSMKT-265	Salesmanship	.5 Elective
MKT-266	Principles of Advertising	3	RSMKT-266	Principles of Advertising	.5 Elective
MKT-288	Customer Relations	3	RSMKT-288	Customer Relations	.5 Elective
OFF-118	Computer Keyboarding	1	RSOFF-118	Computer Keyboarding	.5 Elective
<b>Communications</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
COM-113	Intro to Public Relations	3	RSCOM-113	Intro to Public Relations	.5 Elective
COM-119	News Writing	3	RSCOM-119	News Writing	.5 Elective
COM-120	News Editing	3	RSCOM-120	News Editing	.5 Elective
COM-130	Intro to Mass Communication	3	RSCOM-130	Intro to Mass Communication	.5 Elective
COM-140	Writing for Multimedia	3	RSCOM-140	Writing for Multimedia	.5 Elective
COM-156	Audio Production I	3	RSCOM-156	Audio Production I	.5 Elective
COM-157	Video Production I	3	RSCOM-157	Video Production I	.5 Elective
COM-208	Screenwriting	3	RSCOM-208	Screenwriting	.5 Elective
COM-218	Broadcast Performance	3	RSCOM-218	Broadcast Performance	.5 Elective
COM-221	Photojournalism	3	RSCOM-221	Photojournalism	.5 Elective
COM-251	Film History and Appreciation	3	RSCOM-251	Film History and Appreciation	.5 Elective
COM-252	International History of Film	3	RSCOM-252	International History of Film	.5 Elective
COM-256	Advanced Audio Production	3	RSCOM-256	Advanced Audio Production	.5 Elective
COM-257	Advanced Video Production	3	RSCOM-257	Advanced Video Production	.5 Elective
COM-260	Advanced Post-Production	3	RSCOM-260	Advanced Post-Production	.5 Elective
COM-296	Documentary Production	3	RSCOM-296	Documentary Production	.5 Elective
COM-297	Motion Picture Production	3	RSCOM-297	Motion Picture Production	.5 Elective
ENG-101	Composition I	3	RSENG-101	Composition I	.5 Required
ENG-103	Composition II	3	RSENG-103	Composition II	.5 Required
ENG-108	Intro Creative Writing	3	RSENG-108	Intro Creative Writing	.5 Elective
ENG-109	Creative Writing II	3	RSENG-109	Creative Writing II	.5 Elective
ENG-110	Intro to Technical Writing	3	RSENG-110	Intro to Technical Writing	.5 Elective
ENG-200	Language, Power & Public Life	3	RSENG-200	Language, Power & Public Life	.5 Elective
LIT-101	Introduction to Literature	3	RSLIT-101	Introduction to Literature	.5 Elective
LIT-139	Mythology	3	RSLIT-139	Mythology	.5 Elective
LIT-140	The Bible As Literature	3	RSLIT-140	The Bible As Literature	.5 Elective
LIT-141	Film and Literature	3	RSLIT-141	Film and Literature	.5 Elective
LIT-142	Exploring Literature: Poetry	3	RSLIT-142	Exploring Literature: Poetry	.5 Elective
LIT-144	Exploring Literature: Fiction	3	RSLIT-144	Exploring Literature: Fiction	.5 Elective
LIT-152	Multicultural American Lit	3	RSLIT-152	Multicultural American Lit	.5 Elective
LIT-154	Intro Non-Western Literature	3	RSLIT-154	Intro Non-Western Literature	.5 Elective
LIT-201	American Lit Before 1865	3	RSLIT-201	American Lit Before 1865	.5 Elective
LIT-202	American Literature Since 1865	3	RSLIT-202	American Literature Since 1865	.5 Elective
SPH-131	Fundamentals of Communication	3	RSSPH-131	Fundamentals of Communication	.5 Elective
SPH-201	Interpersonal Communication	3	RSSPH-201	Interpersonal Communication	.5 Elective
SPH-202	Intercultural Communication	3	RSSPH-202	Intercultural Communication	.5 Elective
SPH-211	Group Leadership	3	RSSPH-211	Group Leadership	.5 Elective
<b>Computers and Information Systems</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
CIS-102	Intro Computer & Info Systems	3	RSCIS-102	Intro Computer & Info Systems	.5 Elective
CIS-120	Intro to Microsoft Word	1	RSCIS-120	Intro to Microsoft Word	.5 Elective
CIS-121	Introduction to Excel	1	RSCIS-121	Introduction to Excel	.5 Elective
CIS-124	Introduction to Powerpoint	1	RSCIS-124	Introduction to Powerpoint	.5 Elective
CIS-130	Introduction to Access	2	RSCIS-130	Introduction to Access	.5 Elective
CIS-170	Programming Logic & Design	3	RSCIS-170	Programming Logic & Design	.5 Elective
CIS-180	Intro to Visual Basic Prgrmng.	4	RSCIS-180	Intro to Visual Basic Prgrmng.	.5 Elective
CIS-240	Intro to Java Programming	4	RSCIS-240	Intro to Java Programming	.5 Elective



CIS-245	Program Android-Mobile Devices	4	RSCIS-245	Program Android-Mobile Devices	.5 Elective
CIS-254	Database Programming	4	RSCIS-254	Database Programming	.5 Elective
CIS-276	Intro to C/C++ Programming	4	RSCIS-276	Intro to C/C++ Programming	.5 Elective
CIS-277	Advanced C/C++ Programming	4	RSCIS-277	Advanced C/C++ Programming	.5 Elective

CIS-279	Visual C# Programming	4	RSCIS-279	Visual C# Programming	.5 Elective
CIS-280	Program iOS Apple Mobile Dev	4	RSCIS-280	Program iOS Apple Mobile Dev	.5 Elective
CIS-290	Special Topics in CIS	1	RSCIS-290	Special Topics in CIS	.5 Elective
CIS-291	Internship Field Project	1	RSCIS-291	Internship Field Project	.5 Elective
GAT-101	Intro to Graphic Arts Tech	4	RSGAT-101	Intro to Graphic Arts Tech	.5 Elective
GAT-110	Introduction to Photoshop	2	RSGAT-110	Introduction to Photoshop	.5 Elective
GAT-115	Introduction to Illustrator	2	RSGAT-115	Introduction to Illustrator	.5 Elective
GAT-150	Typography	2	RSGAT-150	Typography	.5 Elective
GAT-178	Fundamentals of Desktop Publis	3	RSGAT-178	Fundamentals of Desktop Publis	.5 Elective
GAT-190	Image Generation and Output	2	RSGAT-190	Image Generation and Output	.5 Elective
GAT-215	Advanced Illustrator	2	RSGAT-215	Advanced Illustrator	.5 Elective
GAT-220	Adv Photoshop Grap Arts Indus.	3	RSGAT-220	Adv Photoshop Grap Arts Indus.	.5 Elective
PCT-110	Networking Essentials	3	RSPCT-110	Networking Essentials	.5 Elective
PCT-111	Windows Active Directory	3	RSPCT-111	Windows Active Directory	.5 Elective
PCT-112	Windows Server Fundamentals	3	RSPCT-112	Windows Server Fundamentals	.5 Elective
PCT-113	Microsoft Win Infrastructure	3	RSPCT-113	Microsoft Win Infrastructure	.5 Elective
PCT-120	Cisco Networking I	4	RSPCT-120	Cisco Networking I	.5 Elective
PCT-122	Cisco Networking II	4	RSPCT-122	Cisco Networking II	.5 Elective
PCT-124	Cisco Networking III	4	RSPCT-124	Cisco Networking III	.5 Elective
PCT-126	Cisco Networking IV	4	RSPCT-126	Cisco Networking IV	.5 Elective
PCT-130	Intro Network Security Fndmntl	3	RSPCT-130	Intro Network Security Fndmntl	.5 Elective
PCT-132	Advanced Network Security	3	RSPCT-132	Advanced Network Security	.5 Elective
PCT-140	IP Telephony I	4	RSPCT-140	IP Telephony I	.5 Elective
PCT-142	IP Telephony II	4	RSPCT-142	IP Telephony II	.5 Elective
PCT-211	VMWare vSphere:Install/Config	3	RSPCT-211	VMWare vSphere:Install/Config	.5 Elective
PCT-262	A+ Essentials	3	RSPCT-262	A+ Essentials	.5 Elective
PCT-270	Introduction to Unix/Linux	3	RSPCT-270	Introduction to Unix/Linux	.5 Elective
PCT-275	Cisco Firewall Design	4	RSPCT-275	Cisco Firewall Design	.5 Elective
PCT-290	Special Topic in PC Tech	1	RSPCT-290	Special Topic in PC Tech	.5 Elective
WEB-101	Programming Related-Internet	4	RSWEB-101	Programming Related-Internet	.5 Elective
WEB-102	Adv Program Related - Internet	4	RSWEB-102	Adv Program Related - Internet	.5 Elective
WEB-111	Introduction to Multimedia	3	RSWEB-111	Introduction to Multimedia	.5 Elective
WEB-225	Digital Photography	3	RSWEB-225	Digital Photography	.5 Elective
WEB-233	Introduction to Javascript	4	RSWEB-233	Introduction to Javascript	.5 Elective
WEB-234	PHP Programming	4	RSWEB-234	PHP Programming	.5 Elective

#### Engineering and Technology

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
EGR-101	Introduction to Engineering	2	RSEGR-101	Introduction to Engineering	.5 Elective
EGR-135	Engineering Graphics/CAD	4	RSEGR-135	Engineering Graphics/CAD	.5 Elective
EGR-206	Statics	3	RSEGR-206	Statics	.5 Elective
EGR-207	Dynamics	3	RSEGR-207	Dynamics	.5 Elective
EGR-221	Elem Mech of Defmabl Bodies	3	RSEGR-221	Elem Mech of Defmabl Bodies	.5 Elective
EGR-231	Engineering Circuit Analysis	4	RSEGR-231	Engineering Circuit Analysis	.5 Elective
EGR-250	Digital Electronics	4	RSEGR-250	Digital Electronics	.5 Elective

#### Humanities / Fine Arts

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ART-101	Drawing and Composition I	3	RSART-101	Drawing and Composition I	.5 Elective
ART-102	Drawing and Composition II	3	RSART-102	Drawing and Composition II	.5 Elective
ART-103	Design I	3	RSART-103	Design I	.5 Elective
ART-111	Painting I	3	RSART-111	Painting I	.5 Elective
ART-121	Ceramics I	3	RSART-121	Ceramics I	.5 Elective

ART-122	Ceramics II	3	RSART-122	Ceramics II	.5 Elective
ART-131	Introduction to Visual Art	3	RSART-131	Introduction to Visual Art	.5 Elective
ART-141	Intro Non-Western Visual Art	3	RSART-141	Intro Non-Western Visual Art	.5 Elective
ART-201	Life Drawing	3	RSART-201	Life Drawing	.5 Elective
ART-203	Design II	3	RSART-203	Design II	.5 Elective
ART-212	Painting II	3	RSART-212	Painting II	.5 Elective
ART-216	Relief Printmaking	3	RSART-216	Relief Printmaking	.5 Elective
ART-251	History of Art I	3	RSART-251	History of Art I	.5 Elective
ART-252	History of Art II	3	RSART-252	History of Art II	.5 Elective
CRM-101	Intro to Criminal Justice	3	RSCRM-101	Intro to Criminal Justice	.5 Elective
CRM-102	Intro to Probation & Parole	3	RSCRM-102	Intro to Probation & Parole	.5 Elective
CRM-103	Intro to Corrections	3	RSCRM-103	Intro to Corrections	.5 Elective
CRM-104	Intro to Private Security	3	RSCRM-104	Intro to Private Security	.5 Elective
CRM-105	Police Report Writing	3	RSCRM-105	Police Report Writing	.5 Elective
CRM-120	Criminal Investigation	3	RSCRM-120	Criminal Investigation	.5 Elective
CRM-125	Criminal Proced & Civil Rights	3	RSCRM-125	Criminal Proced & Civil Rights	.5 Elective
CRM-127	Ethics in Law Enforcement	3	RSCRM-127	Ethics in Law Enforcement	.5 Elective
CRM-210	Criminal Law	3	RSCRM-210	Criminal Law	.5 Elective
CRM-225	Juvenile Procedures	3	RSCRM-225	Juvenile Procedures	.5 Elective
CRM-260	Police Organization & Admin	3	RSCRM-260	Police Organization & Admin	.5 Elective
CRM-271	Patrol Procedures	3	RSCRM-271	Patrol Procedures	.5 Elective
CRM-281	Rules of Evidence	3	RSCRM-281	Rules of Evidence	.5 Elective
CRM-282	Interviews & Interrogations	3	RSCRM-282	Interviews & Interrogations	.5 Elective
ECE-100	Intro to Early Childhood Ed.	3	RSECE-100	Intro to Early Childhood Ed.	.5 Elective
ECE-101	The Developing Child	3	RSECE-101	The Developing Child	.5 Elective
ECE-103	Health, Safety & Nutrition of Young Child	3	RSECE-103	Health, Safety & Nutrition of Young C	.5 Elective
ECE-105	Observation and Assessment of Young Children	3	RSECE-105	Observation and Assessment of You	.5 Elective
ECE-113	Infant and Toddler Curriculum	3	RSECE-113	Infant and Toddler Curriculum	.5 Elective
ECE-201	Language Development	3	RSECE-201	Language Development	.5 Elective
ECE-202	Child, Family & Community	3	RSECE-202	Child, Family & Community	.5 Elective
ECE-203	Curriculum Plan-Young Child	3	RSECE-203	Curriculum Plan-Young Child	.5 Elective
ECE-205	Org & Superv-Early Child Facil	3	RSECE-205	Org & Superv-Early Child Facil	.5 Elective
EDU-202	Children's Literature	3	RSEDU-202	Children's Literature	.5 Elective
EDU-224	Introduction to Education	3	RSEDU-224	Introduction to Education	.5 Elective
EDU-234	Intro Technology for Teachers	3	RSEDU-234	Intro Technology for Teachers	.5 Elective
EDU-244	Students With Disabilities	3	RSEDU-244	Students With Disabilities	.5 Elective
FRN-101	Beginning French	4	RSFRN-101	Beginning French	.5 Elective
FRN-102	Continuatn of Begng French	4	RSFRN-102	Continuatn of Begng French	.5 Elective
GRM-101	Beginning German	4	RSGRM-101	Beginning German	.5 Elective
GRM-102	Continuatn of Begng German	4	RSGRM-102	Continuatn of Begng German	.5 Elective
HUM-111	Intro to Humanities I	3	RSHUM-111	Intro to Humanities I	.5 Elective
HUM-112	Intro to Humanities II	3	RSHUM-112	Intro to Humanities II	.5 Elective
HUM-114	Intro Hum III:Contem West Wrl	3	RSHUM-114	Intro Hum III:Contem West Wrl	.5 Elective
HUM-125	Intro Non-Western Humanities	3	RSHUM-125	Intro Non-Western Humanities	.5 Elective
HUM-211	War & West Hum Thru Mid Ages	3	RSHUM-211	War & West Hum Thru Mid Ages	.5 Elective
HUM-212	War & W.Hum-Renaiss to Present	3	RSHUM-212	War & W.Hum-Renaiss to Present	.5 Elective
HUM-250	Leadership Development Stud	3	RSHUM-250	Leadership Development Stud	.5 Elective
MUS-101	Fundamentals of Music	3	RSMUS-101	Fundamentals of Music	.5 Elective
MUS-102	Intro to Music Literature	3	RSMUS-102	Intro to Music Literature	.5 Elective
MUS-104	Intro to American Music	3	RSMUS-104	Intro to American Music	.5 Elective
MUS-106	Intro to Non-Western Music	3	RSMUS-106	Intro to Non-Western Music	.5 Elective
MUS-131	Class Piano I	2	RSMUS-131	Class Piano I	.5 Elective
MUS-132	Class Piano II	2	RSMUS-132	Class Piano II	.5 Elective
MUS-191	Chorus I	1	RSMUS-191	Chorus I	.5 Elective
MUS-194	Instrumental Ensemble I	1	RSMUS-194	Instrumental Ensemble I	.5 Elective
MUS-195	Band I	1	RSMUS-195	Band I	.5 Elective
MUS-198	Orchestra I	1	RSMUS-198	Orchestra I	.5 Elective



MUS-294	Instrumental Ensemble II	1	RSMUS-294	Instrumental Ensemble II	.5 Elective
MUS-295	Band II	1	RSMUS-295	Band II	.5 Elective
MUS-298	Orchestra II	1	RSMUS-298	Orchestra II	.5 Elective
PHL-150	Intro to Philosophy	3	RSPHL-150	Intro to Philosophy	.5 Elective
PHL-151	Intro Non-Western Philosophy	3	RSPHL-151	Intro Non-Western Philosophy	.5 Elective
PHL-152	Environmental Ethics	3	RSPHL-152	Environmental Ethics	.5 Elective
PHL-153	Medical Ethics	3	RSPHL-153	Medical Ethics	.5 Elective
PHL-154	Introduction to Religion	3	RSPHL-154	Introduction to Religion	.5 Elective
PHL-155	World Religions	3	RSPHL-155	World Religions	.5 Elective
PHL-156	Religion in American Society	3	RSPHL-156	Religion in American Society	.5 Elective
PHL-157	Foundational Religious Texts	3	RSPHL-157	Foundational Religious Texts	.5 Elective
PHL-255	Logic	3	RSPHL-255	Logic	.5 Elective
PHL-256	Contemporary Moral Issues	3	RSPHL-256	Contemporary Moral Issues	.5 Elective
PHL-260	Philosophy of Religion	3	RSPHL-260	Philosophy of Religion	.5 Elective
SPN-101	Beginning Spanish	4	RSSPN-101	Beginning Spanish	.5 Elective
SPN-102	Continuation Beginning Spanish	4	RSSPN-102	Continuation Beginning Spanish	.5 Elective
SPN-203	Intermediate Spanish	3	RSSPN-203	Intermediate Spanish	.5 Elective
SPN-204	Continue Intermediate Spanish	3	RSSPN-204	Continue Intermediate Spanish	.5 Elective
THE-133	Introduction to the Theater	3	RSTHE-133	Introduction to the Theater	.5 Elective
THE-134	Stagecraft & Theater Lighting	3	RSTHE-134	Stagecraft & Theater Lighting	.5 Elective
THE-135	Acting I	3	RSTHE-135	Acting I	.5 Elective
THE-235	Acting II	3	RSTHE-235	Acting II	.5 Elective
<b>Life Sciences</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
BIO-100	Introductory Human Biology	3	RSBIO-100	Introductory Human Biology	0.5
BIO-103	Introductory Life Science	3	RSBIO-103	Introductory Life Science	0.5
BIO-104	Intro Life Science Lab	1	RSBIO-104	Intro Life Science Lab	0.5
BIO-106	Environmental Science	3	RSBIO-106	Environmental Science	0.5
BIO-107	Environmental Biology Lab	1	RSBIO-107	Environmental Biology Lab	0.5
BIO-113	Plants and Society	4	RSBIO-113	Plants and Society	0.5
BIO-140	Introduction to Evolution	3	RSBIO-140	Introduction to Evolution	0.5
BIO-150	Microbes and Society	3	RSBIO-150	Microbes and Society	0.5
BIO-152	Microbes & Society Laboratory	1	RSBIO-152	Microbes & Society Laboratory	0.5
BIO-162	Human Heredity	3	RSBIO-162	Human Heredity	0.5
BIO-171	Biology of Human Disease	3	RSBIO-171	Biology of Human Disease	0.5
BIO-185	Foundations Anat & Physiol	5	RSBIO-185	Foundations Anat & Physiol	0.5
BIO-201	Fundamentals of Biology I	4	RSBIO-201	Fundamentals of Biology I	0.5
BIO-202	Fundamentals of Biology II	4	RSBIO-202	Fundamentals of Biology II	0.5
BIO-274	Microbiology	4	RSBIO-274	Microbiology	0.5
BIO-281	Anatomy and Physiology I	4	RSBIO-281	Anatomy and Physiology I	0.5
BIO-282	Anatomy and Physiology II	4	RSBIO-282	Anatomy and Physiology II	0.5
<b>Mathematics</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
MTH-115	General Education Math	3	RSMTH-115	General Education Math	0.5
MTH-120	College Algebra	3	RSMTH-120	College Algebra	0.5
MTH-125	Plane Trigonometry	3	RSMTH-125	Plane Trigonometry	0.5
MTH-132	College Algebra & Trigonometry	5	RSMTH-132	College Algebra & Trigonometry	0.5
MTH-135	Calculus W/Analytic Geom I	5	RSMTH-135	Calculus W/Analytic Geom I	0.5
MTH-164	Computer in Mathematics C/C++	4	RSMTH-164	Computer in Mathematics C/C++	0.5
MTH-211	Calc for Business & Soc Scienc	4	RSMTH-211	Calc for Business & Soc Scienc	0.5
MTH-216	Math for Elem Teachers I	3	RSMTH-216	Math for Elem Teachers I	0.5
MTH-217	Math for Elem Teachers II	3	RSMTH-217	Math for Elem Teachers II	0.5
MTH-220	Elements of Statistics	3	RSMTH-220	Elements of Statistics	0.5
MTH-235	Calculus W/Analytic Geom II	4	RSMTH-235	Calculus W/Analytic Geom II	0.5
MTH-236	Calculus W/Analyt Geom III	4	RSMTH-236	Calculus W/Analyt Geom III	0.5

MTH-240	Differential Equations	3	RSMTH-240	Differential Equations	0.5
MTH-250	Modern Linear Algebra	4	RSMTH-250	Modern Linear Algebra	0.5
<b>Physical Sciences</b>					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATS-105	Intro to Atmospheric Science	4	RSATS-105	Intro to Atmospheric Science	0.5
CHM-110	General Organic & BioChem I	4	RSCHM-110	General Organic & BioChem I	0.5
CHM-120	General Chemistry I	4	RSCHM-120	General Chemistry I	0.5
CHM-130	General Chemistry II	4	RSCHM-130	General Chemistry II	0.5
CHM-210	General, Organic & BioChem II	4	RSCHM-210	General, Organic & BioChem II	0.5
CHM-220	Organic Chemistry I	5	RSCHM-220	Organic Chemistry I	0.5
CHM-230	Organic Chemistry II	5	RSCHM-230	Organic Chemistry II	0.5
CHM-240	General Biological Chemistry	3	RSCHM-240	General Biological Chemistry	0.5
GEL-101	Introduction to Geology	4	RSGEL-101	Introduction to Geology	0.5
GEL-107	Geology of the Solar System	3	RSGEL-107	Geology of the Solar System	0.5
GEL-206	Environmental Geology	3	RSGEL-206	Environmental Geology	0.5
PGE-100	Physical Geography	3	RSPGE-100	Physical Geography	0.5
PGE-102	Physical Geography With Lab	4	RSPGE-102	Physical Geography With Lab	0.5
PGE-240	Global Climate Change	3	RSPGE-240	Global Climate Change	0.5
PHY-201	Mechanics and Heat	5	RSPHY-201	Mechanics and Heat	0.5
PHY-202	Waves/Elec/Light & Modrn Phys	5	RSPHY-202	Waves/Elec/Light & Modrn Phys	0.5
PHY-215	Mechanics, Wave Motion, Thermo	5	RSPHY-215	Mechanics, Wave Motion, Thermo	0.5
PHY-225	Electr, Magnetism, Light, Phys	5	RSPHY-225	Electr, Magnetism, Light, Phys	0.5
<b>Social Sciences</b>					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ANP-102	Intro Biolo Anthro & Archaeol	3	RSANP-102	Intro Biolo Anthro & Archaeol	.5 Elective
ANP-103	Intro to Cultural Anthro	3	RSANP-103	Intro to Cultural Anthro	.5 Elective
GEO-130	World Geography	3	RSGEO-130	World Geography	.5 Elective
HST-140	History of Western Civ I	3	RSHST-140	History of Western Civ I	.5 Elective
HST-141	History of Western Civ II	3	RSHST-141	History of Western Civ II	.5 Elective
HST-142	History of U S to 1865	3	RSHST-142	History of U S to 1865	.5 Required
HST-143	History of U S Since 1865	3	RSHST-143	History of U S Since 1865	.5 Required
HST-144	Current Hist 1945 to Present	3	RSHST-144	Current Hist 1945 to Present	.5 Elective
HST-151	African History Survey to 1600	3	RSHST-151	African History Survey to 1600	.5 Elective
HST-152	African Hist Survey Since 1600	3	RSHST-152	African Hist Survey Since 1600	.5 Elective
HST-162	History of Latin America I	3	RSHST-162	History of Latin America I	.5 Elective
HST-163	History of Latin America II	3	RSHST-163	History of Latin America II	.5 Elective
HST-172	History of Middle East to 1453	3	RSHST-172	History of Middle East to 1453	.5 Elective
HST-173	History Middle East Since 1453	3	RSHST-173	History Middle East Since 1453	.5 Elective
HST-182	Hist of Eastern Civ to 1500	3	RSHST-182	Hist of Eastern Civ to 1500	.5 Elective
HST-183	Hist of East Civ Since 1500	3	RSHST-183	Hist of East Civ Since 1500	.5 Elective
HST-192	History of World Until 1750	3	RSHST-192	History of World Until 1750	.5 Elective
HST-193	Hist of the World Since 1750	3	RSHST-193	Hist of the World Since 1750	.5 Elective
HST-210	History of Women of the U.S.	3	RSHST-210	History of Women of the U.S.	.5 Elective
PSC-150	Intro to Political Science	3	RSPSC-150	Intro to Political Science	.5 Elective
PSC-160	American National Government	3	RSPSC-160	American National Government	.5 Required
PSC-161	State and Local Government	3	RSPSC-161	State and Local Government	.5 Elective
PSC-210	Intro to Legal System	3	RSPSC-210	Intro to Legal System	.5 Elective
PSC-211	The American Presidency	3	RSPSC-211	The American Presidency	.5 Elective
PSC-269	International Relations	3	RSPSC-269	International Relations	.5 Elective
SOC-190	Introduction to Sociology	3	RSSOC-190	Introduction to Sociology	.5 Elective
SOC-290	Social Problems	3	RSSOC-290	Social Problems	.5 Elective
SOC-291	Criminology	3	RSSOC-291	Criminology	.5 Elective
SOC-292	Sociology of Deviance	3	RSSOC-292	Sociology of Deviance	.5 Elective
SOC-294	Urban Sociology	3	RSSOC-294	Urban Sociology	.5 Elective
SOC-295	Racial and Ethnic Relations	3	RSSOC-295	Racial and Ethnic Relations	.5 Elective



SOC-298	Sociology of Sex and Gender	3	RSSOC-298	Sociology of Sex and Gender	.5 Elective
SOC-299	Sociology of the Family	3	RSSOC-299	Sociology of the Family	.5 Elective
<b>STU Student Development</b>					
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
STU-100	Planning for Success	1	RSSTU-100	Planning for Success	.5 Elective
STU-101	Career Planning	2	RSSTU-101	Career Planning	.5 Elective
STU-103	Workplace Ethics	1	RSSTU-103	Workplace Ethics	.5 Elective
<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
ECO-101	Introduction to Economics	3	RSECO-101	Introduction to Economics	.5 Required
ECO-110	Principles of Economics: Macro	3	RSECO-110	Principles of Economics: Macro	
ECO-111	Principles of Economics: Micro	3	RSECO-111	Principles of Economics: Micro	
<b>Associate Degree Required in order to earn Winnebago High School Diploma</b>					

**Purchase Report-A - FY2025 Amendments**

Recommendation: Board approval for items marked with an asterisk.

A. Software – (Administrative Software – Plant Operations and Maintenance)

**Brightly Software Inc****Cary, NC****\$6,000.00\*(1)****Not to Exceed**

1. This increase is for the last portion of implementation and training needed for Brightly Capital Predictor. The Brightly software program is used to inventory assets and to enter and track work-order tickets submitted to Facilities, Plant Operations, and Maintenance. This is a not to exceed.

Original approved amount	\$30,000.00
Increase requested	\$ 6,000.00
New total expenditure	\$36,000.00 Not to Exceed

FY2025 Budgeted Expense

Original Board Report BR #8156-C

B. Testing Professional Services – (Capital – Downtown West Site Improvements)

**Terracon Consultants Inc****Downers Grove, IL****\$5,000.00\*(2)****Not to Exceed**

2. This increase covers the removal and reporting costs related to an underground storage tank discovered at the Downtown West construction site. The tank is currently hindering foundation construction at the Downtown West site and must be removed. This is a not to exceed.

Original approved amount	\$50,000.00
First increase amount	\$25,000.00
Increase requested	\$ 5,000.00
New total expenditure	\$80,000.00 Not to Exceed

FY2025 Budgeted Expense

Original Board Report BR #8206-A

First Amendment – Board Report BR-8242-A



**Purchase Report-A - FY2025 Amendments****C. Books – (Books and Binding Costs – Library)**

<b>Midwest Library Service</b>	<b>Bridgeton, MO</b>	<b>\$9,000.00*(3)</b> <b>Not to Exceed</b>
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3. This increase is for additional books for the College's Library. This is a not to exceed.

Original approved amount	\$35,000.00
Increase requested	\$ 9,000.00
New total expenditure	\$44,000.00 Not to Exceed

FY2025 Budgeted Expense

Original Board Report BR #8156-D

**D. Software – (Administrative Software – Financial Services)**

<b>Prophix Software Inc.</b>	<b>Ontario, Canada</b>	<b>\$2,683.00*(4)</b>
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4. This increase is due to an increase in cost for user licenses for the College's budgetary software. The licenses include three (3) Administrator licenses and 55 standard user licenses. Prophix integrates with Ellucian's Colleague to improve users' budgetary and financial reporting capabilities. This renewal will be year one (1) of a three-year contract.

Original approved amount	\$74,500.00
Increase requested	\$ 2,683.00
New total expenditure	\$77,183.00

FY2025 Budgeted Expense

Original Board Report BR #8156-C

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Howard J. Spearman, Ph.D.  
President

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

**Purchase Report-B - FY2025 Purchases**

Recommendation: Board approval for items marked with an asterisk.

A. Consulting Fee – (Other Contractual Services – General Institutional Expenses)

<b>Sheridan Wealth Advisors</b>	<b>Miami, FL</b>	<b>\$619,288.07*(1)</b>
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1. This expense is for a consulting fee. Upon the request of the Board of Trustees to pursue the opportunity for Employee Retention Credit, Rock Valley College engaged Sheridan Wealth Advisors in October 2023 to assist in the filing process. The College filed for the credit with the Internal Revenue Service (IRS) for quarters 1 (Q1) and 2 (Q2) of the 2021 calendar year. The College has received notice that the IRS will be issuing a check to the College for Q1 2021 in the amount of \$3,096,440.33 plus interest for a total of \$3,926,580.19. The consulting fee due to Sheridan Wealth Advisors is 20% of the claim filed.

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

*Exemption A: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.*

FY2025 Budgeted Expense

B. Tuckpointing – (Site Improvements – Capital)

<b>Mike Harris Mason Contractor</b>	<b>Rockford, IL</b>	<b>\$301,860.00*(2)</b>
		<b>Not to exceed</b>
Safe-Way Tuckpointing LLP	Rolling Meadows, IL	\$318,000.00
Otto Baum Company, Inc.	Morton, IL	\$331,392.00

2. This expense is for tuckpointing services needed at a pedestrian bridge and several buildings on RVC's main campus. Bid #25-14 Exterior Stone Tuckpointing bid was released on April 16, 2025, and RVC received three (3) submittals, which were opened on May 7, 2025. The bid included a base bid with four alternate bids. Bid amounts are allowed for RVC to accept the base bid and the four alternate bids, allowing all work to be completed this summer. The architect has recommended a 20 % contingency for this project. Although we do not anticipate encountering areas of loose stones that will need to be reset, an area may appear solid, but once the tuckpointing process begins, we may discover that stones need to be removed and reset to ensure the safety of the community. The price includes a 20% contingency. This is a not to exceed.

FY2025 Capital Expense

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Howard J. Spearman, Ph.D.  
President

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

Purchase Report-C - FY2026 Purchases

Recommendation: Board approval for items marked with an asterisk.

A. Printing & Mailing – (Print/Copy Commercial Services – Community and Continuing Education)

<b>K.K. Stevens Publishing Co.</b>	<b>Astoria, IL</b>	<b>\$80,600.00*(1)</b> <b>Not to Exceed</b>
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1. This expense is for the printing and mailing of the Community and Continuing Education catalog. Bid #24-14 Printing & Mailing Non-Credit Catalogs was awarded to K.K. Stevens Publishing Co. on May 28, 2024. The catalog will have three (3) editions each fiscal year to run in the fall, spring, and summer. This is the second year of a three (3) year contract with two (2) possible one-year extensions. This request includes a ten percent (10%) contingency due to the potential variation of quantities to be printed for each edition.

FY2026 Budgeted Expense

B. Production Contract – (Other Contractual Services – Starlight Theatre)

<b>TBD</b>	<b>New York, NY</b>	<b>\$25,000.00*(2)</b> <b>Not to Exceed</b>
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2. This expense is for Production A of the summer 2026 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

- Music Theatre International
- Concord Theatricals
- Theatrical Rights Worldwide
- Broadway Licensing

*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*

FY2026 Budgeted Expense

**Purchase Report-C - FY2026 Purchases****C. Production Contract – (Other Contractual Services – Starlight Theatre)****TBD****New York, NY****\$25,000.00\*(3)****Not to Exceed**

3. This expense is for Production B of the summer 2026 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

Music Theatre International  
Concord Theatricals  
Theatrical Rights Worldwide  
Broadway Licensing

*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*

FY2026 Budgeted Expense

**D. Production Contract – (Other Contractual Services – Starlight Theatre)****TBD****New York, NY****\$25,000.00\*(4)****Not to Exceed**

4. This expense is for Production C of the summer 2026 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

Music Theatre International  
Concord Theatricals  
Theatrical Rights Worldwide  
Broadway Licensing

*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*

FY2026 Budgeted Expense

**Purchase Report-C - FY2026 Purchases****E. Production Contract – (Other Contractual Services – Starlight Theatre)****TBD****New York, NY****\$25,000.00\*(5)****Not to Exceed**

5. This expense is for Production D of the summer 2026 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

Music Theatre International  
Concord Theatricals  
Theatrical Rights Worldwide  
Broadway Licensing

*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*

FY2026 Budgeted Expense

**F. Production Contract – (Other Contractual Services – Starlight Theatre)****TBD****New York, NY****\$25,000.00\*(6)****Not to Exceed**

6. This expense is for the StarBright show of the summer 2026 season of Starlight Theatre. This show is still being determined and will be the third annual StarBright performance, managed by performers aged 8 to 18. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

Music Theatre International  
Concord Theatricals  
Theatrical Rights Worldwide  
Broadway Licensing

*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*

FY2026 Budgeted Expense

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Howard J. Spearman, Ph.D.  
President

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

**ROCK VALLEY COLLEGE**  
Cash and Investment Report  
April 30, 2025

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	6,148,143
PMA Operating Cash	11,410,374
Petty Cash	3,965
ISDLAF*	17,035,396
Total Operating Cash:	<u>34,597,877</u>
<u>Operating Investments Accounts</u>	
PMA Operating	43,264
ISDLAF*	4,796,500
CD's and CDARS	42,481,480
Treasuries	13,326,655
ISDLAF Term Series	4,000,000
Total Operating Investments:	<u>64,647,899</u>
<b>Total Operating Cash &amp; Investments:</b>	<b><u>99,245,776</u></b>
<hr/>	
<b>Total Operating Cash and Investments on March 31, 2025</b>	<b><u>95,499,192</u></b>
<b>Total Operating Cash and Investments on April 30, 2025</b>	<b><u>99,245,776</u></b>
<b>Total Operating Cash and Investments on April 30, 2024</b>	<b><u>86,332,941</u></b>
<b>% of Operating Budget</b>	<b>97.57%</b>
<b>Change in Operating Cash and Investments since March 31, 2025</b>	<b><u>3,746,584</u></b>

\*Illinois School District Liquid Asset Fund

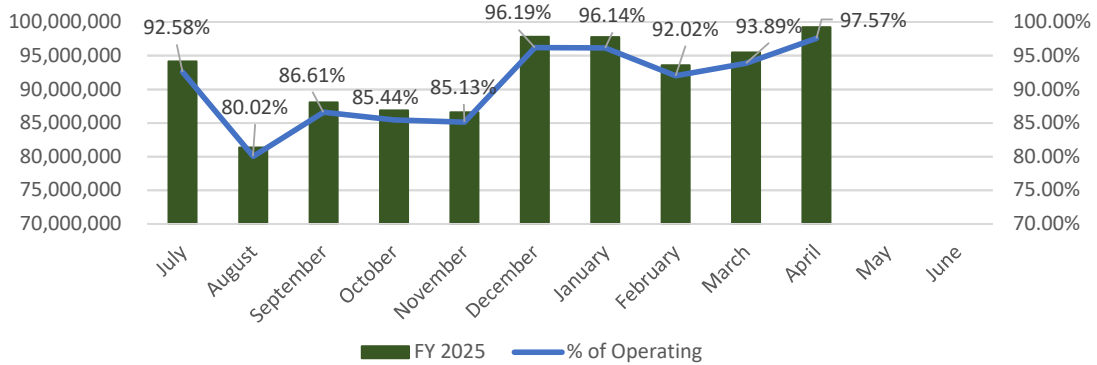
	<u>Month End Balance</u>
<u>Working Cash Accounts</u>	
ISDLAF*	2,383,495
Total Working Fund Cash:	<u>2,383,495</u>
<hr/>	
<b>Total Working Cash Funds on March 31, 2025</b>	<b><u>2,375,223</u></b>
<b>Total Working Cash Funds on April 30, 2025</b>	<b><u>2,383,495</u></b>
<b>Change in Working Cash Funds since March 31, 2025</b>	<b><u>8,272</u></b>

\*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	56,972
Life Safety	3,260,988
CDB Escrow	18,607,768
Building Funds	48,852,383
Total Capital Funds:	<u>70,778,111</u>
<hr/>	
<b>Total Capital Funds on March 31, 2025</b>	<b><u>23,655,986</u></b>
<b>Total Capital Funds on April 30, 2025</b>	<b><u>70,778,111</u></b>
<b>Change in Capital Funds since March 31, 2025</b>	<b><u>47,122,125</u></b>



### Operating Cash Balance and % Coverage of FY'25 Operating Budget



Month / Year	Cash & Investments	Capital	Total
April 2025	99,245,776	70,778,111	170,023,887
April 2024	86,332,941	12,124,823	98,457,764
March 2025	95,499,192	23,655,986	119,155,178
March 2024	86,836,088	12,144,016	98,980,104
February 2025	93,595,008	23,564,036	117,159,044
February 2024	88,191,264	12,055,291	100,246,555
January 2025	97,793,062	23,489,305	121,282,367
January 2024	89,622,418	12,080,229	101,702,648
December 2024	97,836,468	22,888,518	120,724,986
December 2023	86,619,649	12,022,984	98,642,633
November 2024	86,593,948	34,956,285	121,550,233
November 2023	87,396,331	20,349,393	107,745,724
October 2024	86,909,426	36,439,132	123,348,557
October 2023	86,279,617	20,962,436	107,242,052
September 2024	88,096,984	36,073,771	124,170,755
September 2023	88,021,757	19,753,543	107,775,300
August 2024	81,392,300	31,630,251	113,022,551
August 2023	85,365,989	18,758,217	104,124,206
July 2024	94,170,928	18,966,575	113,137,503
July 2023	82,104,819	17,993,199	100,098,019
June 2024	95,190,321	18,733,561	113,923,882
June 2023	83,887,036	16,942,490	100,829,526
May 2024	87,363,344	13,008,319	100,371,663
May 2023	76,503,790	13,085,170	89,588,960
April 2024	86,332,941	12,124,823	98,457,764
April 2023	75,375,546	11,330,563	86,706,108



3301 North Mulford Road  
Rockford, IL 61114

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State of Illinois  
Rock Valley College  
Community College District 511  
3rd Quarter Y-T-D Financial Report  
3/31/2025

Submitted: May 13, 2025

Prepared by: Ellen Olson, Vice President of Finance and Chief Financial Officer

Presented by: Ellen Olson, Vice President of Finance and Chief Financial Officer



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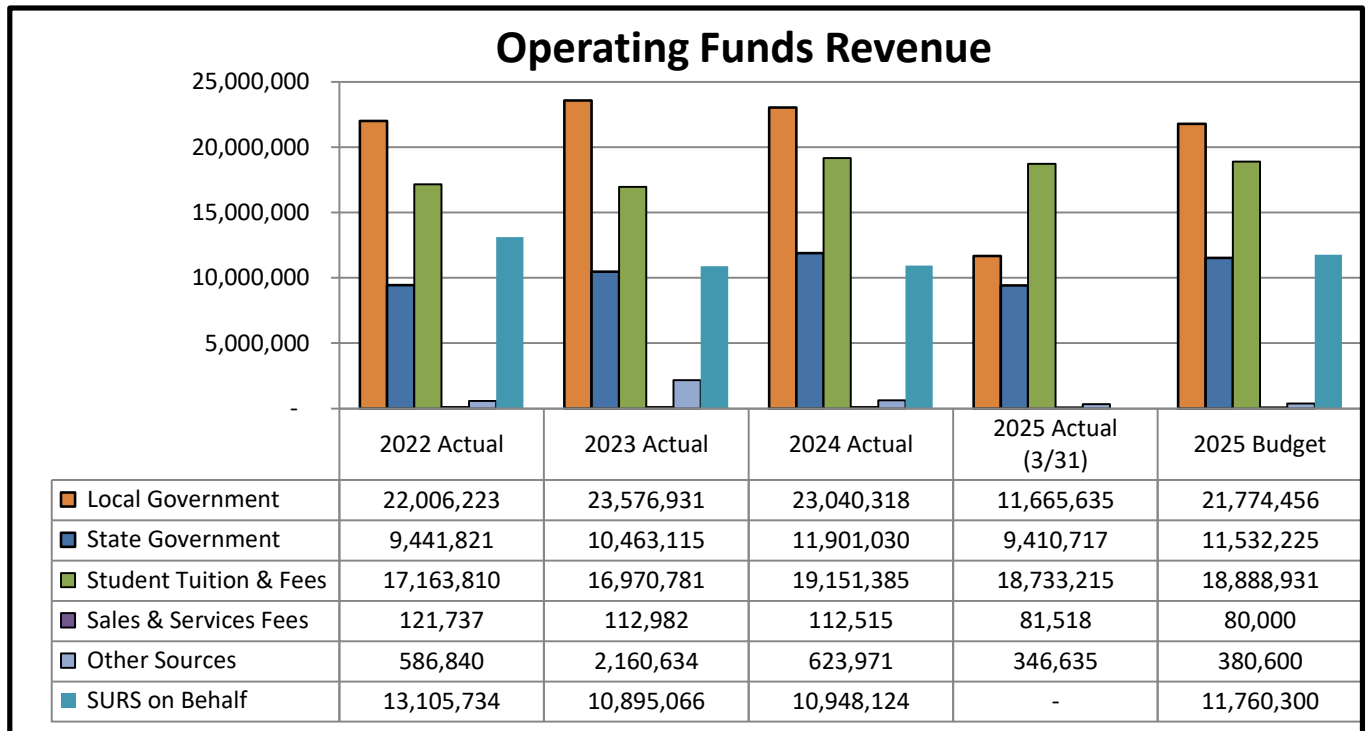
# Rock Valley College

## FY25 Operating Funds 2nd Qtr Y-T-D

### Operating (Funds 01 & 02)

Revenues by Source		Fund 01 Actual 3/31/2025	Fund 02 Actual 3/31/2025	Total Operating Revenue 3/31/2025	2025 Operating Revenue Budget	% Actual to Budget
41	Local Government	\$ 9,725,961	\$ 1,939,674	\$ 11,665,635	\$ 21,774,456	53.57%
42	State Government	8,691,834	718,883	9,410,717	11,532,225	81.60%
43	Federal Governmental	-	-	-	-	
44	Student Tuition & Fees	16,656,124	2,077,091	18,733,215	18,888,931	99.18%
45	Sales & Services Fees	81,518	-	81,518	80,000	101.90%
46	Facilities Revenue	-	725,303	725,303	793,630	91.39%
47	Investment Revenue	2,400,018	5,683	2,405,701	2,195,010	109.60%
48	Gifts, Grants, & Bequests	266,177	1,906	268,083	378,762	70.78%
49	Other Sources	201,977	144,659	346,635	380,600	91.08%
	SURS on Behalf	-	-	-	11,760,300	0.00%
	<b>Total Revenues</b>	<b>\$ 38,023,609</b>	<b>\$ 5,613,198</b>	<b>\$ 43,636,807</b>	<b>\$ 67,783,914</b>	<b>64.38%</b>

Revenues excluding SURS on Behalf      \$ 38,023,609      \$ 5,613,198      \$ 43,636,807      \$ 56,023,614      77.89%



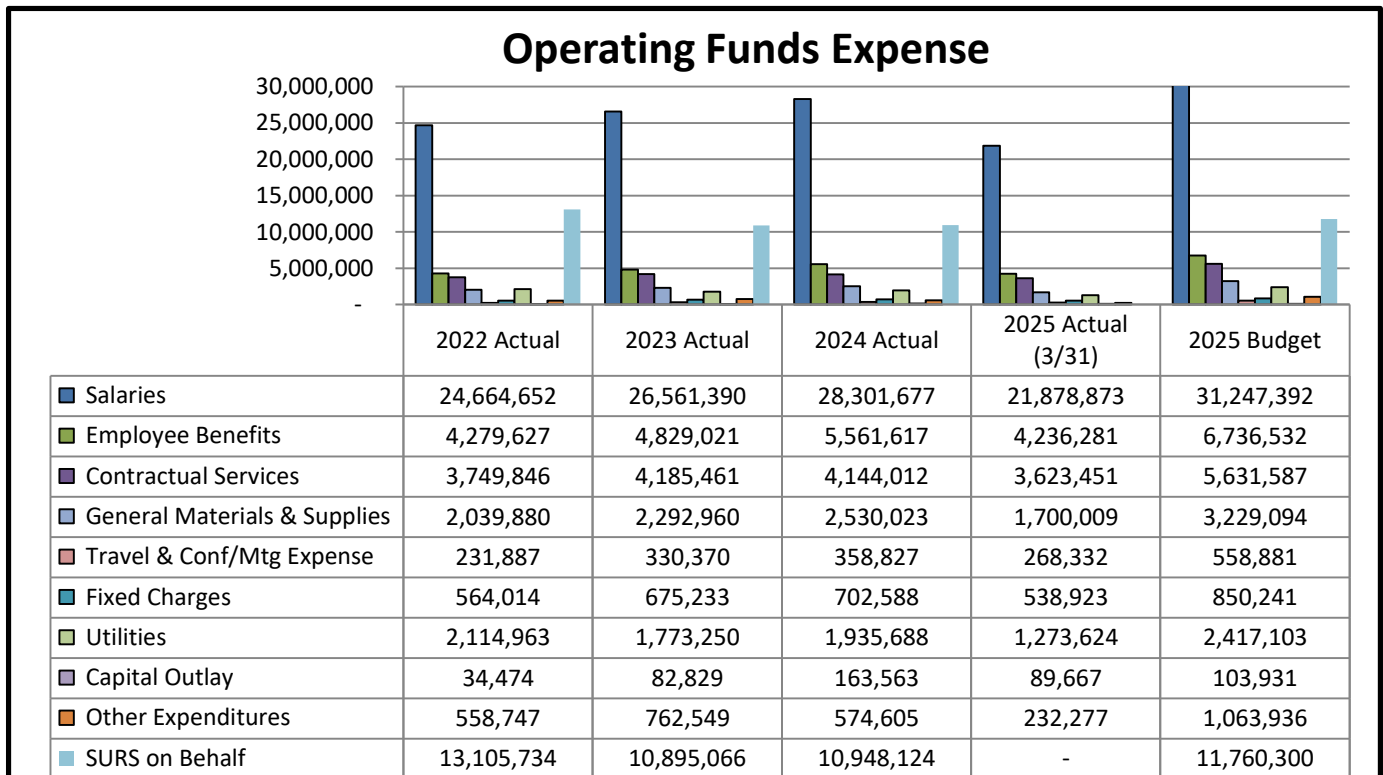
# Rock Valley College

## FY25 Operating Funds 2nd Qtr Y-T-D

### Operating (Funds 01 & 02)

	Fund 01	Fund 02	Total	2025	
	Actual	Actual	Operating Expense	Operating Expense	% Actual
	3/31/2025	3/31/2025	3/31/2025	Budget	to Budget
<b>Expenses by Source</b>					
51 Salaries	\$ 19,806,234	\$ 2,072,639	\$ 21,878,873	\$ 31,247,392	70.02%
52 Employee Benefits	3,840,609	395,672	4,236,281	6,736,532	62.89%
53 Contractual Services	2,385,334	1,238,117	3,623,451	5,631,587	64.34%
54 General Materials & Supplies	1,388,122	311,888	1,700,009	3,229,094	52.65%
55 Travel & Conf/Mtg Expense	266,645	1,687	268,332	558,881	48.01%
56 Fixed Charges	285,457	253,465	538,923	850,241	63.38%
57 Utilities	3,713	1,269,911	1,273,624	2,417,103	52.69%
58 Capital Outlay	21,926	67,741	89,667	103,931	86.28%
59 Other Expenditures	230,198	2,079	232,277	1,063,936	21.83%
SURS on Behalf	-	-	-	11,760,300	0.00%
<b>Total Expenses</b>	<b>\$ 28,228,238</b>	<b>\$ 5,613,199</b>	<b>\$ 33,841,437</b>	<b>\$ 63,598,997</b>	<b>53.21%</b>

Expenses excluding SURS on Behalf	28,228,238.42	5,613,198.69	33,841,437	51,838,697	65.28%
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	Fund 01	Fund 02	Total	2025	
	Actual	Actual	Operating Expense	Operating Expense	% Actual
	3/31/2025	3/31/2025	3/31/2025	Budget	to Budget
<b>Other Financing Sources (Uses)</b>					
Transfers from Other Funds					
Transfer to Other Funds	(15,000,000)		(15,000,000)	-	N/M
<b>Total Other Financing Sources</b>	<b>\$ (15,000,000)</b>	<b>\$ -</b>	<b>\$ (15,000,000)</b>	<b>\$ -</b>	<b>N/M</b>
<b>Total Expenses, Including Transfers</b>	<b>\$ 43,228,238</b>	<b>\$ 5,613,199</b>	<b>\$ 48,841,437</b>	<b>\$ 63,598,997</b>	<b>76.80%</b>

## Fund 01 Education-Detail

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

	(Target % = 75%)						
	FY2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Actuals (3/31/2025)	% of 2024 Actuals	FY 2025 Budget	% of 2025 Budget
<b>Revenue</b>							
Local Government	\$ 18,136,578	\$ 19,564,767	\$ 19,277,274	\$ 9,725,961	50.45%	\$ 18,299,315	53.15%
State Government	8,759,445	9,686,656	11,087,541	8,691,834	78.39%	10,724,050	81.05%
Federal Government	-	-	-	-		-	
Student Tuition & Fees	16,002,715	16,970,781	17,410,813	16,656,124	95.67%	15,540,072	107.18%
Sales & Service Fees	121,737	112,982	112,515	81,518	72.45%	80,000	101.90%
Facilities Revenue	-	-	-	-		-	
Investment Revenue	(20,405)	2,725,032	3,847,967	2,400,018	62.37%	2,061,540	116.42%
Gifts, Grants & Bequests	228,504	323,346	390,094	266,177	68.23%	378,762	70.28%
Other Revenue	369,383	1,864,879	377,768	201,977	53.47%	130,900	154.30%
SURS on Behalf	11,885,594	9,898,231	9,151,156	-	0.00%	10,745,403	0.00%
<b>Total Revenue</b>	<b>\$ 55,483,551</b>	<b>\$ 61,146,676</b>	<b>\$ 61,655,128</b>	<b>\$ 38,023,609</b>	<b>61.67%</b>	<b>\$ 57,960,042</b>	<b>65.60%</b>
<b>Expenses</b>							
Salaries	\$ 22,476,246	24,123,291	25,654,149	19,806,234	77.20%	\$ 28,550,788	69.37%
Employee Benefits	3,899,236	4,452,853	5,091,978	3,840,609	75.42%	6,178,244	62.16%
Contractual Services	2,209,868	2,391,346	2,405,617	2,385,334	99.16%	3,504,169	68.07%
General Materials & Supplies	1,583,239	1,777,917	2,014,020	1,388,122	68.92%	2,536,101	54.73%
Travel & Conf/Meeting Exp	227,071	330,821	360,508	266,645	73.96%	551,536	48.35%
Fixed Charges	370,456	485,456	483,714	285,457	59.01%	590,731	48.32%
Utilities	6,471	7,928	7,437	3,713	49.93%	8,017	46.31%
Capital Outlay	34,474	37,844	113,247	21,926	19.36%	46,200	47.46%
Other Expenditures	554,735	761,049	575,588	230,198	39.99%	1,063,936	21.64%
SURS on Behalf	11,885,594	9,898,231	9,151,156	-	0.00%	10,745,403	0.00%
<b>Total Expenses</b>	<b>\$ 43,247,390</b>	<b>\$ 44,266,736</b>	<b>\$ 45,857,413</b>	<b>\$ 28,228,238</b>	<b>61.56%</b>	<b>\$ 53,775,125</b>	<b>52.49%</b>
<b>Contingency</b>		-		-		4,184,917	
<b>Other Financing Sources (Uses)</b>							
Transfers from Other Funds						-	
Transfer to Other Funds	(13,371,085)	(14,247,008)	(13,000,000)	(15,000,000)		-	
<b>Total Other Financing Sources (Uses)</b>	<b>(13,371,085)</b>	<b>(14,247,008)</b>	<b>(13,000,000)</b>	<b>(15,000,000)</b>		<b>-</b>	
<b>Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)</b>	<b>\$ (1,134,924)</b>	<b>\$ 2,632,932</b>	<b>\$ 2,797,715</b>	<b>\$ (5,204,630)</b>		<b>\$ -</b>	
Beginning Fund Balance	\$ 36,945,495	\$ 35,810,571	\$ 38,443,503	\$ 41,241,218		\$ 38,443,503	
Change in Fund Balance	(1,134,924)	2,632,932	2,797,715	(5,204,630)		-	
<b>Ending Fund Balance</b>	<b>\$ 35,810,571</b>	<b>\$ 38,443,503</b>	<b>\$ 41,241,218</b>	<b>\$ 36,036,588</b>		<b>\$ 38,443,503</b>	



## Fund 02 Operations & Maintenance-Detail

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

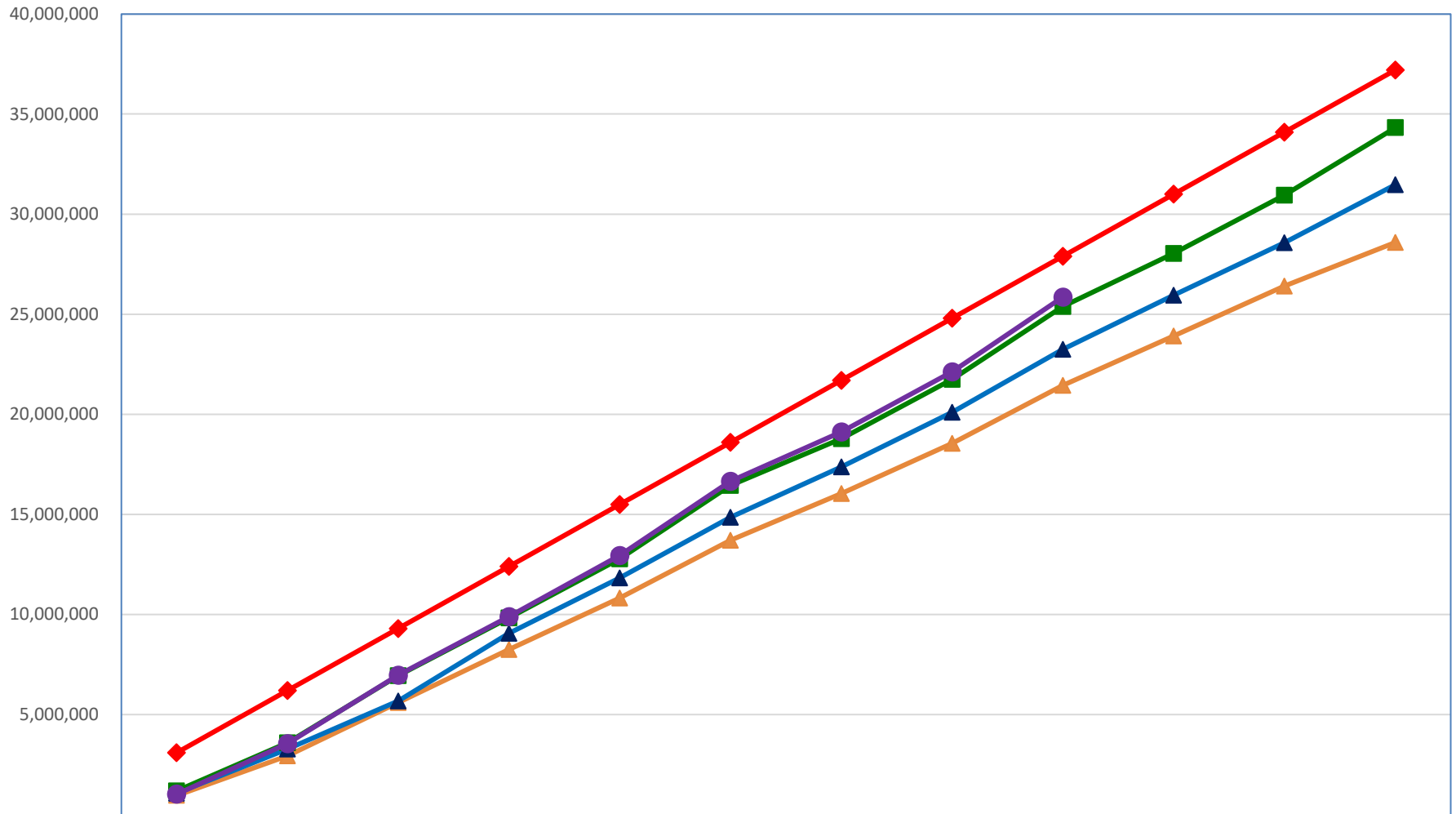
	FY2022	FY 2023	FY 2024	FY 2025		(Target % = 75%)	
	Actuals	Actuals	Actuals	Actuals (3/31/2025)	% of 2024 Actuals	FY 2025 Budget	% of 2025 Budget
<b>Revenue</b>							
Local Government	\$ 3,869,644	\$ 4,012,164	\$ 3,763,044	\$ 1,939,674	51.55%	\$ 3,475,141	55.82%
State Government	682,376	776,459	813,489	718,883	88.37%	808,175	88.95%
Federal Government	-	-	-	-		-	
Student Tuition & Fees	1,161,095	1,045,767	1,740,572	2,077,091	119.33%	3,348,859	62.02%
Sales & Service Fees	-	-	-	-	N/M	-	N/M
Facilities Revenue	782,452	864,892	899,965	725,303	80.59%	793,630	91.39%
Investment Revenue	163,270	128,022	125,784	5,683	4.52%	133,470	4.26%
Gifts, Grants & Bequests	-	1,500	-	1,906		-	
Other Revenue	217,456	295,755	246,203	144,659	58.76%	249,700	57.93%
SURS on Behalf	1,220,140	996,835	1,002,541	-	0.00%	1,014,897	0.00%
<b>Total Revenue</b>	<b>\$ 8,096,435</b>	<b>\$ 8,121,393</b>	<b>\$ 8,591,598</b>	<b>\$ 5,613,198</b>	<b>65.33%</b>	<b>\$ 9,823,872</b>	<b>57.14%</b>
<b>Expenses</b>							
Salaries	\$ 2,188,406	\$ 2,438,099	\$ 2,670,243	\$ 2,072,639	77.62%	\$ 2,696,604	76.86%
Employee Benefits	380,390	376,168	469,639	395,672	84.25%	558,288	70.87%
Contractual Services	1,539,978	1,794,115	1,738,395	1,238,117	71.22%	2,127,418	58.20%
General Materials & Supplies	456,641	515,043	516,004	311,888	60.44%	692,993	45.01%
Travel & Conf/Meeting Exp	4,816	(451)	(1,681)	1,687	-100.33%	7,345	22.96%
Fixed Charges	193,558	189,777	218,874	253,465	115.80%	259,510	97.67%
Utilities	2,108,493	1,765,322	1,928,252	1,269,911	65.86%	2,409,086	52.71%
Capital Outlay	-	44,985	50,316	67,741	134.63%	57,731	117.34%
Other Expenditures	4,013	1,500	(983)	2,079	-211.51%	-	N/M
SURS on Behalf	1,220,140	996,835	1,002,541	-	0.00%	1,014,897	0.00%
<b>Total Expenses</b>	<b>\$ 8,096,435</b>	<b>\$ 8,121,393</b>	<b>\$ 8,591,598</b>	<b>\$ 5,613,199</b>	<b>65.33%</b>	<b>\$ 9,823,872</b>	<b>57.14%</b>
<b>Contingency</b>		-		-		-	
<b>Other Financing Sources (Uses)</b>							
Transfers from Other Funds						-	
Transfer to Other Funds	-	-		-		-	
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>-</b>	
<b>Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)</b>							
	\$ -	\$ -	\$ (0)	\$ (0)		\$ -	
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -		\$ -	
Change in Fund Balance	-	-	(0)	(0)		-	
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ (0)</b>		<b>\$ -</b>	

## Fund 05 Auxiliary Enterprises-Detail

*The Auxiliary Enterprises Fund is established by Section 3-31.1 of the Public Community College Act. It is used to account for college services where a fee is charged and the activity is intended to be self-supporting. Accounts in this fund include food services, student stores, and intercollegiate athletics.*

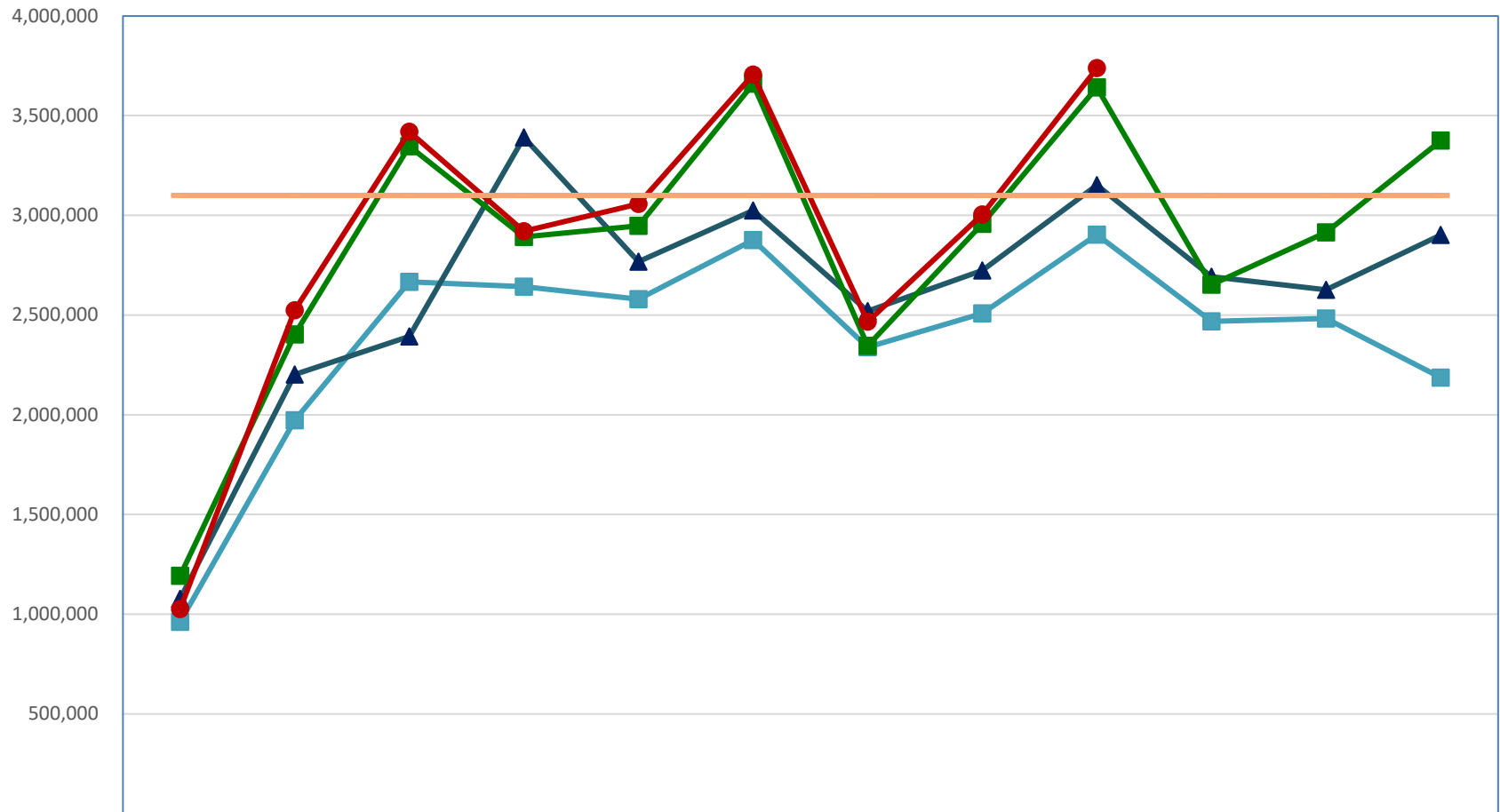
	FY 2022	FY 2023	FY 2024	FY 2025		(Target % = 75%)	
	Actuals	Actuals	Actuals	Actuals (3/31/2025)	% of 2024 Actuals	FY 2025 Budget	% of 2025 Budget
<b>Revenue</b>							
Local Government	\$ -	\$ -	\$ -	\$ -	N/M	\$ -	N/M
State Government	-	52,229	-	-	N/M	-	N/M
Federal Government	-	-	-	-	N/M	-	N/M
Student Tuition & Fees	1,715,671	1,761,238	1,946,088	2,262,869	116.28%	2,509,385	90.18%
Sales & Service Fees	1,039,309	1,208,997	1,376,676	1,168,374	84.87%	1,734,788	67.35%
Facilities Revenue	-	-	-	-	N/M	-	N/M
Investment Revenue	-	-	-	-	N/M	-	N/M
Gifts, Grants & Bequests	1,785	2,744	1,855	1,380	74.39%	4,350	31.72%
Other Revenue	989,721	369,150	426,085	249,649	58.59%	581,632	42.92%
SURS on Behalf	800,498	665,008	688,228	-	0.00%	1,007,621	0.00%
<b>Total Revenue</b>	<b>\$ 4,546,985</b>	<b>\$ 4,059,366</b>	<b>\$ 4,438,932</b>	<b>\$ 3,682,271</b>	<b>82.95%</b>	<b>\$ 5,837,776</b>	<b>63.08%</b>
<b>Expenses</b>							
Salaries	\$ 2,020,432	\$ 2,226,594	\$ 2,384,467	\$ 1,758,069	73.73%	\$ 2,677,272	65.67%
Employee Benefits	340,161	465,120	451,403	346,462	76.75%	550,502	62.94%
Contractual Services	341,250	323,345	437,518	351,995	80.45%	636,502	55.30%
General Materials & Supplies	329,292	441,068	422,566	305,349	72.26%	602,173	50.71%
Travel & Conf/Meeting Exp	219,063	229,923	425,389	263,804	62.01%	285,855	92.29%
Fixed Charges	11,870	4,230	3,295	1,664	50.50%	8,600	19.35%
Utilities	-	647	960	720	75.00%	-	N/M
Capital Outlay	5,299	-	-	-	N/M	-	N/M
Other Expenditures	572,283	775,524	857,649	1,004,629	117.14%	1,113,610	90.21%
SURS on Behalf	800,498	665,008	688,228	-	0.00%	1,007,621	0.00%
<b>Total Expenses</b>	<b>\$ 4,640,148</b>	<b>\$ 5,131,459</b>	<b>\$ 5,671,475</b>	<b>\$ 4,032,693</b>	<b>71.10%</b>	<b>\$ 6,882,135</b>	<b>58.60%</b>
<b>Other Financing Sources (Uses)</b>							
Transfers from Other Funds	-	1,000,000	2,000,000	3,750,000			
Transfer to Other Funds	-	-	-	-		-	
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 3,750,000</b>		<b>\$ -</b>	
<b>Excess (deficiency) of revenues over expenditures and other sources (uses)</b>	<b>\$ (93,163)</b>	<b>\$ (72,093)</b>	<b>\$ 767,457</b>	<b>\$ 3,399,578</b>		<b>\$ (1,044,359)</b>	
Beginning Fund Balance	\$ 131,475	\$ 38,311	\$ (33,782)	\$ 733,675		\$ 733,675	
Change in Fund Balance	(93,163)	(72,093)	767,457	3,399,577		(1,044,359)	
Ending Fund Balance	<u>\$ 38,311</u>	<u>\$ (33,782)</u>	<u>\$ 733,675</u>	<u>\$ 4,133,252</u>		<u>(310,684)</u>	

**Rock Valley College  
FY25  
Payroll Year-to-Date**



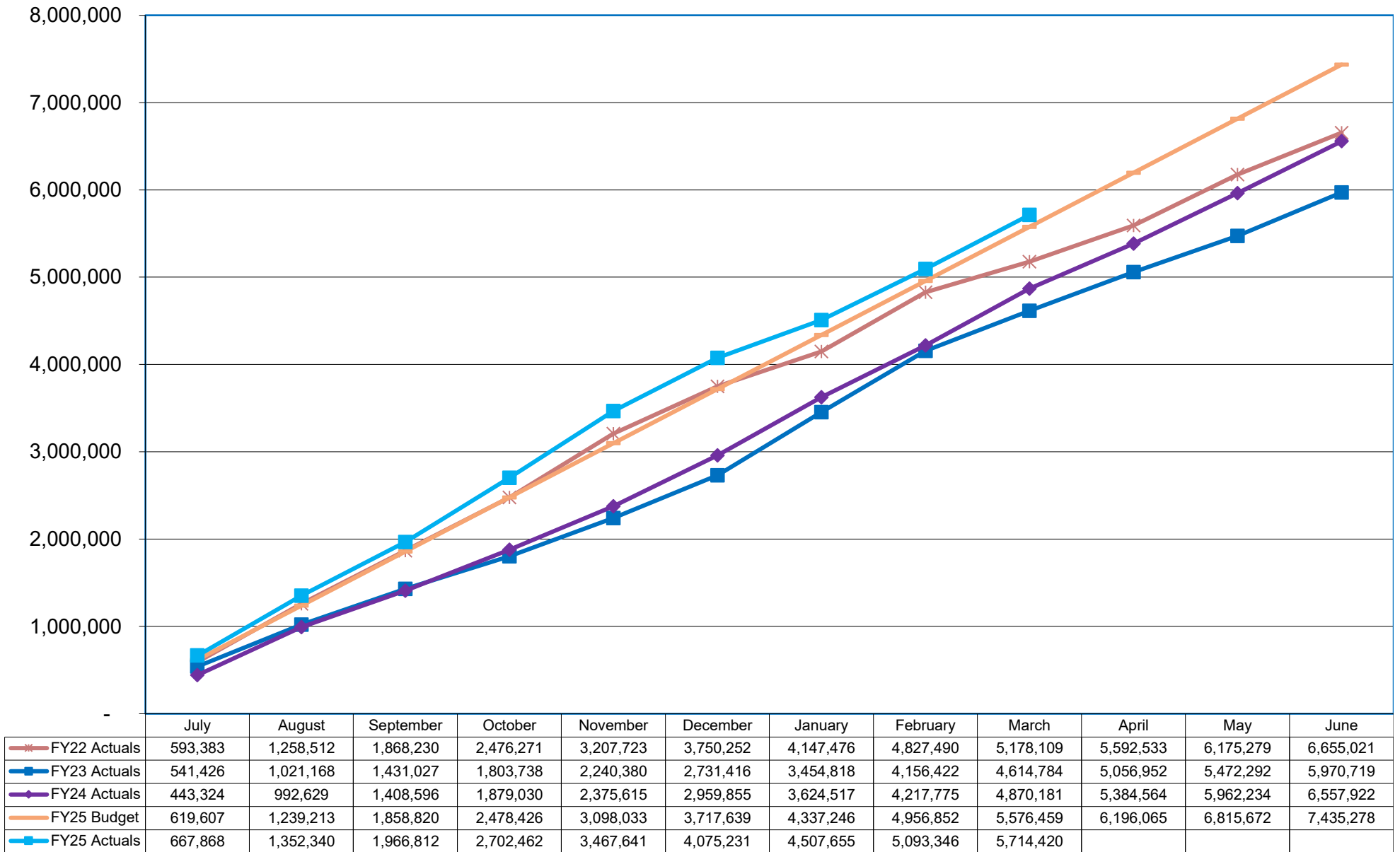
	July	August	September	October	November	December	January	February	March	April	May	June
FY22 Actuals	962,081	2,934,747	5,601,203	8,243,258	10,822,587	13,699,199	16,038,115	18,546,358	21,449,896	23,917,520	26,399,855	28,585,827
FY23 Actuals	1,077,558	3,279,929	5,672,882	9,063,654	11,831,531	14,855,881	17,375,881	20,099,986	23,250,906	25,942,816	28,569,035	31,470,783
FY24 Actuals	1,192,998	3,595,678	6,941,833	9,832,990	12,780,299	16,440,073	18,786,435	21,743,193	25,384,304	28,036,392	30,950,559	34,325,375
FY25 Actuals	1,026,443	3,550,660	6,970,323	9,889,799	12,947,194	16,652,271	19,119,436	22,124,331	25,862,392			
FY25 Budget	3,099,861	6,199,722	9,299,582	12,399,443	15,499,304	18,599,165	21,699,025	24,798,886	27,898,747	30,998,608	34,098,468	37,198,329

### Rock Valley College FY25 Payroll by Month



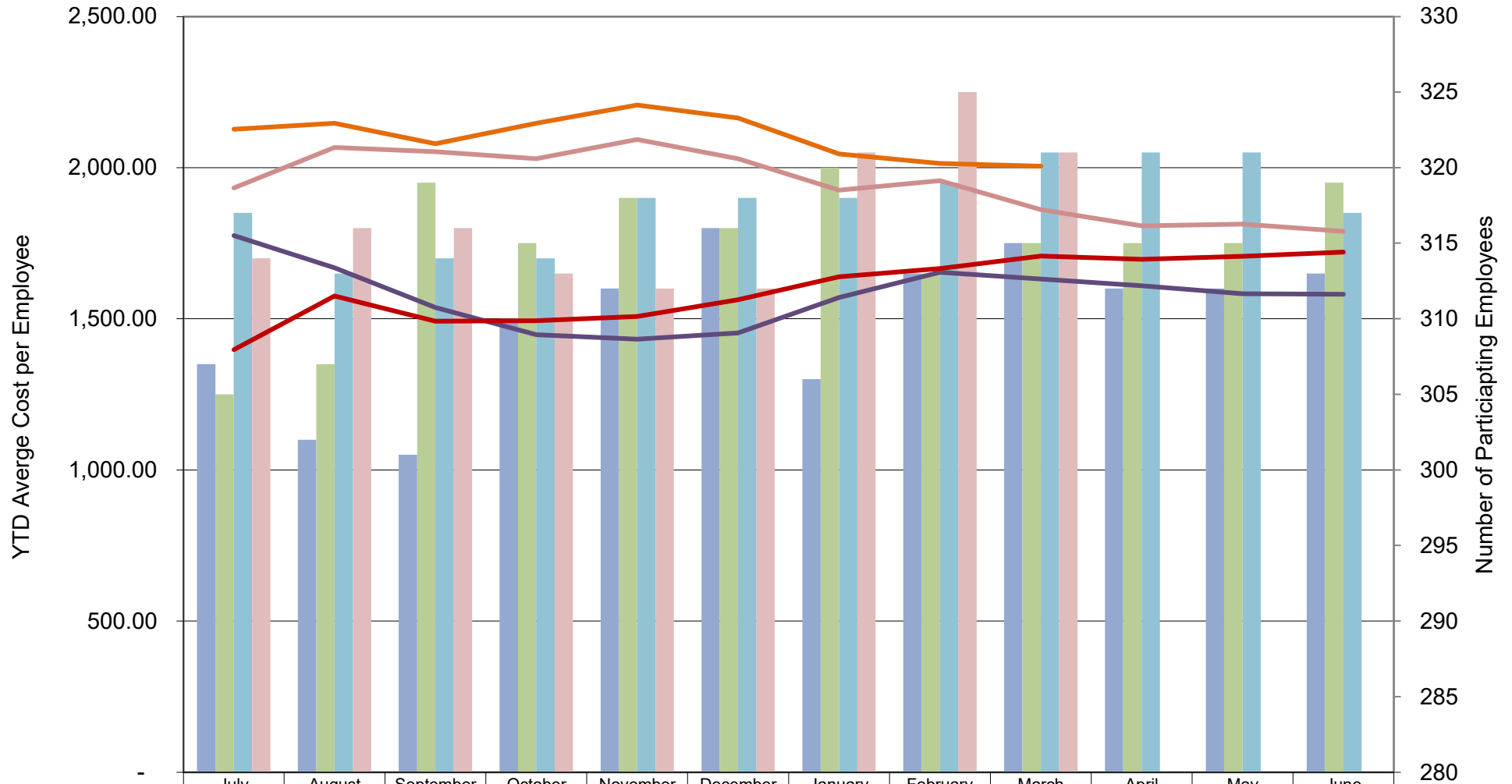
	July	August	September	October	November	December	January	February	March	April	May	June
FY22 Actuals	962,081	1,972,666	2,666,456	2,642,055	2,579,329	2,876,612	2,338,916	2,508,243	2,903,537	2,467,625	2,482,334	2,185,972
FY23 Actual	1,077,558	2,202,371	2,392,953	3,390,772	2,767,877	3,024,350	2,520,000	2,724,105	3,150,920	2,691,909	2,626,219	2,901,748
FY24 Actuals	1,192,998	2,402,681	3,346,155	2,891,157	2,947,309	3,659,775	2,346,362	2,956,758	3,641,111	2,652,088	2,914,167	3,374,816
FY25 Actuals	1,026,443	2,524,217	3,419,663	2,919,477	3,057,394	3,705,077	2,467,166	3,004,895	3,738,061			
FY25 Budget	3,099,861	3,099,861	3,099,861	3,099,861	3,099,861	3,099,861	3,099,861	3,099,861	3,099,861	3,099,861	3,099,861	3,099,861

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



# Rock Valley College

## Health Care Costs - Year-To-Date Average Cost per Participating Employee



	July	August	September	October	November	December	January	February	March	April	May	June
FY22 Participants	307	302	301	310	312	316	306	313	315	312	312	313
FY23 Participants	305	307	319	315	318	316	320	313	315	315	315	319
FY24 Participants	317	313	314	314	318	318	318	319	321	321	321	317
FY25 Participants	314	316	316	313	312	312	321	325	321			
FY22 Actuals	1,932.84	2,066.52	2,053.00	2,029.73	2,093.81	2,029.36	1,925.48	1,956.83	1,861.29	1,807.54	1,813.06	1,789.47
FY23 Actuals	1,775.17	1,668.57	1,537.09	1,447.62	1,432.47	1,452.88	1,570.37	1,653.97	1,631.82	1,608.96	1,582.50	1,580.81
FY24 Actuals	1,398.50	1,575.60	1,492.16	1,493.66	1,507.37	1,562.75	1,638.57	1,666.45	1,707.64	1,696.99	1,706.42	1,720.79
FY25 Actuals	2,126.97	2,146.57	2,079.08	2,146.51	2,207.28	2,164.22	2,045.22	2,013.98	2,005.06			



**Resolution Adopting the Intergovernmental Agreement for the New 2025  
Residential Construction Tax Refund Agreement for the City of Rockford**

**Background:** The City of Rockford, IL, has established a tax rebate program for new residential construction to create an attractive market for homebuyers, investors, developers, and renters. Program eligibility requirements include:

A. Single-Family Homes

1. Owner occupied, that is:

- a. Located within the corporate limits of the City of Rockford; and
- b. Is within the boundaries of the Rockford School District; and
- c. Is within the boundaries of the County of Winnebago; and
- d. Is located on a lot or is a subdivision that was platted prior to January 1, 2024.

B. Multi-Family Dwelling

1. Owner of newly contracted multi-family dwelling that is:

- a. Located within the corporate limits of the City of Rockford; and
- b. Is within the boundaries of the Rockford School District; and
- c. Is within the boundaries of the County of Winnebago; and
- d. Is located on a lot or is a subdivision that was platted prior to January 1, 2024.

Upon proof that all program requirements have been met, a property tax refund is as follows:

- A. One hundred percent (100%) of property taxes imposed on the real estate in the first full year of completed construction; and
- B. One hundred percent (100%) of property taxes imposed on the real estate in the second year of completed construction; and
- C. One hundred percent (100%) of property taxes imposed on the real estate in the third full year of completed construction; and

Other taxing districts participating in the new 2025 Residential Construction Tax Refund Intergovernmental Agreement include the City of Rockford, Rockford Public School District No. 205, County of Winnebago, Rockford Park District, and the Greater Rockford Airport Authority.

The Rock Valley College Board of Trustees has been asked to adopt the Intergovernmental Agreement for the New 2025 Residential Construction Tax Refund, as constructed and outlined in the attached document. **Attorney reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

Attached: Resolution Adopting the Intergovernmental Agreement for the New 2025  
Residential Construction Tax Refund  
Intergovernmental Agreement on Property Tax Refunds

**ROCK VALLEY COLLEGE  
BOARD REPORT XXXX**

**ADOPTING INTERGOVERNMENTAL AGREEMENT  
TO THE NEW 2025 RESIDENTIAL CONSTRUCTION TAX REFUND  
INTERGOVERNMENTAL AGREEMENT ON PROPERTY TAX  
REFUNDS**

WHEREAS, the Board of Education of Rockford Public School District No. 205, Winnebago and Boone Counties, Illinois ("School District"), the City of Rockford, Winnebago and Ogle Counties, Illinois ("City"), the County of Winnebago ("County"), and Rockford Park District ("Park District") have entered into the Intergovernmental Agreement on Property Tax Refunds for 2025 ("Refund Agreement"); and

WHEREAS, the Refund Agreement provides an Article IX, that additional units of local government, which are taxing districts and are authorized to enter into Intergovernmental Agreements, may become a participant in and signatory of the Refund Agreement; and

WHEREAS, the Rock Valley College, Community College District 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry, and State of Illinois are a unit of local government which is a taxing district and is authorized to enter into Intergovernmental Agreements; and

WHEREAS, the Board of Trustees of Rock Valley College, Community College District 211, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry, and State of Illinois believes it is in the best interests of Rock Valley College to become a participant in and signatory of the Intergovernmental Agreement on Residential Construction Property Tax Refunds for 2025.

NOW, THEREFORE, be it resolved by the Board of Trustees of Rock Valley College, Community College District 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry, and State of Illinois as follows:

Section 1. Rock Valley College, Community College District 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry, and State of Illinois hereby adopts the Refund Agreement as set forth in the document entitled Intergovernmental Agreement on Property Tax Refunds, including all of its terms and conditions in Exhibit A.

Section 2. For purposes of Article X, "Notices" of the Refund Agreement, all written notices to the Rock Valley College must be directed as follows:

Rock Valley College  
Attn: Vice President and Chief Financial Officer  
3301 North Mulford Road  
Rockford, Illinois 61114-5699

Section 3. The Refund Agreement may not limit nor restrict the Board of Trustees of Rock

Valley College from making, adopting, amending or revising any policy or procedure, nor encumber any revenue. This ordinance shall take place effective immediately upon its passage.

Adopted this 27<sup>th</sup> day of May, by the Board of Rock Valley College, Community College District 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry, and State of Illinois

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Chair, Board of Trustees

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Secretary, Board of Trustees

**INTERGOVERNMENTAL AGREEMENT ON PROPERTY TAX REFUNDS**

This Agreement is entered this 18<sup>th</sup> day of MARCH, 2025, by and between the Board of Education of the Rockford Public Schools District No. 205, Winnebago and Boone Counties, Illinois (School District), the City of Rockford, Winnebago and Ogle counties, Illinois (City), and the County of Winnebago (County), Rockford Park District all units of local government organized and existing under the laws of the State of Illinois.

WHEREAS, the Illinois Constitution, Article VII, Section 10(a) authorizes school districts and units of local government to associate among themselves to cooperatively exercise their powers in any manner not prohibited by law; and

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., allow units of local government and school districts to contract with each other to perform any governmental service, activity or undertaking which such entities are authorized by law to perform; and

WHEREAS, the School District, City, Park District and County desire to create an intergovernmental agreement on residential property tax refunds which is compliant with the policies of all three participants, constitutes the proper exercise of governmental authority and tends to foster sales of new residential real estate; and,

WHEREAS, the School District, City, Park District and County each receive a substantial portion of its operating revenue from local real property tax levies; and,

WHEREAS, to sustain growth of the real estate tax base, it is necessary to encourage new residential property development and stabilize residential occupancy; and,

WHEREAS, it is in the best interest of each signatory to work cooperatively to promote growth and stabilization of the real estate tax base; and,

WHEREAS, the School District, the City, the Park District and the County are empowered by Illinois law, statutory authority or the reasonable extension thereof to authorize and pay property tax refunds; and,

WHEREAS, this Agreement is entered into between and for the joint benefit of the School District, City, the Park District and the County and such further taxing districts with boundaries lying within or partly within the limits of the City who adopt and execute this Agreement, collectively, signatories hereto and no right, duty, benefit nor entitlement is intended or created in favor of any person or entity not a signatory hereto; and

WHEREAS, the School District, the City, the Park District and the County have additional interest in establishing a residential rehabilitation program that stabilizes existing housing stock and increases equalized access value through property tax rebates and agree to further discuss and evaluate such a program through

**BOARD APPROVED**

**MAR 18 2025**

**Rockford Public Schools**

meeting on a regular basis over the next 6 months with the first meeting taking place within 30 days of the approval of this IGA; and

NOW, THEREFORE, the City, School District, Park District and County agree as follows:

**I. EXERCISE OF POWERS/PURPOSE**

A. The School District, the City, the Park District and the County (the Governing Bodies) and such other taxing districts which may approve and adopt this Agreement (hereinafter collectively referred to as Participants) hereby acknowledge and agree that this Agreement constitutes a joint exercise of the powers of each party as granted by law of the State of Illinois, and the obligations and undertakings herein set forth are a proper joint exercise of each party's authority. The Agreement is intended to qualify as an intergovernmental cooperation agreement under the above cited Constitution and statute.

B. The purpose of this Agreement is to establish for the time and under the provisions set forth in this Agreement a system of residential real property tax refunds for purchasers of certain owner-occupied newly-constructed single family residential real estate and multi-family residential real estate within the boundaries of the City (the "New Residential Construction Property Tax Refund Program").

**II. PROPERTY TAX REFUNDS**

The Participants approve the system of refund of property taxes upon the terms and conditions set forth in this Agreement and within the terms, limitations and conditions set forth in Exhibit A attached hereto and made a part hereof.

**III. JOINT OVERSIGHT COMMITTEE**

There is created by this Agreement a Joint Refund Oversight Committee. The Committee shall be composed of one designated representative from each Participant as selected by the chief executive officer of each Participant. The duties of the committee shall include, but not be limited to review of procedures for refunds and assessing the effectiveness of the program as an incentive for growth in new construction of single family and multi-family residential real estate and preparation of reports to Participant's regarding the refund system operation, effectiveness and statistical information. Administration of refund payments and operation of the New Residential Construction Property Tax Refund Program is conducted through the City.

**IV. DURATION**

The Eligibility Period for applicants for refunds shall commence as stated in Exhibit A and shall terminate December 31, 2025 all as provided in Exhibit A. This Agreement shall terminate upon the final payment of property tax refunds to eligible approved property owners. This Agreement, and the Eligibility Period, may be extended for an additional period of time upon the written approval of all Participants subsequent to resolution or



ordinance of each Participant approved by its governing body and specifying the duration of extension which shall be coterminous with all Participants. The Effective date of this Agreement shall be that date upon which the last entity of the School District, the City and the County have approved this Agreement by resolution or ordinance. However, if the governing body of any Party fails to approve the Agreement by resolution or ordinance, then the Effective date shall be the date upon which the last Party approved the Agreement. In that event, this Agreement shall remain in full force and effect for all remaining Parties or subsequent Additional Taxing District Participants.

#### **V. COSTS, EXPENSES, AND FUNDING**

Each Participant shall be responsible for its own costs and expenses of operation of the refund system and funding for the total amount of any refunds issued by such Participant; provided, the City shall bear the cost of administration and payment processing.

#### **VI. NO PRIVATE RIGHT OF ACTION**

This Agreement does not create nor is intended to establish any private right of action against any Participant by any individual based upon or as a claim for refund. The issuance of refunds is entirely discretionary and within the sole decision of each Participant. The determination of eligibility of any applicant for refund shall be based exclusively on the criteria set forth in Exhibit A attached to this Agreement and determined by the City; provided that eligibility or application approval shall not be based upon any impermissible criteria including without limitation, gender, race and age.

#### **VII. TERMINATION**

This Agreement shall terminate by expiration of time pursuant to the provisions of section IV. In the event any court of proper jurisdiction determines that any one or more of the Governing Bodies is without authority to issue refunds or that the Agreement does not constitute a proper exercise of intergovernmental authority and enters a final order to such effect, this Agreement shall then terminate and all refund payments shall immediately cease. In the event of termination of Eligibility Period by expiration of time, Participants agree to complete all refund payments to eligible approved property owners who have qualified property and are eligible for refunds on or prior to the date of expiration of the Eligibility Period. In the event of termination by court order, no further refund payments shall be made by any Participant subsequent to the date of such final order.

#### **VIII. INDEMNIFICATION**

Each Participant shall and does hereby indemnify and hold harmless the other Participants from and against any claims, actions, causes of action, damages, losses, costs and expenses, including reasonable attorney's fees, arising solely from any claim against a Participant based on or related to the action of one or more other Participants.



## **IX. ADDITIONAL TAXING DISTRICT PARTICIPANTS**

Any unit of local government which is a taxing district and which is authorized to enter into intergovernmental agreements under the provisions of the Illinois Constitution and the Intergovernmental Cooperation Act may become a Participant and signatory hereto upon adoption of this Agreement and the New Residential Construction Property Tax Refund Program. Such adoption must include all terms and conditions of the New Residential Construction Property Tax Refund Program.

## **X. NOTICES**

The effective date of written notice shall be the date of hand delivery or the date such notice is placed in the U.S. Mail addressed as indicated below. If required or permitted to be given, all written notices to the City, the School District and the Park District shall be directed as follows:

School District:	Superintendent of Schools Rockford Public Schools 501 Seventh Street Rockford, Illinois 61104	Copy to:	General Counsel Rockford Public Schools 501 Seventh Street Rockford, Illinois 61104.
City of Rockford:	Office of the Mayor 425 E. State St. 8th Floor Rockford, IL 61104	Copy to:	City Legal Director 425 East State Street 7th Floor Rockford, IL 61104
Winnebago County:	Board Chair Winnebago County 404 Elm St. Rockford, Illinois 61101	Copy to:	Chief of Civil Bureau, Winnebago State's Attorney 404 Elm St. Rockford, IL 61101
Rockford Park District:	Board Chair Webbs Norman Center 401 S. Main Street Rockford, IL 61101	Copy to:	Executive Director Webbs Norman Center 401 S. Main Street Rockford, IL 61101

Written notices to other Participants shall be as specified by each such Participant in its adopting resolution or ordinance.

## **XI. MISCELLANEOUS**

- A. This Agreement is binding upon and shall inure to the benefit of the successors of the parties.
- B. This Agreement is not assignable.

- C. The invalidity of any provision of this Agreement shall not render invalid any other provision. In the event a court of competent jurisdiction declares, finds, or rules that a provision of this Agreement is invalid or unenforceable, such provision shall be severed and the remaining provisions shall remain in full force and effect subject to the provisions of section XII.
- D. Failure of a party to insist upon strict and prompt performance of the terms, conditions, covenants and agreements herein contained shall not constitute nor be construed as a waiver or relinquishment of rights to enforce any such term, condition, covenant or agreement and the same shall condition in full force and effect. In the event of a waiver of a breach or default of any term, condition, covenant or agreement, such shall not serve to waive any additional or future breach or default.
- E. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of Illinois.
- F. This Agreement contains the entire and integrated agreement of the parties and shall supersede any prior written or oral agreements or understandings.
- G. This Agreement may only be altered or amended in manner specified herein, or by the express written consent and agreement of the parties.
- H. This Agreement shall not serve to limit nor restrict the ability and authority of the Board of Education of Rockford School District No. 205, nor the City Council of the City nor the Winnebago County Board, nor the governing board of any Participant from making, adopting, amending or revising any of its policies and procedures nor serve as an encumbrance on any revenues.

IN WITNESS WHEREOF, the parties have executed this Agreement effective the 18<sup>th</sup> day of March, 2025.

Board of Education of the Rockford Public Schools  
District No. 205, Winnebago and Boone  
Counties, Illinois

BY: 

City of Rockford Illinois

BY: 

Winnebago County

BY: \_\_\_\_\_

Rockford Park District

BY: \_\_\_\_\_

## **Exhibit A**

### **New Residential Construction Property Tax Refund Program**

#### **Section I. Definitions**

"Participants", as used herein, shall mean those units of local government which levy and collect real property taxes and whose boundaries lie within or partially within the boundaries of the City of Rockford Illinois and which entity has adopted, in accordance with law and their respective rules of procedure, the intergovernmental Agreement to which this Exhibit A is attached;

"Program" shall mean the New Residential Construction Property Tax Refund Program as set forth herein and the corresponding Intergovernmental Agreement executed among the Participants.

"Program Administrator" as used in this Agreement shall mean the City of Rockford, Illinois.

#### **Section II. Property Tax Refund for New Residential Construction**

Participants shall refund the Participant's property taxes levied on newly constructed single-family residential home to an owner that occupies the home as their Principal Residence as provided in the Program or the owner of newly constructed multi-family residential development (whichever is applicable) if the Program Administrator finds that the owner of the has complied with the terms of the Program and is entitled to such refund. The Program and benefits are contingent upon the IGA and the Program being enacted by the City of Rockford, the County of Winnebago and the Rockford Public School District 205 (the Governing Bodies).

#### **Section III. Program Administrator**

The City of Rockford shall be the Program Administrator, in accordance with the terms and conditions of the Program, and shall be responsible for the development and use of such forms and documents as may be necessary to qualify properties and owners for refunds, determine qualified properties and owners, notify Participants of the total amount of refunds due for qualified properties and owners, and distribute Participant refunds to owners in accordance with the Program.

#### **Section IV. Program Eligibility Requirement**

##### **A. Single-Family Homes.**

Refunds shall be approved for New Construction for single-family homes where:

1. The applicant for the refund is the owner of a newly constructed single-family dwelling that is:
  - a. Owner occupied



- b. located within the corporate limits of the City of Rockford; and
  - c. is within the boundaries of the Rockford School District 205; and
  - d. is within the boundaries of the County of Winnebago; and
  - e. is located on a lot or in a subdivision that was platted prior to January 1, 2024.
- 2. The permit for the construction of the house was issued on or after January 1, 2025 (Or alternative date determined by the Governing Bodies) and before December 31, 2025.
- 3. An occupancy permit is issued no later than 12 months after issuance of the building permit for construction or December 31, 2026 (whichever comes first).
- 4. There are no open Code violations against the applicant or the property from any unit of local government. The applicant is not delinquent in the payment of any property tax imposed within Winnebago County or on any financial obligation of any kind owed to the city.
- 5. The applicant is the owner of the property;
- 6. There is no challenge to the assessed value of the property or to the amount of taxes owed or paid.
- 7. The applicant provides a written acknowledgement that the applicant shall have the sole responsibility (when applicable) for reporting any rebate to the IRS as part of their annual income tax filing.
- 8. Property Tax Rebate shall not be eligible for new construction projects that have a development agreement, funding agreement or cost participation on the project with the City or if the construction project is eligible for State or Federal programs.

**B. Multi-Family Dwellings**

Refunds shall be approved for New Construction for multi-family developments where:

- 1. The applicant for the refund is the owner of a newly constructed multi-family dwelling that is:
  - a. located within the corporate limits of the City of Rockford, and
  - b. within the boundaries of the Rockford School District 205; and
  - c. is within the boundaries of the County of Winnebago; and
  - d. is located on a lot or in a subdivision that was platted prior to January 1, 2024.
  - e. does not have an existing development agreement or funding agreement on the development or dwelling with the City.
- 2. The permit for the construction of the multi-family development was issued on or after January 1, 2025 (Or alternative date determined by the Governing Bodies) and before December 31, 2025.
- 3. An occupancy permit is issued no later than 12 months after issuance of the building permit for construction or December 31, 2026 (whichever comes first).

4. There are no open Code violations against the applicant or the property from any unit of local government. The applicant is not delinquent in the payment of any property tax imposed within Winnebago County or on any financial obligation of any kind owed to the city.
5. The applicant is the owner of the property;
6. There is no challenge to the assessed value of the property or to the amount of taxes owed or paid.
7. The applicant provides a written acknowledgement that the applicant shall have the sole responsibility (when applicable) for reporting any rebate to the IRS as part of their annual income tax filing.
8. Property Tax Rebate shall not be eligible for new construction projects that have a development agreement, funding agreement or cost participation on the project with the City.

#### **Section V. Refund Amounts**

Upon proof that all requirements have been met, the Participants shall refund property taxes to the eligible applicants, as follows:

- A. One hundred percent (100%) of the Participant property taxes imposed on the real estate in the first full year of completed construction; and
- B. One hundred percent (100%) of the Participant property taxes imposed on the real estate in the second year of completed construction; and
- C. One hundred percent (100%) of the Participant property taxes imposed on the real estate in the third year of completed construction.

#### **Section VI. Additional Program Rules**

- A. It shall be the responsibility of the person applying for the refund to establish by clear and convincing evidence that he or she is eligible for the refund requested. The applicant shall submit a verified application for the refund to the City of Rockford Finance Director (Finance Director).

A new application shall be made for every year for which a refund is sought. Said application shall be filed on or after June 1 and before September 30 in the year in which a refund is due. The Finance Director may request any form of documentation or information she believes may assist her in her determination that the applicant for abatement is entitled thereto, and the failure of any applicant to supply such information in a timely manner when requested shall constitute a withdrawal of the application.

- B. Enrollment of an eligible property shall be on such forms as the Finance Director may prescribe. Said forms shall be completed and submitted to the Finance Director no later than January 31, 2026. Compliance of conditions which occur after the January 31, 2026 may be required to be entitled to a refund.

- C. If the City of Rockford Finance Director is satisfied that the applicant for a refund under the Program is entitled to receive the refund, such Finance Director advise each Participant of the amount of refund for approval of each Participant which shall authorize the refund if it finds the requirements of the Program and the IGA have been met and shall authorize disbursement of the refund amount to the City of Rockford for distribution to the qualified home owners.
- D. If the Participant approves an application for refund, the applicant shall have paid the full amount of taxes imposed as if there were to be no refund. Upon proof of that payment to the Finance Director, the Finance Director shall then refund to the owner the authorized refund.



**Resolution Authorizing Lee Ogle Enterprise Zone  
Tax Abatement Agreement**

**Background:** The County of Lee, the City of Dixon, the County of Ogle, and the City of Rochelle applied for and were approved by the State of Illinois, creating the Lee Ogle Enterprise Zone, and were certified by the Department of Commerce and Economic Development. There have been several amendments through the years, with the addition of the City of Amboy, Village of Mount Morris, City of Oregon, Village of Ashton, and Village of Franklin Grove.

Enterprise Zones provide state and local incentives to promote the economic growth of the area, reduce unemployment, and encourage the expansion, rehabilitation, and new construction of structures within the Zone.

The Lee Ogle Enterprise seeks agreement with the Rock Valley College to abate real property taxes within the boundaries of the Lee Ogle Enterprise Zone pursuant to requirements in 35 ILCS 200/18-170.

The taxes on real property levied by Rock Valley College would be abated on approved property located within the Lee Ogle Enterprise Zone and upon which new improvements have been constructed for taxes levied for six consecutive years beginning with real estate taxes payable in the year following the first full year after the improvements have been made and are fully assessed at 50%.

Other community colleges participating in the Lee Ogle Enterprise Zone tax abatement include Sauk Valley Community College, Highland Community College, and Kishwaukee Community College.

The Lee Ogle Enterprise Zone has asked the Rock Valley College Board of Trustees to approve participation in abating real property taxes subject to its jurisdiction on properties located within the boundaries of the Lee Ogle Enterprise Zone on which improvements have been constructed as outlined in the attached Resolution.

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Howard J. Spearman, Ph.D.  
President

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

Attached: Resolution Approving Participation in the Lee Ogle Enterprise Zone – Rock Valley Community College District

**RESOLUTION NUMBER \_\_\_\_\_**

**RESOLUTION APPROVING PARTICIPATION  
IN THE LEE OGLE ENTERPRISE ZONE  
- ROCK VALLEY COMMUNITY COLLEGE DISTRICT-**

**WHEREAS**, the County of Lee, the City of Dixon, the County of Ogle, and the City of Rochelle determined that it was desirable and necessary for the Lee and Ogle County region to apply for a new Enterprise Zone designation for the long-term benefit and economic viability of the area; and,

**WHEREAS**, the Lee Ogle Enterprise Zone, “the Zone”, was approved by the State of Illinois Enterprise Zone Board and certified by the Department of Commerce and Economic Development, “The Department”, with the Enterprise Zone designation in effect from January 1, 2017, through December 31, 2031, subject to review by the Enterprise Zone Board after the 13th year of existence for an additional ten-year designation beginning on the expiration date of the Zone; and

**WHEREAS**, Enterprise Zones provide state and local incentives used to promote the economic growth of the area; to reduce unemployment; and to encourage expansion, rehabilitation, and new construction of structures within the Enterprise Zone; and

**WHEREAS**, the parties have made several amendments, adding the City of Amboy, Village of Mount Morris, City of Oregon, Village of Ashton, and Village of Franklin Grove to the Lee Ogle Enterprise Zone and the Enterprise Zone Intergovernmental Agreement; and

**WHEREAS**, the Designating Units of Government of the Lee Ogle Enterprise Zone are seeking agreement with the Taxing Districts located within the boundaries of the Lee Ogle Enterprise Zone, to abate real property taxes pursuant to requirements in 35 ILCS 200/18-170; and,

**WHEREAS**, certain boundaries of the **ROCK VALLEY COMMUNITY COLLEGE DISTRICT** lie or will lie in an area within an Enterprise Zone as outlined in “ADDENDUM A” of the designating ordinances and/or amending ordinances, subject to certification by the Department in accordance with the Enterprise Zone Act; and

**WHEREAS**, the real property tax abatements will apply only to economic development projects meeting specific criteria outlined below; and

**WHEREAS**, **ROCK VALLEY COMMUNITY COLLEGE DISTRICT** wishes to participate in the Lee Ogle Enterprise Zone real property tax abatement program, in accordance with the Enterprise Zone Act.

**NOW, THEREFORE, BE IT RESOLVED BY ROCK VALLEY COMMUNITY COLLEGE DISTRICT BOARD,**

That **ROCK VALLEY COMMUNITY COLLEGE DISTRICT** hereby abates real property taxes subject to its jurisdiction, on those properties located within the boundaries of the Lee Ogle Enterprise Zone on which improvements have been constructed, as outlined below:

**SECTION 1 – TERM.** The term of the Zone will be for 15 years commencing on January 1, 2017, and ending at midnight on December 31, 2031, or until such time as the Zone has expired, been decertified by the Department or repealed by the General Assembly or by ordinance of the participating governmental entities, whichever is sooner. After the 13th year, the zone is subject to review by the state Enterprise Zone Board for an additional 10-year designation beginning on the expiration date of the enterprise zone. During the review process, the state Enterprise Zone Board shall consider the costs incurred by the State and units of local government as a result of tax benefits received by the enterprise zone before granting the extension. Upon approval of the state Enterprise Zone Board, the Zone may further be in effect for an additional 10 years beginning January 1, 2032.

**Section 2 – PROPERTY TAX ABATEMENT** Commencing on or after January 1, 2017, taxes on real property levied by the **ROCK VALLEY COMMUNITY COLLEGE DISTRICT** shall be abated on approved property located within the boundary of the Enterprise Zone, as certified by the Department, and upon which improvements have been constructed as described below. In no event shall any abatement of taxes on any property exceed the amount attributable to the construction of the improvements or the renovation or rehabilitation of existing improvements on such property.

A) DEFINITIONS

- 1) "Memorandum of Understanding" or "MOU" as defined herein is the written agreement between the Lee Ogle Enterprise Zone Administrator, on behalf of the Taxing Bodies participating in the Lee Ogle Enterprise Zone property tax abatement program, and the Applicant receiving tax abatement. The MOU defines the terms and conditions by which abatement of real estate property tax is authorized.
- 2) "Project Application" as defined herein is the written application for Zone benefits for job development and capital investment projects. The Project Application must be executed by the Applicant and submitted to the Zone Administrator (as hereafter defined) prior to the initiation of construction of the project. The Project Application provides information necessary for the Zone Administrator to verify eligibility for Enterprise Zone benefits including, but not limited to, property tax abatement and Sales Tax Exemption for Construction Materials in conjunction with the Illinois Department of Revenue processes and procedures in effect at the time of the Project Application.

3) “Eligible Project Types” as defined herein are those projects for uses conforming to the codified zoning districts and uses of the applicable Designating Unit of Government where the project is located. The specific zoning districts and types for each of the Designating Units of Government are as listed herein and as may be amended by local ordinance from time to time.

4) “Eligible Special Uses, Variations” as defined herein are considered Eligible Project Types when the Special Use or Variation is granted pursuant to local ordinance of the controlling Designating Unit of Government where the project is located.

5) “Commercial Multi-Family Residential Eligible Project Type” as defined herein are newly constructed multi-family residential projects where the buildings consist of six (6) units or more on a common foundation. For purposes of the Zone, these projects shall be considered commercial in nature and an Eligible Project type.

6) Exclusions – Residential projects, other than Commercial Multi-Family Residential Eligible Project Types shall be ineligible for any benefits herein established in the Zone.

7) Abatement Tiers – BASE ABATEMENT is the abatement tier of six (6) years of abatement offered to all eligible projects. Commercial or Industrial projects meeting higher investment and job creation criteria, resulting in the construction or improvement of building space, manufacturing machinery, and other capital improvements in new or redesigned facilities, may also be eligible for EXTENDED ABATEMENT of four (4) additional years or HIGH IMPACT ABATEMENT of ten (10) additional years, as further defined here and in this ordinance. In total, the maximum term of available abatement is ten (10) years for EXTENDED ABATEMENT and sixteen (16) years for HIGH IMPACT ABATEMENT.

A) EXTENDED ABATEMENT is an expanded abatement tier of four (4) additional years of abatement immediately following the BASE ABATEMENT, for those qualified projects occurring after January 1, 2021, investing at least \$50 million in capital, AND that will employ at least 75 new full-time workers.

B) HIGH IMPACT ABATEMENT is an expanded abatement tier of ten (10) additional years of abatement immediately following the BASE ABATEMENT, for those qualified projects occurring after January 1, 2021, investing at least \$100 million in capital, AND that will employ at least 125 new full-time workers with an average annual non-managerial pay rate of \$50,000, exclusive of benefits.

### SECTION 3 - TAXING DISTRICT PROPERTY TAX ABATEMENT POLICIES.

A) **BASE ABATEMENT** Commencing on or after January 1, 2017, taxes on real property levied by **ROCK VALLEY COMMUNITY COLLEGE DISTRICT** shall be abated on approved property located within the Zone and upon which new improvements have been constructed as follows:

- 1) For taxes levied in years 1 through 6 of abatement: 50%.
- 2) Said abatement shall be for six (6) consecutive years beginning with the real estate taxes payable in the year following the first full year of a project's commercial operation after which said improvements have been made and fully assessed. Abatement for a specific project under BASE ABATEMENT will cease after the sixth year or upon expiration, termination or decertification of the Zone, whichever is sooner.
- 3) The above property tax abatement shall be applicable for Eligible Project Types for improvements to real property upon which new construction, improvements, renovation or rehabilitation, for which a building permit is required and one has been obtained, has been completed after January 1, 2017, and before the expiration, termination or decertification of the Zone, whichever is sooner. Abatement shall only apply to the incremental increase in taxes assessed as a result of the project and its related improvements.

Questions as to the eligibility of a project and resulting improvements will be decided by the Zone Administrator. The Zone Administrator shall consult with the Enterprise Zone Advisory Board as necessary.

- 4) **Regulatory and Legal Compliance.** Recipients of Enterprise Zone property tax abatement shall comply with all federal, state and local environmental laws and regulations. Failure to comply shall be as determined by the applicable Designating Unit of Government where the project is located.
- 5) Upon the effective date of this resolution, all incentives, Enterprise Zone property tax abatements, general property tax abatements and benefits previously offered and in effect within the boundaries of the former Lee County Enterprise Zone #9 shall continue as originally awarded for the term of the newly designated Lee Ogle Enterprise Zone for the following groups:

- A) Recipients of Zone property tax abatement benefits or incentives on the effective date of this resolution; or,
- B) Projects which are proposed or under development on the effective date of this resolution, if the project owner demonstrates

that the proposed project has been committed to locating or expanding in the Zone; or,

- C) Projects where substantial or binding financial obligations have been made; and such commitments have been made in reasonable reliance on the benefits and programs which would have previously been available as described in 1) and 2) above.

6) Applicants meeting qualification criteria outlined above must enter into a Memorandum of Understanding with the Zone through its Zone Administrator, outlining projected job creation and/or job retention numbers and capital investment for the project and setting forth performance measures and enforcement provisions. The Zone Administrator is hereby authorized to enter such agreements on behalf of the Zone and its participating tax districts.

- A) Recipients of property tax abatement must agree to maintain a minimum of 75% of the employment levels at the location as described in the Memorandum of Understanding for the term of abatement. Except as set forth in (D) below, failure to maintain a minimum of 75% of the employment levels for the entire term of the abatement shall result in the immediate termination of remaining abatement and/or the pro-rata repayment of previously abated real property taxes to the applicable DESIGNATING UNITS OF GOVERNMENT and other affected taxing districts.
- B) The Zone Administrator will annually monitor the performance of the recipients of property tax abatement in order to ensure that job and investment projections outlined in the Memorandum of Understanding are being met.
- C) The Zone Administrator will also inform the recipient of required State of Illinois reporting requirements. Failure to report Enterprise Zone benefits as required by the Illinois Department of Revenue, and/or other state agencies, as may be dictated by state statute, may result in termination of all locally designated Zone benefits.
- D) The Zone Administrator, after consultation with the Enterprise Zone Advisory Board, may elect to waive enforcement of any performance measures outlined in the Memorandum of Understanding based on a finding that the waiver is necessary to avert an imminent, demonstrable, and material hardship to the recipient that may result in such recipient's insolvency or discharge of workers.



B) **EXTENDED ABATEMENT**– taxes on real property levied by **ROCK VALLEY COMMUNITY COLLEGE DISTRICT**, may be further abated on approved property of **EXTENDED ABATEMENT PROJECTS**, as defined by this resolution, and located within the Zone according to the following schedule and terms:

- 1) For taxes levied in years 7 through 10 of abatement: 50%.
- 2) **EXTENDED ABATEMENT** shall continue for the four (4) additional consecutive years immediately following the **BASE ABATEMENT** and will cease after the tenth total year of abatement, or upon expiration, termination or decertification of the Zone, whichever is sooner. Abatement shall only apply to taxes assessed on improvements.
- 3) Questions as to the eligibility of a project and resulting improvements will be decided by the Zone Administrator. The Zone Administrator shall consult with the Enterprise Zone Advisory Board as necessary.
  - 1) Eligible Capital Investment and Job Creation shall occur within the Lee Ogle Enterprise Zone and within two years of its Memorandum of Understanding executed with the Lee Ogle Enterprise Zone Administrator outlining such investment and job creation.
- 4) **Regulatory and Legal Compliance.** Recipients of Enterprise Zone property tax abatement shall comply with all federal, state and local environmental laws and regulations. Failure to comply shall be as determined by the applicable Designating Unit of Government where the project is located.
- 5) Applicants meeting qualification criteria must enter into a Memorandum of Understanding with the Zone through its Zone Administrator, outlining projected job creation and/or job retention numbers and capital investment for the project and setting forth performance measures and enforcement provisions. The Zone Administrator is hereby authorized to enter such agreements on behalf of the Zone and its participating tax districts.
  - A) Recipients of **EXTENDED ABATEMENT** shall agree to maintain a minimum of 95% of the employment levels at the location as described in the Memorandum of Understanding for the total ten (10) year term of abatement. Except as set forth in (E) below, failure to do so shall result in the immediate termination of remaining abatement and/or the pro-rata repayment of previously abated real property taxes to the applicable Designating Units of Government and other affected taxing districts.

B) During the term of abatement, recipients shall provide an annual third-party affidavit in form and content acceptable to the Administrator delineating the capital investment, number of employees at the subject business, pay rates, whether part or full time, and any other information required in compliance with this MOU or the Enterprise Zone Act.

C) The Zone Administrator will annually monitor the performance of the recipients of property tax abatement in order to ensure that job and investment projections outlined in the Memorandum of Understanding are being met.

D) The Zone Administrator will also inform the recipient of required State of Illinois reporting requirements. Failure to report Enterprise Zone benefits as required by the Illinois Department of Revenue, and/or other state agencies, as may be dictated by state statute, may result in termination of all locally designated Zone benefits.

E) The Zone Administrator, after consultation with the Enterprise Zone Advisory Board, may elect to waive enforcement of any performance measures outlined in the Memorandum of Understanding based on a finding that the waiver is necessary to avert an imminent, demonstrable, and material hardship to the recipient that may result in such recipient's insolvency or discharge of workers.

F) Owners of property currently receiving BASE ABATEMENT and where a new project is defined as EXTENDED ABATEMENT by this resolution, may execute a Memorandum of Understanding (MOU) with the zone administrator outlining EXTENDED ABATEMENT prior to the expiration of BASE ABATEMENT. Where an existing BASE ABATEMENT is in effect, that project qualified for EXTENDED ABATEMENT shall be eligible for continuation of the remaining BASE ABATEMENT when incorporated into an MOU between the owner and the zone administrator.

C) HIGH IMPACT ABATEMENT– taxes on real property levied by **ROCK VALLEY COMMUNITY COLLEGE DISTRICT**, may be further abated on approved property of HIGH IMPACT ABATEMENT PROJECTS, as defined by this resolution, and located within the Zone according to the following schedule and terms:

1) For taxes levied in years 7 through 16 of abatement: 50%.

2) HIGH IMPACT ABATEMENT shall continue for the ten (10) additional consecutive years immediately following the BASE ABATEMENT and will cease after the sixteenth total year of abatement or upon expiration, termination or

decertification of the Zone, whichever is sooner. Abatement shall only apply to taxes assessed on improvements.

3) Questions as to the eligibility of a project and resulting improvements will be decided by the Zone Administrator. The Zone Administrator shall consult with the Enterprise Zone Advisory Board as necessary.

4) Regulatory and Legal Compliance. Recipients of Enterprise Zone property tax abatement shall comply with all federal, state and local environmental laws and regulations. Failure to comply shall be as determined by the applicable Designating Unit of Government where the project is located.

5) Applicants meeting qualification criteria must enter into a Memorandum of Understanding with the Zone through its Zone Administrator, outlining projected job creation and/or job retention numbers and capital investment for the project and setting forth performance measures and enforcement provisions. The Zone Administrator is hereby authorized to enter such agreements on behalf of the Zone and its participating tax districts.

A) Recipients of HIGH IMPACT ABATEMENT shall agree to maintain a minimum of 95% of the employment levels at the location as described in the Memorandum of Understanding for the total sixteen (16) year term of abatement. Except as set forth in (E) below, failure to maintain a minimum of 95% of the employment levels for the entire term of the abatement shall result in the immediate termination of remaining abatement and/or the pro-rata repayment of previously abated real property taxes to the applicable Designating Units of Government and other affected taxing districts.

B) During the term of abatement, recipients shall provide an annual third-party affidavit in form and content acceptable to the Administrator delineating the capital investment, number of employees at the subject business, pay rates, whether part or full time, and other information required in compliance with this MOU or the Enterprise Zone Act.

C) The Zone Administrator will annually monitor the performance of the recipients of property tax abatement in order to ensure that job and investment projections outlined in the Memorandum of Understanding are being met.

D) The Zone Administrator will also inform the recipient of required State of Illinois reporting requirements. Failure to report Enterprise Zone benefits as required by the Illinois Department of Revenue, and/or other

state agencies, as may be dictated by state statute, may result in termination of all locally designated Zone benefits.

E) The Zone Administrator, after consultation with the Enterprise Zone Advisory Board, may elect to waive enforcement of any performance measures outlined in the Memorandum of Understanding based on a finding that the waiver is necessary to avert an imminent, demonstrable, and material hardship to the recipient that may result in such recipient's insolvency or discharge of workers.

F) Owners of property currently receiving BASE ABATEMENT and where a new project is defined as HIGH IMPACT ABATEMENT by this resolution, may execute a Memorandum of Understanding (MOU) with the zone administrator outlining HIGH IMPACT ABATEMENT prior to the expiration of BASE ABATEMENT. Where an existing BASE ABATEMENT is in effect, that project qualified for HIGH IMPACT ABATEMENT shall be eligible for continuation of the remaining BASE ABATEMENT when incorporated into an MOU between the owner and the zone administrator

**SECTION 4 – NO ASSIGNMENT OR TRANSFER.** Lee Ogle Enterprise Zone property tax abatement shall be specifically granted to the Applicant and may not be re-assigned or transferred without a Written Notice of Transfer Request being submitted to the Lee Ogle Enterprise Zone Administrator. In the event that the Applicant desires to transfer or assign any or all of its ownership of the subject property where the business located thereon, the transferee shall submit correspondence to the Lee Ogle Enterprise Zone Administrator requesting transfer of the abatement to the new owner for the time remaining on the abatement.

The Lee Ogle Enterprise Zone Administrator, with the advice and consent of the Lee Ogle Enterprise Zone Advisory Board, shall review the taxpayer's request to transfer said abatement, and determine the taxpayer's eligibility for such transfer, subject to the terms and conditions of Section 2 above as well as compliance with the Act. The Lee Ogle Enterprise Zone Administrator shall notify the affected taxing districts that such a request has been made and the action taken by the Administrator to address the transfer request.

**SECTION 5 – ADMINISTRATION.** By agreement of the joint applicants of the County of Lee, the City of Dixon, the County of Ogle and the City of Rochelle, the Administrator of the Lee Ogle Enterprise Zone will be the CEO/President of the Lee County Industrial Development Association, or other qualified party chosen by the Designating Units of Government. Administration of the Zone will be carried out as described in the Enterprise Zone Intergovernmental Agreement between the County of Lee, the City of Dixon, the County of Ogle and the City of Rochelle.

**SECTION 6 – TAX INCREMENT FINANCING DISTRICT OR REDEVELOPMENT AREA OVERLAY.** In the event that a Tax Increment Financing (TIF) District or redevelopment district or project area (20 ILCS 655/5.4.1) is, will be or has been created by a municipality under Division 74.4 of the Illinois Municipal Code, and said redevelopment project area contains property that is located in an Enterprise Zone, and the municipality adopts an Enterprise Zone Designating Ordinance pursuant to Section 5.4 of the Act specifically concerning the abatement of taxes on property, as in Section 2 above, located within a redevelopment project area created pursuant to Division 74.4 of the Illinois Municipal Code, and the Department certifies the Ordinance, then the property that is located in both the Enterprise Zone and the redevelopment project area shall not be eligible for the abatement of taxes under Section 18-170 of the Illinois Property Tax Code.

**SECTION 7 – LOCAL SOURCING STATEMENT.** The Board of Trustees of **ROCK VALLEY COMMUNITY COLLEGE DISTRICT** encourages companies receiving Enterprise Zone benefits, as provided herein, to utilize local labor and to purchase building materials locally.

**SECTION 8 – CONFLICTING LANGUAGE.** All Resolutions or parts of Resolutions conflicting with any provisions of this Resolution shall be and are hereby repealed.

**SECTION 9 – EFFECTIVE DATE.** This Resolution shall be in effect from the date of and after its passage, approval and recording by the Illinois Department of Commerce and Economic Opportunity, according to law.

**PRESENTED, PASSED, APPROVED AND RECORDED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

Rock Valley College  
Quarterly Purchase Activity Report  
3rd Quarter FY2025  
Items between \$10,000 to \$25,000

**New Blanket Purchase Orders**

BPO #	BPO Date	Vendor Name	Fund	Original Amount
B0012172	1/30/2025	B & R Bleachers	12	\$15,000.00
B0012175	2/5/2025	FurstStaffing	01	\$22,800.00
B0012191	2/24/2025	National Curriculum & Training Inst	05	\$20,000.00
B0012167	1/23/2025	Interact Communications, Inc.	01	\$22,500.00

**Amended Blanket Purchase Orders**

BPO #	BPO Date	Vendor Name	Fund	Original Amount	BPO New Total	Maintenance Date
B0011742	7/2/2024	Sorenson Communications	01	\$11,000.00	\$24,000.00	01/10/2025
B0011806	7/10/2024	Lingk Inc	01	\$10,500.00	\$11,025.00	01/22/2025

**New Purchase Orders**

PO #	PO Date	Vendor Name	Fund	Amount
P0050630	2/27/2025	Axon Enterprises	02	\$24,919.00
P0050405	1/8/2025	Siteimprove, Inc.	01	\$24,587.15
P0050624	2/26/2025	Carahsoft Technology Corp	01	\$21,358.00
P0050391	1/7/2025	Prairie Land Golf & Utility Cars	03	\$21,265.25
P0050704	3/17/2025	C D W Government Inc	01	\$15,265.92
P0050533	2/11/2025	R J Daniels Fuel & Tire	03	\$14,518.24
P0050529	2/10/2025	SoftDocs SC LLC	01	\$13,659.00
P0050655	3/5/2025	Vertigo	05	\$13,354.00
P0050390	1/7/2025	West Side Tractor Sales Co.	03	\$12,800.00
P0050721	3/20/2025	Pluralsight, LLC	01	\$11,706.87
P0050465	1/27/2025	Higher Learning Commission	01	\$10,836.61
P0050589	2/21/2025	OculusIT, LLC	01	\$10,000.00
P0050408	1/9/2025	AAMPED Inc	06	\$10,000.00



**Amended Purchase Orders**

						PO Maintenance
PO #	PO Date	Vendor Name	Fund	Original Amount	PO New Total	Date
P0050160	10/28/2024	Dinges Fire Company	06	\$13,940.96	\$14,054.20	3/7/2025
P0050533	2/11/2025	R J Daniels Fuel & Tire	03	\$14,112.36	\$14,518.24	2/13/2025

**Personnel Report**

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

**A. Appointments**

Dr. Luevinus Muhammad, Dean of Students, Full-time, ADM, Grade S, \$91,043, effective May 15, 2025.

Dr. Kym Blanchard, Interim Dean of Math and Sciences, ADM, Grade S, \$101,069, effective May 21, 2025.

\_\_\_\_\_, Interim Executive Director Instructional Design, Teaching & Innovation, Grade S, \$\_\_\_\_\_, effective \_\_\_\_\_.

\_\_\_\_\_, Art Instructor, Full-time, FAC, Lane \_\_, Step \_\_, \$\_\_\_\_\_, effective \_\_\_\_\_.

\_\_\_\_\_, Math Instructor, Temporary Full-time, FAC, Lane \_\_, Step \_\_, \$\_\_\_\_\_, effective \_\_\_\_\_.

\_\_\_\_\_, Philosophy Instructor, Full-time, FAC, Lane \_\_, Step \_\_, \$\_\_\_\_\_, effective \_\_\_\_\_.

\_\_\_\_\_, Dental Hygiene Clinical Instructor, Full-time, FAC, Lane \_\_, Step \_\_, \$\_\_\_\_\_, effective \_\_\_\_\_.

\_\_\_\_\_, Physical Geography Instructor, Full-time, FAC, Lane \_\_, Step \_\_, \$\_\_\_\_\_, effective \_\_\_\_\_.

**B. Departures**

Ellen Njolstad-Oksnevad, Director of Nursing, Full-time, departure effective May 30, 2025.

Takesha Brooks, Interim Director of Student Life & Intercultural Student Services, Full-time, departed effective May 5, 2025.

Yu Kay Law, Dean of Math and Sciences, Full-time, departed effective May 5, 2025.

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Howard J. Spearman, Ph.D.  
President

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

# Athletic Fields Renovations



Board of Trustees Committee of the Whole Meeting  
May 13, 2025

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Mr. Rick Jenks, Vice President of Operations

Mr. Darin Monroe, Athletic Director

Dr. Patrick Peyer, Vice President of Student Affairs

# Executive Summary

- RVC has three main outdoor athletic fields that were constructed at the same time, approximately 25 years ago: baseball, softball, and soccer.
- The current irrigation system is failing, fields need to be re-leveled, and the irrigation system needs to be replaced.
- In 2024 price to re-seed/sod fields and replace irrigation came in at approximately \$3.2 million.
- Artificial turf would cost approximately \$4.4 million (with 5% contingency)
- Artificial turf is easier to maintain, repair, and rebound quicker from weather events like rain.
- The athletic department has recommended replacing the fields with turf and working with Field Turf USA, which has 25 years of experience and over 25,000 installations worldwide.

# Executive Summary

- Pricing is via national consortium prices through Sourcewell (sourcewell.gov).
- Union contractors are utilized for the installation.
- The Construction Plan:
  - Start construction on the baseball field in late Summer of 2025.
  - Start construction on the softball field in the Fall of 2025.
  - The soccer field will be constructed in the Summer of 2026.
- \$1.3 million is budgeted/available. An additional \$3.1 million would be needed to complete the project.

# Seed/Sod and Irrigation RFP

- Bid 24-05 was conducted and received the following responses:

▪ Byrne and Jones, St. Louis MS	\$ 3,175,750
▪ Sjostrom Construction, Rockford, IL	\$ 4,095,433
▪ V3 Construction, Woodridge, IL	\$ 4,436,000
- Original budget = \$1.3 million.
- RFP bids over budget and was called a “failed bid.”



# Construction of Turf Fields

The athletic department has looked at the installation of artificial turf fields, but always figured the cost to do so would be too high. Below are cost estimates for the three fields utilizing artificial turf:

Sport / Field	Amount	Construction
Baseball	\$2,100,000	Summer 2025
Softball	\$ 800,000	Fall 2025
Soccer	\$1,300,000	Summer 2026
TOTAL	\$4,200,000 (\$4,400,000*)	

\* 5% contingency

## Turf field advantages:

- Less maintenance, no need to water, reseed, level, and fertilize.
- Ready to play quicker than a traditional grass field after rain or snow events.
- No need to have a separate practice field.

# Field Turf USA

- The athletic department has conducted research into the best field to utilize for RVC and has determined the system that the athletic department would recommend is Field Turf USA.
- Field Turf USA is a division of the Tarkett Group, a worldwide leader of innovative flooring and sport surface solutions.
- Over 25,000 installations worldwide and over 450 installations in the state of Illinois, including:
  - Black Hawk College
  - Rockford University
  - University of Illinois
  - Harlem High School
  - College of DuPage

# Consortium Pricing

- Field Turf USA is a member of the Sourcewell consortium contract for pricing group.
- The installer, Team REIL, Inc., is also a member of the Sourcewell contract and utilizes union labor for their installations.
- Sourcewell provides pre-determined preferential pricing through approved vendors. Since the products have already been bid at the national level, individual government bodies do not have to duplicate the bidding process. Sourcewell contract #031622-FTU.
- By utilizing the Sourcewell pricing, the design and engineering team can work directly with Field Turf USA to ensure the design meets the needs of the college at the lowest possible price.

# Next Steps

- Purchase Report approval at the May 27, 2025 Board meeting in the amount of \$3,054,231.40 for softball and baseball fields only.
- Fund transfer from operations to the capital projects account at the May 27, 2025, Board meeting. The fund transfer will include all necessary funds to improve the baseball, softball, and soccer fields.
- The purchase reports for the May 27, 2025, Board meeting will be to implement improvements to the softball and baseball fields. The soccer field will be brought back to the Board in FY2026, as the work will be conducted during the summer of 2026.

# Sample of Purchase Report

Recommendation: Board approval for items marked with an asterisk

## A. Grounds – (Capital Expense)

**Team REIL**

**Union, IL**

**\$1,888,381.95\*(1)**

**Not to Exceed**

1. This expense is for the base ground work and field preparation for a new turf installation for the RVC Baseball and Softball Fields. This includes the site work and all necessary preparation of the fields for the installation of the turf. Sourcewell consortium awarded Team REIL a contract for installation of the base construction work. The contract number is IL-R1-GC-122122-TRI through competitive bidding. This price includes a 5 percent contingency.

*The College may participate in joint purchases by governmental units pursuant to 110 ILCS 805/3-27.2.*

FY2025 and FY2026 Capital Expense

## B. Grounds – (Capital Expense)

**Field Turf USA**

**Chicago, IL**

**\$1,165,849.45\*(1)**

**Not to Exceed**

1. This expense is for the turf material and installation of the turf on the prepared ground work for the RVC Baseball and Softball Fields. Sourcewell consortium awarded a contract for the turf material and the final installation of the product. The contract number is #031622-FTU through competitive bidding. This price includes a 5 percent contingency.

*The College may participate in joint purchases by governmental units pursuant to 110 ILCS 805/3-27.2.*

FY2025 and FY2026 Capital Expense

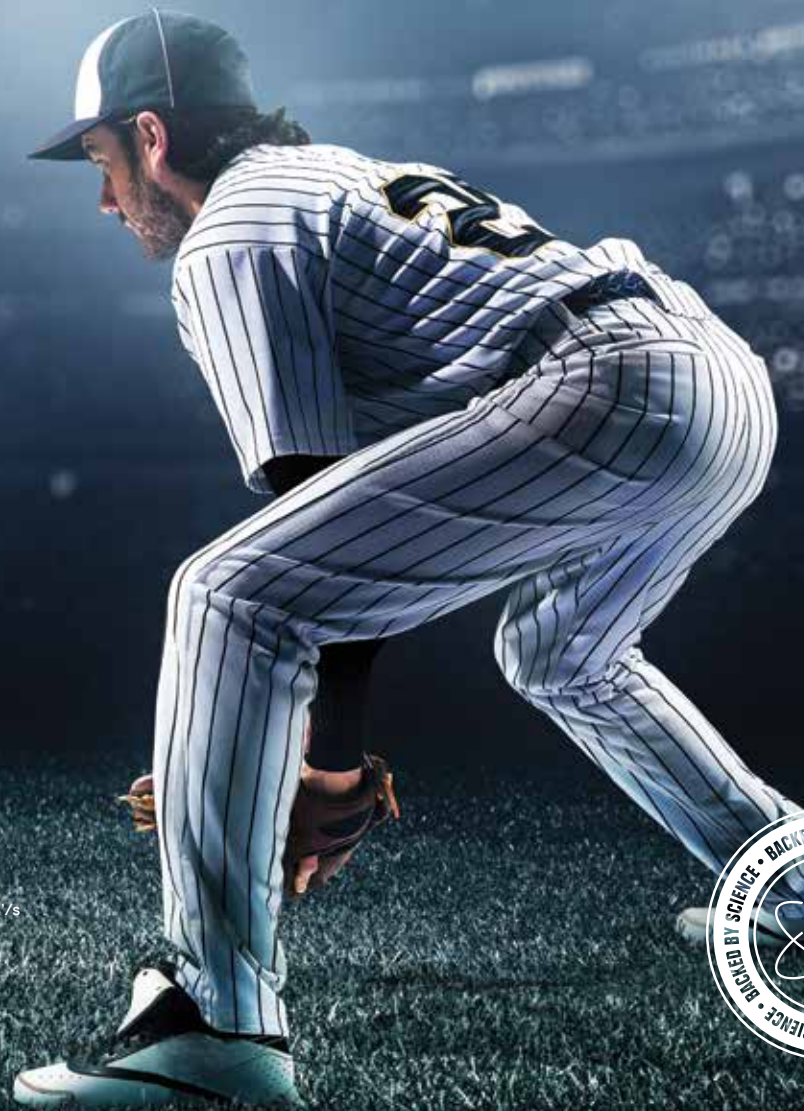
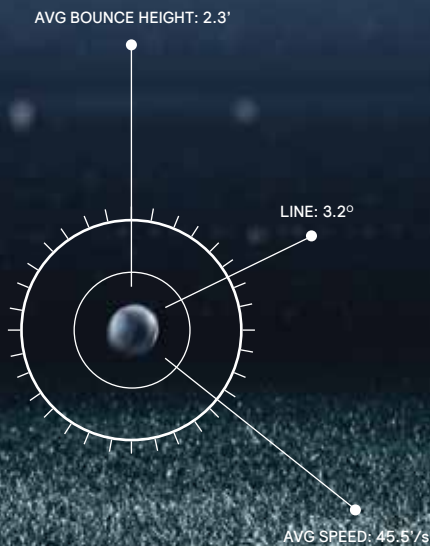
# QUESTIONS







# CHANGE THE *Game*





REDEFINE

# HOME FIELD *Advantage*



Our goal was simple: design an artificial turf baseball system that replicates the best ballparks in America. But like every road to greatness, creating the perfect surface took time and patience.

We started by testing and analyzing some of the nation's elite clay, grass and turf facilities to study ball-surface interaction, speed and consistency. Then we designed our new series to emulate the best results.

Our journey rewrote the book on testing and product development. Introducing our new baseball line, DoublePlay Speed and DoublePlay Natural.

IF YOU SWING, MAKE IT COUNT.

*“Man, this stuff is good. I believe that playing on our FieldTurf field has helped in terms of getting our guys used to consistent play and focusing on making plays. It has been a contributor to our success and has helped Oregon State Baseball strive to reach the next level.”*

**PAT CASEY**  
OREGON STATE BEAVERS

**NATIONAL CHAMPIONS**  
2018, 2007  
HOME FIELD: FIELDTURF

**COLLEGE WORLD SERIES  
APPEARANCES:**  
2019, 2018, 2017, 2013, 2007  
HOME FIELD: FIELDTURF

**CONFERENCE CHAMPIONSHIPS**  
2017, 2014, 2013  
HOME FIELD: FIELDTURF





# TECHNOLOGY FUELED OUR PURSUIT OF EXCELLENCE

Our journey had us push the boundaries of testing and product innovation like never before. We used a scientific approach to analyze ball-surface interaction on a variety of systems. Through the use of advanced high-tech motion video cameras, we were able to translate what we found into real-life data. Never before has there been a way to build your FieldTurf baseball field with such precision.

USING OUR THREE CRITICAL  
PERFORMANCE CRITERIA –  
SPEED, LINE & BOUNCE –  
YOU CAN BUILD YOUR FIELD  
TO PLAY FAST OR TO PLAY  
LIKE A NATURAL SURFACE.



300 MAN HOURS



300 VIDEOS



70,000 PICTURES



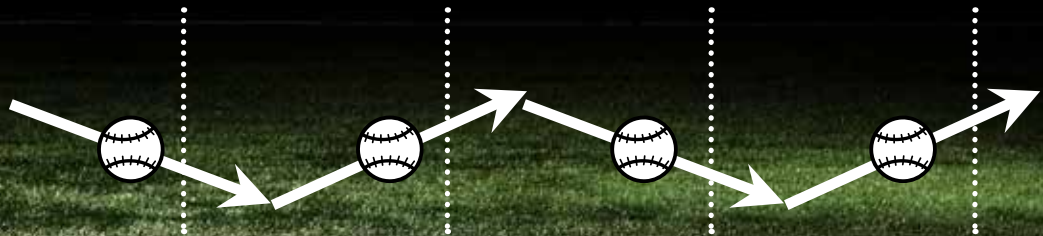
# 1

## SPEED

Speed is a total average of the ball speed-in and ball speed-out at the bounce points. Measured in feet per second.



**WHY IT'S IMPORTANT**  
The *SPEED* score allows you to select a system that either plays fast or plays like a natural surface.



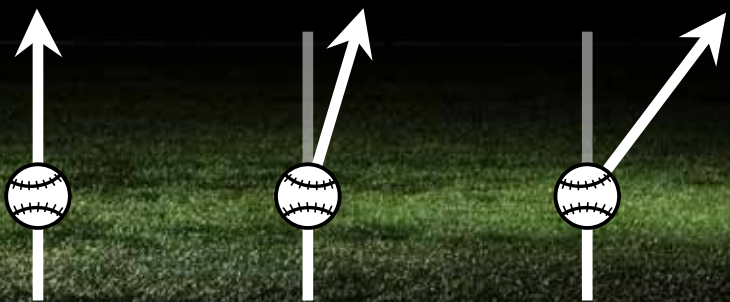
# 2

## LINE

Line is a total average of the ball bounce straightness variation. Measured in degrees.



**WHY IT'S IMPORTANT**  
The *LINE* score indicates if the hop plays true.



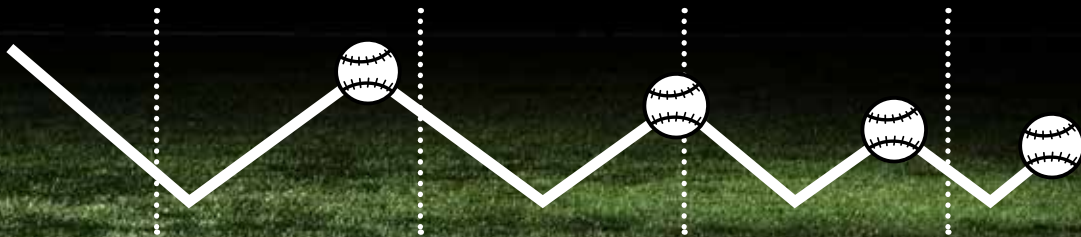
# 3

## BOUNCE

Bounce height is a total average of the max height obtained at the bounce points. Measured in feet.



**WHY IT'S IMPORTANT**  
The *BOUNCE* score indicates if the ball plays like a natural surface.



# WHICH SYSTEM IS RIGHT FOR YOU?

## DOUBLEPLAY *Speed*

PLAYS: FAST

## DOUBLEPLAY *Natural*

PLAYS: LIKE A NATURAL SURFACE

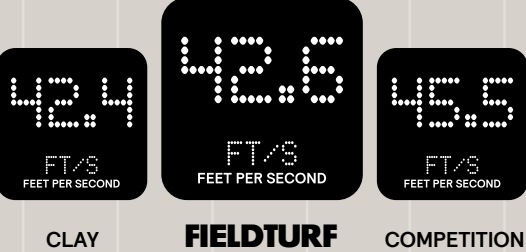
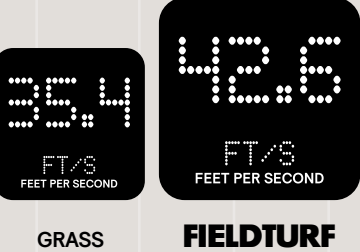
### FAST CLAY

### FAST GRASS

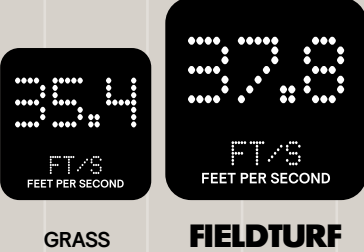
### NATURAL CLAY

### NATURAL GRASS

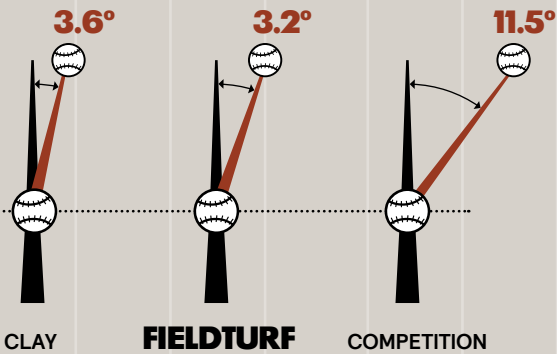
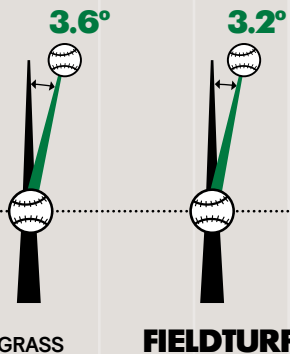
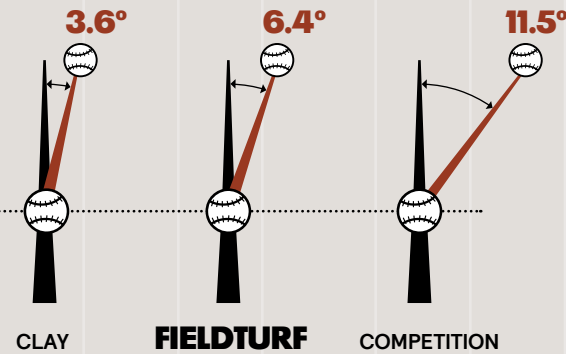
#### SPEED



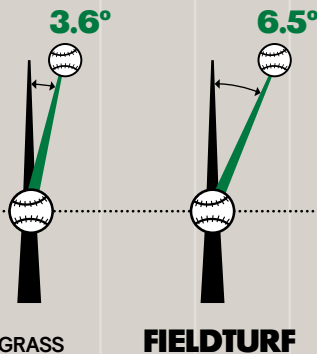
#### SPEED



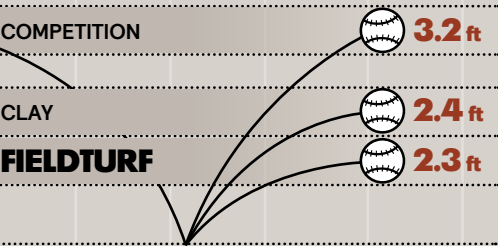
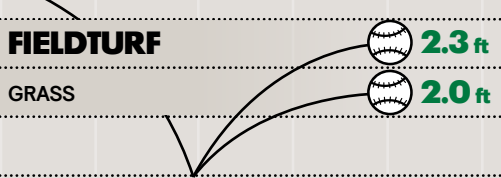
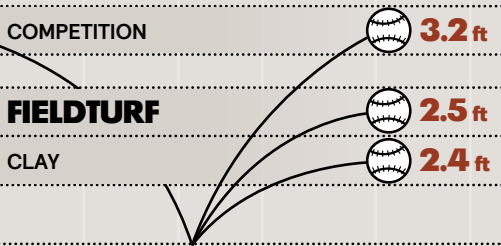
#### LINE



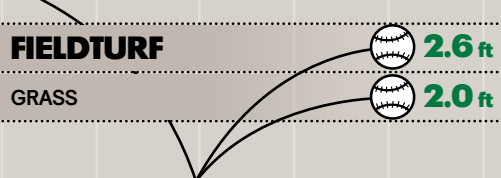
#### LINE



#### BOUNCE



#### BOUNCE



Our Innovation & Performance Center pushed past the infield to deliver optimal performance specifically for your outfield. DoublePlay allows you to design your entire field, start to finish, with precision.

Our Innovation & Performance Center pushed past the infield to deliver optimal performance specifically for your outfield. DoublePlay allows you to design your entire field, start to finish, with precision.





MAJOR LEAGUE



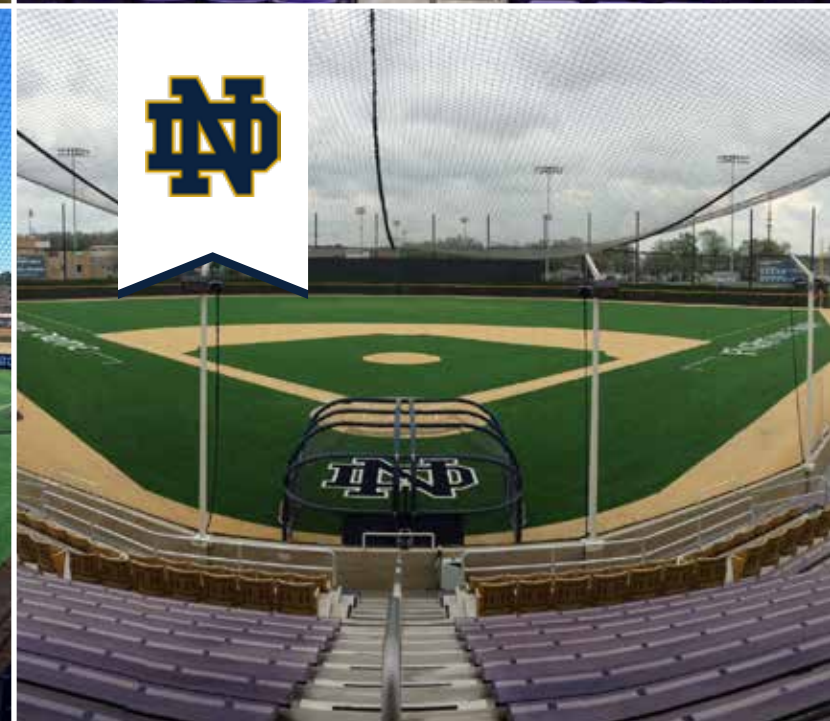
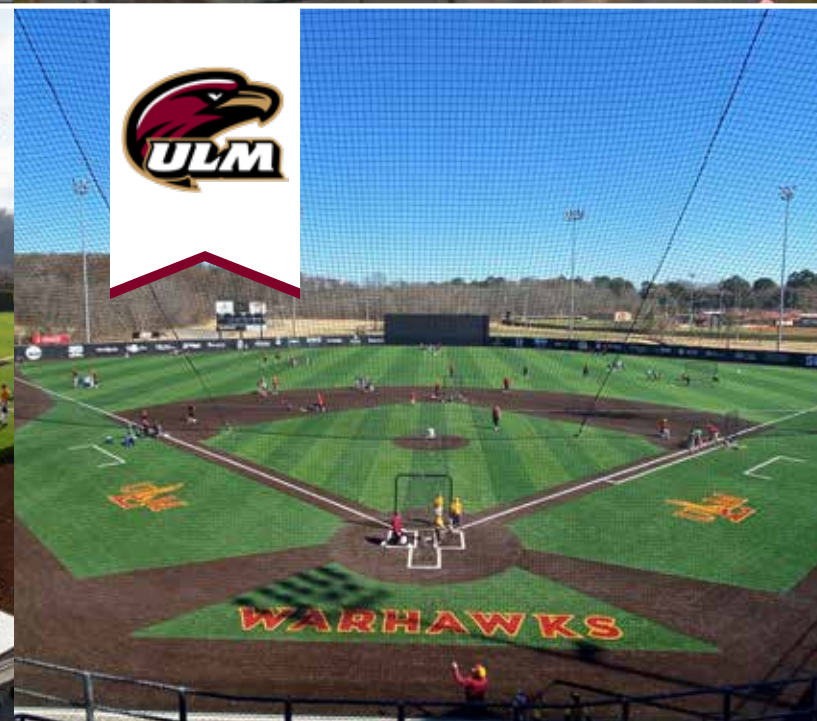
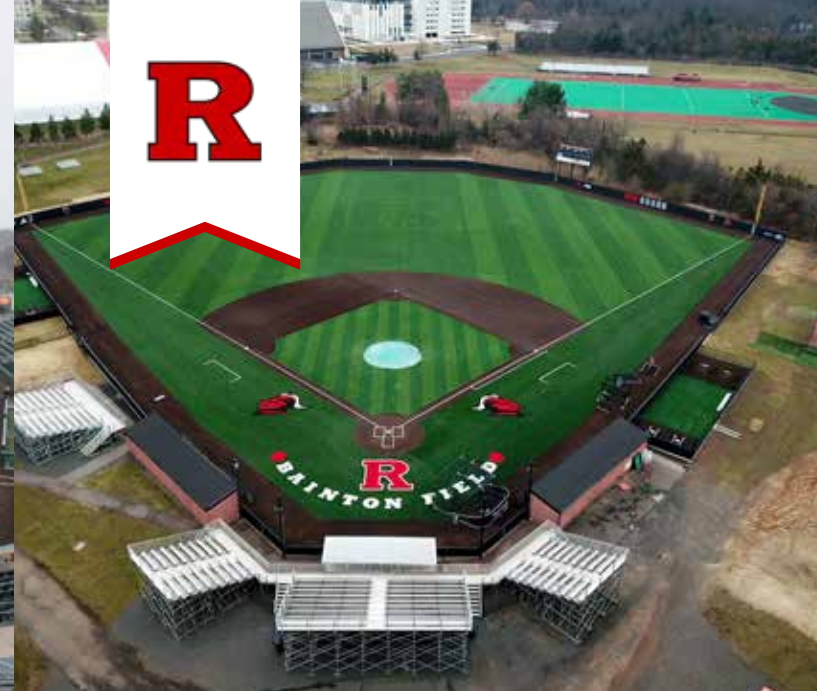
MINOR LEAGUE



COLLEGIATE













# MAKE IT YOURS!

WE'VE NEVER BEEN FANS OF THE COOKIE CUTTER APPROACH. IT'S YOUR FIELD, SO MAKE IT YOURS! FROM DESIGN TO COLOR PATTERNS, WE ARE HERE TO HELP MAKE YOUR DIAMOND THE TALK OF THE TOWN.

## MOUND OPTIONS

When it comes to mounds, several options are open to you depending on your preference. FieldTurf recommends these three options:

## WARNING TRACK OPTIONS

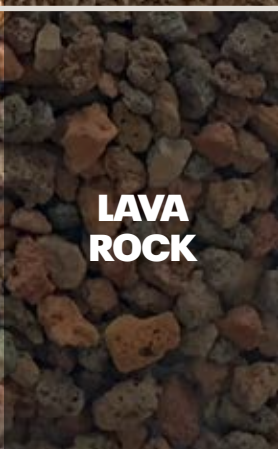
Changing the feeling under foot is key to alerting your athletes of the transition from the outfield to the warning track. FieldTurf recommends these three infill warning track options:

## BASEPATH COLORS

FieldTurf offers baseball-specific color options for your basepaths. Custom colors are available upon request.

## ON-FIELD LOGOS

As we produce the logos for every FieldTurf field, nothing is left to a third party. Nothing is left to chance. This provides you with a level of quality assurance that simply cannot be matched.



Colors for demonstration purposes only.

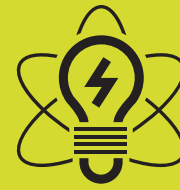


# GAME-CHANGING Technology

## TOUGHBACK

High-use areas are a challenge for any turf system, and baseball fields are no exception. Cleats dig deep into the turf, right down to backing layers, often puncturing right through them. The damaged areas must then be replaced.

What's the solution? Meet ToughBack, a unique layer applied to the system backing, resulting in a super tough layer once hardened.



## FIELDTURF INNOVATION+ PERFORMANCE CENTER

Our Velcro system offers a quick and simple solution to replacing your batter and umpire areas. We equip you with the spare pieces up front, allowing your team to exchange when needed.

The FTVelcro system is also equipped with ToughBack.

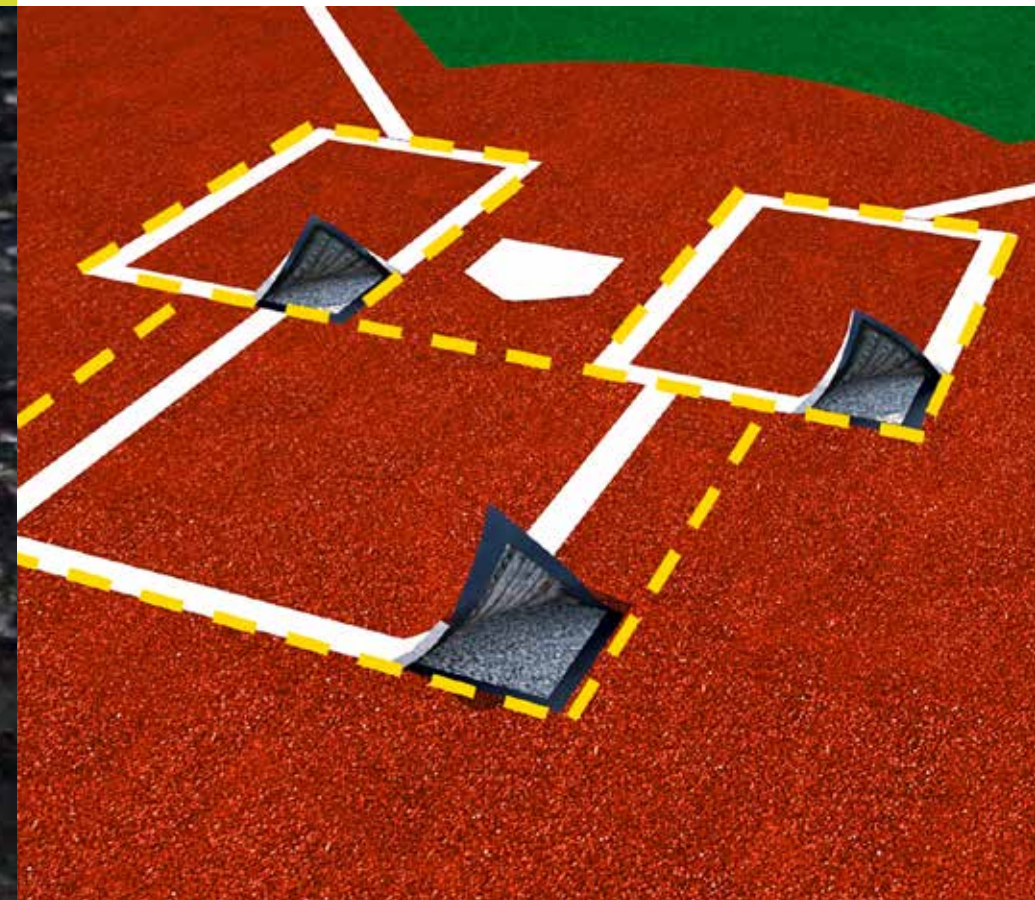
## FTVELCRO

**“** University of North Georgia Softball hosted 12 NCAA DII games last week over a 5-day period, and the pitching lane area is holding up great. FieldTurf has it figured out!”

**MIKE DAVENPORT**  
UNIVERSITY OF NORTH GEORGIA



**DOUBLEPLAY SYSTEMS COME EQUIPPED WITH TOUGHBACK**  
*Image for illustrative purposes only, size, colors and materials may vary.*



**“** We have had the FieldTurf replaceable home plate batter's box set now for over a year. This is a great product, and it really holds up well. We no longer have to worry about holes in our turf as it is simple to replace that area. Also, the customer service from these guys is absolutely incredible. They are on the ball whenever we call! ”

**JOHN ARNTSON**  
CLACKAMAS HIGH SCHOOL  
HEAD BASEBALL COACH



# WHY

## FieldTurf



### VERTICALLY INTEGRATED

FieldTurf controls all aspects of the manufacturing value chain. From start to finish, we're in control of your field.



### EXPERIENCED

With over 25,000 installations worldwide, FieldTurf has been the surface of choice for the last 20+ years.



### LEADING DURABILITY

Manufactured and installed with the highest attention to detail, FieldTurf systems showcase proven durability. There are over 2,000 FieldTurf fields still in use that are 8+ years old.



### FINANCIALLY STABLE

Part of Tarkett Sports, a division of the Tarkett Group, a worldwide leader of innovative flooring and sports surface solutions, FieldTurf has unprecedented financial support and stability. You can rest easy.



### TRUSTED

Regardless of the sport, FieldTurf is the trusted surface of the most elite programs in the world.



### ENDLESS PURSUIT OF INNOVATION

From the original 3-layer infill system; to our SureLock coating drainage application; to our game-changing CoolPlay infill - our innovations continue to change the game.



### SERVICE

We are as committed to your program as you are; and we're with you for the long term. When you buy a field from FieldTurf, you're buying from a company that knows how to take care of you. It's what we do best.



*What we really liked was the scientific work being put in on the front end so on the back end, us baseball guys can specify exactly what we want out of our field."*

**TONY VITELLO**  
HEAD COACH, UNIVERSITY OF TENNESSEE



*Not only did we want a system that would perform but we wanted a company that was going to be there when we needed them. For us, FieldTurf rang true in both categories. Every coach we spoke to echoed similar feelings, making the decision clear for us."*

**SCOTT BERRY**  
HEAD COACH, UNIVERSITY OF SOUTHERN MISSISSIPPI



*The FieldTurf DoublePlay baseball system plays more like a natural ball field than anything else we have seen. From a product and company standpoint, FieldTurf is the right choice for us."*

**TODD WHITTING**  
HEAD COACH, UNIVERSITY OF HOUSTON



*We are extremely excited to partner with FieldTurf for our playing surface in the new ball park. Our new home will include the best player development facility in Conference USA as well as top-tier playing and practice surfaces. FieldTurf's reputation around the college and professional baseball industry is second to none"*

**LANE BURROUGHS**  
BASEBALL COACH, LOUISIANA TECH UNIVERSITY





THE TARKETT SPORTS FAMILY – LEADERS IN SPORTS SURFACING



800-724-2969 | [info@fieldturf.com](mailto:info@fieldturf.com) | [fieldturf.com](https://fieldturf.com)





# CHANGE THE *Game*





REDEFINE

# HOME FIELD *Advantage*



Our goal was simple: design an artificial turf system specifically for softball. But like every road to greatness, creating the perfect surface took time and patience.

We started by testing and analyzing some of the nation's elite clay, grass and turf facilities to study ball-surface interaction, speed and consistency. Then we designed our new series to emulate the best results.

Our journey rewrote the book on testing and product development. Introducing our new softball line, TripleThreat Speed and TripleThreat Natural.

**IF YOU SWING, MAKE IT COUNT.**



“

*It's inspiring to see a company devote this much effort to the advancement of softball. I'm proud to partner with FieldTurf on their new TripleThreat softball series because it was created for the benefit of the athlete and of the sport. Finally, there will be a field surface that's designed uniquely for softball. FieldTurf boasts that it's "built on innovation", and now, being part of the process, I can see why it's true. The science, research-hours and technology used in the development of TripleThreat is remarkable. Together, FieldTurf and I are embarking on a mission to Change The Game for softball. Join our team.”*

**JESSICA MENDOZA**

- FORMER PROFESSIONAL SOFTBALL PLAYER (ARIZONA HEAT, USSSA PRIDE) & NCAA PLAYER, STANFORD UNIVERSITY
- FOUR-TIME FIRST TEAM ALL-AMERICAN OUTFIELDER
- OLYMPIC GOLD & SILVER MEDALIST

UNIVERSITY OF MONTANA  
GRIZZLY SOFTBALL FIELD



# TECHNOLOGY FUELED OUR PURSUIT OF EXCELLENCE

Our journey had us push the boundaries of testing and product innovation like never before. We used a scientific approach to analyze ball-surface interaction on a variety of systems. Through the use of advanced high-tech motion video cameras, we were able to translate what we found into real-life data. Never before has there been a way to build your FieldTurf softball field with such precision.

USING OUR THREE CRITICAL  
PERFORMANCE CRITERIA -  
SPEED, LINE & BOUNCE -  
YOU CAN BUILD YOUR FIELD  
TO PLAY FAST OR TO PLAY  
LIKE A NATURAL SURFACE.



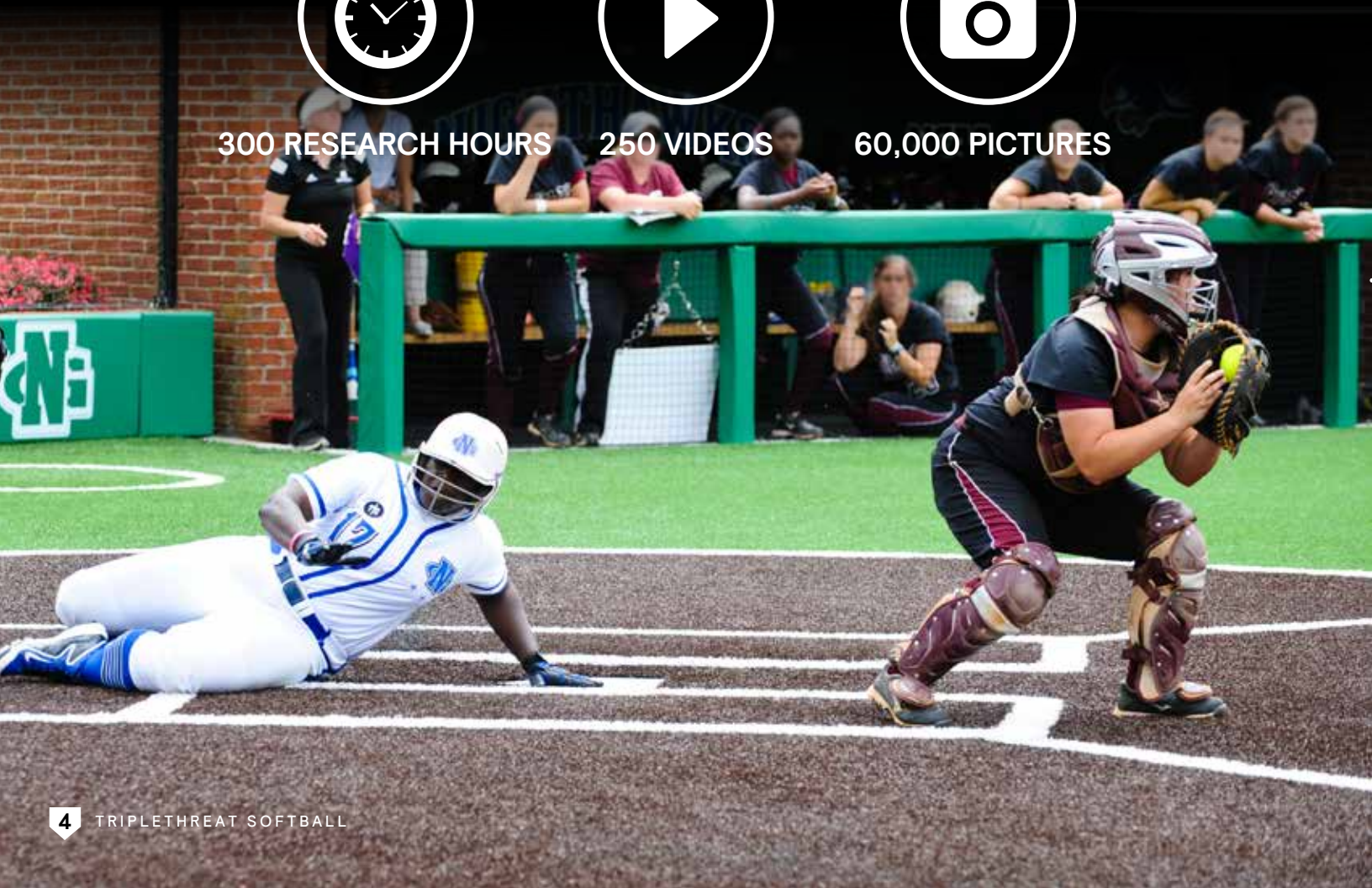
300 RESEARCH HOURS



250 VIDEOS



60,000 PICTURES

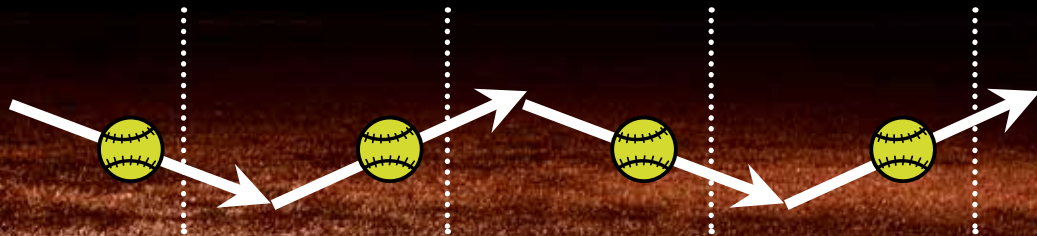


1

## SPEED

Speed is a total average of the ball speed-in and ball speed-out at the bounce points. Measured in feet per second.

**WHY IT'S IMPORTANT**  
The *SPEED* score allows you to select a system that either plays fast or plays like a natural surface.

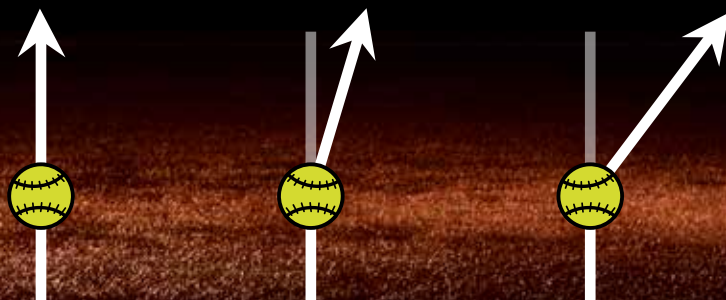


2

## LINE

Line is a total average of the ball bounce straightness variation. Measured in degrees.

**WHY IT'S IMPORTANT**  
The *LINE* score indicates if the hop plays true.



3

## BOUNCE

Bounce height is a total average of the max height obtained at the bounce points. Measured in feet.

**WHY IT'S IMPORTANT**  
The *BOUNCE* score indicates if the ball plays like a natural surface.





# WHICH SYSTEM IS RIGHT FOR YOU?

## TRIPLETHREAT *Speed*

PLAYS: FAST

## TRIPLETHREAT *Natural*

PLAYS: LIKE A NATURAL SURFACE

FAST CLAY

NATURAL GRASS

NATURAL CLAY

NATURAL GRASS

SPEED

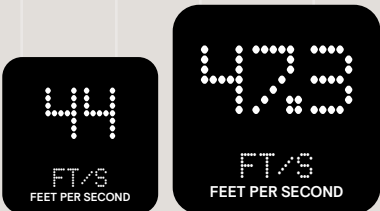
SPEED

LINE

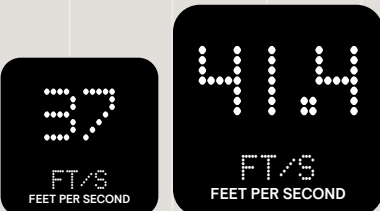
LINE

BOUNCE

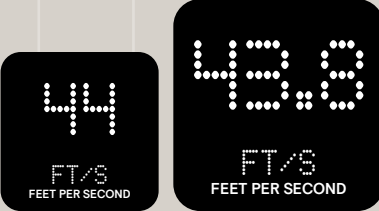
BOUNCE



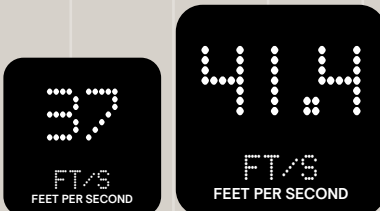
CLAY FIELDTURF



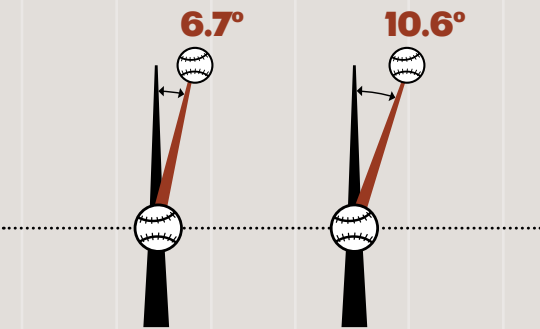
GRASS FIELDTURF



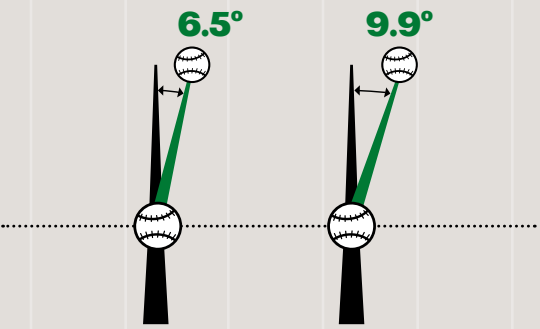
CLAY FIELDTURF



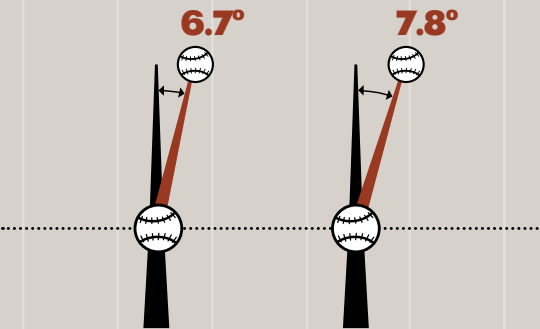
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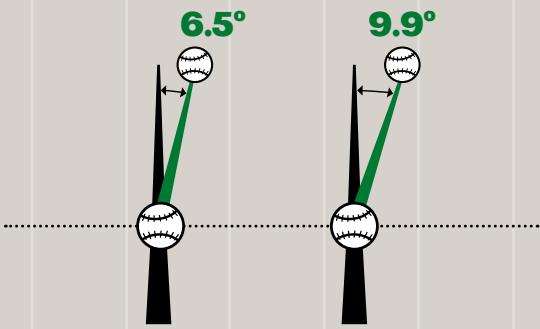
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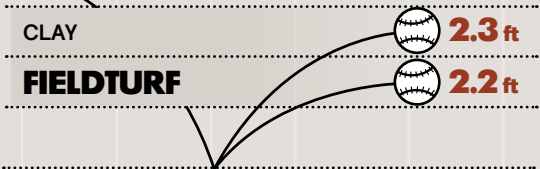
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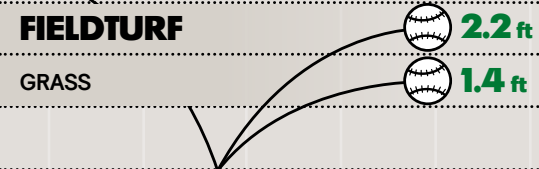
CLAY FIELDTURF



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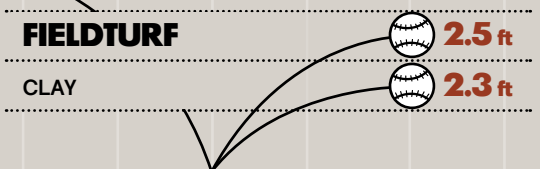


CLAY FIELDTURF



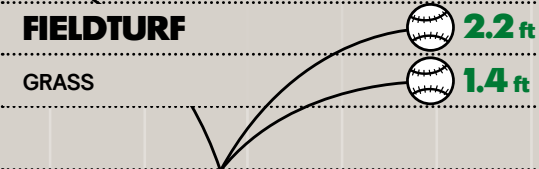
FIELDTURF

GRASS



FIELDTURF

CLAY



FIELDTURF

GRASS

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**FIELDTURF DARK BROWN**

PANTONE 4625 C

**FIELDTURF RUST**

PANTONE 174 C

**FIELDTURF CLAY**

PANTONE 724 C

*Colors for demonstration purposes only.*

**TURFACE® PRO LEAGUE**

**LAVA ROCK**



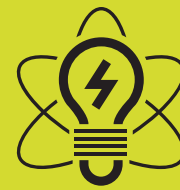


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**“** Hill Stadium was already one of the premier softball facilities in Division II, but our move to FieldTurf has truly made it one of the best softball stadiums in the country. Our FieldTurf field offered us superior playability and consistency throughout the season.”

**MIKE DAVENPORT**  
HEAD SOFTBALL COACH, UNIVERSITY OF NORTH GEORGIA

NCAA DIVISION II NATIONAL CHAMPION - 2015, 2023



**“** The upgrades to DeWitt Family Field will give us an edge in so many ways. Weather is one of our biggest challenges here in the Northeast in the spring, and the turf changes that quite a bit. The number of cancellations we have had over the past few years has been unreal. The frost, the rain, the field prep... The turf will allow us to get on the field in February on those mild days we tend to have. When it comes to a rainy April, the drainage will assure us that no matter how much it rains overnight, we will be able to get onto our field the next day.”

**JEN GOODWIN**  
HEAD SOFTBALL COACH, YALE UNIVERSITY



**“** We love our field! It has been a game changer for us. Our field before wasn't something we showed off to people, so this is a night-and-day difference. I like how every time I go to our field, it is ready to go. There is still maintenance and upkeep of the field, but not like what we had to do in the past. During the installation, I was amazed by how quickly things went and how detailed the work was.”

**DARREN MUELLER**  
HEAD SOFTBALL COACH, NORTH DAKOTA STATE UNIVERSITY







THE TARKETT SPORTS FAMILY – LEADERS IN SPORTS SURFACING



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PROJECT NAME	INSTALLATION DATE	SQ.FT	CITY	STATE	TURF SYSTEM
Stuart Field Improvements Field 2	11/14/2024	18219	Montgomery	IL	XT
Stuart Field Improvements Field 3	11/14/2024	18145	Montgomery	IL	XT
Stuart Field Improvements Field 4	11/14/2024	18200	Montgomery	IL	XT
Joliet Central High School Baseball Infield	11/7/2024	35167	Joliet	IL	Prestige Vertex
McHenry West Softball Infield	11/6/2024	19509	McHenry	IL	Prestige Vertex
Camera Park Soccer	10/10/2024	75075	Glendale Heights	IL	XT
Joliet West High School Softball Infield	10/1/2024	17302	Joliet	IL	Vintage
Lemont Park District Miracle Field	9/27/2024	42799	Lemont	IL	XT
Coal City High School Baseball	9/25/2024	112686	Coal City	IL	XT
Coal City High School Softball	9/20/2024	41428	Coal City	IL	XT
Joliet West High School Baseball Infield	9/18/2024	30660	Joliet	IL	Prestige Vertex
Knoch Park Baseball Field	9/17/2024	13722	Naperville	IL	Classic HD
Buffalo Grove High School	8/28/2024	93343	Buffalo Grove	IL	Vertex Prime
Johnsburg High School Baseball	8/8/2024	112865	Johnsburg	IL	XT
Johnsburg High School Softball	7/30/2024	43067	Johnsburg	IL	XT
Lewis University Practice Field	7/24/2024	105362	Romeoville	IL	Core
Union School 81 Soccer	7/24/2024	36209	Joliet	IL	XT
Celtic Park Soccer	7/18/2024	170215	Palatine	IL	Vertex Core
Deerfield High School Stadium	7/16/2024	76099	Deerfield	IL	Vertex Core
Highland Park High School Wolters Field	7/12/2024	76536	Highland Park	IL	Vertex Core
Oak Lawn High School	7/9/2024	100667	Oak Lawn	IL	Prestige Vertex
Geneva High School Football	6/28/2024	89814	Geneva	IL	Core
Danville High School Football	6/27/2024	99363	Danville	IL	Vertex Core
Glenbard South High School	6/26/2024	80936	Lombard	IL	Core
Ridgewood High School	6/20/2024	79172	Norridge	IL	Core
Coal City High School Football	6/20/2024	88843	Coal City	IL	Vertex Prime
Freeport Football	6/14/2024	92017	Freeport	IL	Revolution 360
Downers Grove - North Stadium	6/10/2024	84320	Downers Grove	IL	XM
Downers Grove - South Stadium	6/7/2024	84925	Downers Grove	IL	XM
Sterling High School	5/30/2024	104750	Sterling	IL	Vertex Core
Warren Township High School Stadium	5/24/2024	86419	Gurnee	IL	Vertex Core
Johnsburg High School Stadium Field	5/24/2024	91418	Johnsburg	IL	Prestige Vertex
Schaumburg Park District Indoor - Soccer	5/20/2024	50625	Schaumburg	IL	Vertex Prime
Marist High School Football	5/14/2024	75657	Chicago	IL	Core
University of Chicago Woodlawn Campus Football Field	5/2/2024	68201	Chicago	IL	Vertex Prime
Germantown Infield 3	4/23/2024	19119	Germantown Hills	IL	XT
Germantown Infield 1	4/22/2024	19119	Germantown Hills	IL	XT
Germantown Infield 2	4/22/2024	19118	Germantown Hills	IL	XT
Germantown Infield 4	4/22/2024	12394	Germantown Hills	IL	XT
Orland Park Schussler Park	4/4/2024	195010	Orland Park	IL	Vertex Prime
Aurora Christian School Football Field	4/4/2024	88973	Aurora	IL	XM
Rockford University Baseball Infield Only	3/12/2024	38834	Rockford	IL	Prestige Vertex
Rockford University Softball	3/12/2024	48802	Rockford	IL	XT
Yorkville High School - Baseball Infield	3/5/2024	33915	Yorkville	IL	Prestige Vertex
Yorkville High School Softball Stadium	3/5/2024	46098	Yorkville	IL	Prestige Vertex
Village of Orland Hills Community Center Indoor	11/28/2023	25863	Orland Hills	IL	Classic HD
SIUC Abe Martin Baseball Field	11/15/2023	140075	Carbondale	IL	Vertex Prime
McHenry West Baseball Field	11/14/2023	35065	McHenry	IL	Prestige Vertex
McCaslin Park Softball Infield 1	11/8/2023	22316	West Chicago	IL	XT
McCaslin Park Softball Infield 2	11/8/2023	17823	West Chicago	IL	XT
McCaslin Park Softball Infield 3	11/8/2023	17824	West Chicago	IL	XT
McCaslin Park Softball Infield 4	11/8/2023	17824	West Chicago	IL	XT
Oak Park River Forest Park District	11/2/2023	113668	Oak Park	IL	Classic HD
Fenton High School Stadium Field	10/20/2023	100688	Bensenville	IL	Vertex Core
Niles North High School Multisport Complex	10/19/2023	267566	Skokie	IL	Vertex Prime
OPRF High School Multiuse North Field - New Build	10/13/2023	84443	Oak Park	IL	Revolution 360
SXUniversity Softball Stadium	10/6/2023	34737	Chicago	IL	Prestige Vertex
Dupage Sports Complex Field	10/5/2023	15120	Naperville	IL	Classic HD
Olympic Park Soccer Field 8	10/3/2023	58465	Schaumburg	IL	Vertex Prime
SXUniversity Baseball Stadium	9/26/2023	140570	Chicago	IL	Prestige Vertex
New Trier High School Duke Childs Baseball Infield	9/1/2023	37318	Winnetka	IL	Prestige Vertex
New Trier High School Duke Childs Softball Infield	9/1/2023	13418	Winnetka	IL	Prestige Vertex
TF South High School Stadium Field	8/30/2023	88467	Lansing	IL	Prestige Vertex
ISUniversity - Indoor Training Facility	8/22/2023	75784	Normal	IL	Classic HD
Vernon Hills High School Baseball	8/18/2023	26199	Vernon Hills	IL	Prestige Vertex
Great Lakes Naval Multifield	8/10/2023	101309	Great Lakes	IL	XT
Marmion Academy Baseball Field	8/10/2023	36380	Aurora	IL	Prestige Vertex
Illinois Wesleyan University Softball Infield	8/7/2023	13901	Bloomington	IL	Vintage

PROJECT NAME	INSTALLATION DATE	SQ.FT	CITY	STATE	TURF SYSTEM
Oak Brook Park District	7/28/2023	107920	Oak Brook	IL	Core
Yorkville High School Stadium	7/25/2023	87580	Yorkville	IL	Core
Black Hawk College Softball	7/24/2023	50885	Moline	IL	Prestige Vertex
Metamora Football Stadium	7/21/2023	94982	Metamora	IL	Core
Marmion Academy Football Stadium	7/18/2023	88215	Aurora	IL	Classic HD
Wheeling High School	7/12/2023	95782	Wheeling	IL	Vertex Prime
Oak Park River Forest Multipurpose Field	7/7/2023	120723	Oak Park	IL	Classic HD
Glenbard West High School Football	6/30/2023	89173	Glen Ellyn	IL	Core
Joliet Central High School Football Field	6/28/2023	78471	Joliet	IL	Classic HD
Elmhurst University	6/22/2023	94333	Elmhurst	IL	Vertex Core
St. Anne Community High School Field	6/20/2023	77633	Saint Anne	IL	Core
Commissioners Park	6/19/2023	109724	Naperville	IL	Vertex Prime
Pleasant Plains High School Softball	6/12/2023	43973	Pleasant Plains	IL	Prestige Vertex
Melrose Park Football	6/8/2023	71400	Melrose Park	IL	Core
Marist High School Indoor	6/7/2023	26000	Palos Heights	IL	Classic HD
Lake Park East High School	6/2/2023	88267	Roselle	IL	Core
Notre Dame College Prep Football Field	6/1/2023	74455	Niles	IL	Classic HD
Joliet West High School Football Field	6/1/2023	78722	Joliet	IL	Classic HD
Forest View Roosevelt University	5/31/2023	101790	Arlington Heights	IL	Vertex Core
Melrose Park Baseball Infield	5/24/2023	10492	Melrose Park	IL	Classic HD
Lewis University Football Field	5/22/2023	94980	Romeoville	IL	Core
Depaul University Wish Field	5/16/2023	98881	Chicago	IL	Vertex Core
Pleasant Plains High School Baseball	5/1/2023	30288	Pleasant Plains	IL	Prestige Vertex
University of Illinois Champaign Irwin Indoor	4/26/2023	63830	Champaign	IL	Vertex Core
Go For It Sports Softball Infield	4/6/2023	11373	Yorkville	IL	Classic HD
Clyde Park Soccer Field	4/5/2023	52829	Cicero	IL	XT
Pleasant Plains High School Football	3/28/2023	92673	Pleasant Plains	IL	Prestige Vertex
Unity Junior High School	3/27/2023	102480	Cicero	IL	Vertex Prime
Montini High School Baseball Infield Only	3/10/2023	27170	Lombard	IL	Prestige Vertex
St. Ignatius College Prep Baseball Field	2/15/2023	103410	Chicago	IL	Prestige Vertex
Black Hawk College Baseball	2/7/2023	131937	Moline	IL	Prestige Vertex
Southern Illinois University Edwardsville Baseball Infield	11/11/2022	29022	Edwardsville	IL	Prestige Vertex
Barrington High School Field of Dreams Softball	11/2/2022	41809	Barrington	IL	Prestige Vertex
College of DuPage Baseball	11/1/2022	65536	Glen Ellyn	IL	Prestige Vertex
Tinley Park Freedom Park	10/24/2022	94395	Tinley Park	IL	Vertex Core
South Barrington Park - Soccer Field	10/21/2022	178398	South Barrington	IL	Revolution 360
Barrington High School Baseball Infield	10/19/2022	33137	Barrington	IL	Prestige Vertex
CPD Bosley Park	10/18/2022	20676	Chicago	IL	XT
Barrington High School Practice	10/6/2022	97249	Barrington	IL	Vertex Prime
Lanphier High School Memorial Field	10/3/2022	87167	Springfield	IL	Prestige Vertex
Lewis Univ Baseball Infield	9/19/2022	28606	Romeoville	IL	Prestige Vertex
Lewis Univ Softball Infield	9/19/2022	12634	Romeoville	IL	Vintage
Lincoln Middle School	9/13/2022	67815	Schiller Park	IL	Vertex Prime
Mother McAuley High School - Multipurpose Stadium	9/1/2022	90625	Chicago	IL	Classic HD
Zion Benton High School Stadium Field	8/29/2022	99322	Zion	IL	XM
CPD Park 596 Field 1	8/23/2022	80475	Chicago	IL	XT
CPD Park 596 Field 2	8/23/2022	80475	Chicago	IL	XT
Mannheim Middle School	8/18/2022	81040	Melrose Park	IL	Prestige Vertex
Timothy Christian School	8/3/2022	96430	Elmhurst	IL	Core
McHenry High School McCracken Field	7/28/2022	85303	McHenry	IL	Vertex Prime
Richmond-Burton High School - Stadium Field	7/27/2022	85983	Richmond	IL	Vertex Core
Illinois State University Redbird Baseball Infield	7/18/2022	35966	Normal	IL	Vertex Prime
Mount Carmel High School Football	7/15/2022	97023	Mount Carmel	IL	XT
Joliet Park District Memorial Stadium	7/14/2022	89036	Joliet	IL	Classic HD
Olympic Park Field 9	7/6/2022	87699	Schaumburg	IL	Vertex Prime
Morgan Park High School Football	6/24/2022	81988	Chicago	IL	Prestige Vertex
Marian Catholic High School	6/20/2022	100759	Chicago Heights	IL	Classic HD
Stevenson High School Indoor	6/20/2022	10391	Lincolnshire	IL	Easyfield
West Aurora High School	6/10/2022	83989	Aurora	IL	Vertex Core
Grayslake North High School	6/9/2022	76634	Grayslake	IL	Core
Knox College Football	6/2/2022	75186	Galesburg	IL	Revolution 360
Providence Catholic High School - Football	6/1/2022	103751	New Lenox	IL	Core
University of Illinois Baseball Training Center	5/31/2022	22957	Champaign	IL	Prestige Vertex
University of Illinois Softball Training Center	5/31/2022	11615	Champaign	IL	Vintage
University of Illinois Memorial Stadium	5/24/2022	120554	Champaign	IL	Vertex Core
St. Patrick High School Football	4/25/2022	85680	Chicago	IL	Classic HD
Homewood Flossmoor High School Softball Infield	4/18/2022	11932	Flossmoor	IL	Prestige Vertex
Leo Catholic High School	4/12/2022	17820	Chicago	IL	Prestige Vertex

PROJECT NAME	INSTALLATION DATE	SQ.FT	CITY	STATE	TURF SYSTEM
Homewood Flossmoor High School Baseball Infield	4/12/2022	30946	Flossmoor	IL	XT
St. Laurence High School Baseball Infield	3/21/2022	25463	Burbank	IL	XT
York Community High School	11/8/2021	69108	Elmhurst	IL	Core
Melas Park Softball Infield 1	11/1/2021	15602	Mount Prospect	IL	Classic HD
Melas Park Softball Infield 2	11/1/2021	15602	Mount Prospect	IL	Classic HD
Melas Park Softball Infield 3	11/1/2021	15602	Mount Prospect	IL	Classic HD
Melas Park Softball Infield 4	11/1/2021	15602	Mount Prospect	IL	Classic HD
CPD Lawler Park Soccer	10/25/2021	72051	Chicago	IL	XT
CPS Stone Scholastic	10/4/2021	10545	Chicago	IL	Multi HD
Palatine PD Falcon Indoor	9/3/2021	21600	Palatine	IL	Vertex Prime
Proviso East High School	8/16/2021	101992	Maywood	IL	Prestige Vertex
Bo Jackson Elite Sports Field 1	8/2/2021	15376	Lockport	IL	XT
Bo Jackson Elite Sports Field 2	8/2/2021	23334	Lockport	IL	XT
Bo Jackson Elite Sports Field 3	8/2/2021	16120	Lockport	IL	XT
Niles West High School	7/19/2021	93547	Skokie	IL	Vertex Prime
West Chicago High School	7/9/2021	94147	West Chicago	IL	Classic HD
Great Lakes Academy Soccer	7/1/2021	30239	Chicago	IL	XM
Connect 44 Center	6/30/2021	14824	Lombard	IL	Classic HD
Maine South High School	6/21/2021	96615	Park Ridge	IL	Vertex Prime
Lincoln Way West High School	6/11/2021	101103	New Lennox	IL	Core
Bradley-Bourbonnais High School Field 1	6/1/2021	97412	Bradley	IL	Core
CPD Jackson Park	5/31/2021	98577	Chicago	IL	XT
SCPD East Side Sports Complex Field 8	4/26/2021	22942	St Charles	IL	XT
CPD Diversey Lincoln Park	4/5/2021	73445	Chicago	IL	XT
Joliet Park District Softball Field 1	11/11/2020	22292	Joliet	IL	XT
Joliet Park District Softball Field 6	11/11/2020	23292	Joliet	IL	XT
Joliet Park District Softball Field 2	11/11/2020	23292	Joliet	IL	XT
Joliet Park District Softball Field 3	11/11/2020	23292	Joliet	IL	XT
Joliet Park District Softball Field 4	11/11/2020	23292	Joliet	IL	XT
Joliet Park District Softball Field 5	11/11/2020	23292	Joliet	IL	XT
May Whitney Elementary School	11/6/2020	96796	Lake Zurich	IL	Revolution 360
Rolling Meadows High School	10/28/2020	92711	Rolling Meadows	IL	Vertex Prime
Vernon Hills High School Softball	10/19/2020	12432	Vernon Hills	IL	Prestige Vertex
Midlothian Park District REC Indoor	9/17/2020	19073	Midlothian	IL	Prestige Vertex
SIUniversity Carbondale Easyfield	9/14/2020	11440	Carbondale	IL	Easyfield
Bensenville Sports Complex Indoor Baseball	9/10/2020	17286	Bensenville	IL	XT
Bensenville Sports Complex Indoor Multipurpose	9/10/2020	53933	Bensenville	IL	XT
Bensenville Sports Complex Indoor Batting Cage	9/10/2020	12680	Bensenville	IL	Vintage
Lockport High School Athletic Center	8/25/2020	22188	Lockport	IL	Classic HD
Nike Sports Complex	8/18/2020	105300	Naperville	IL	Vertex Prime
CPD Chase Park	8/10/2020	74923	Chicago	IL	XT
University of Illinois Urbana Champaign Baseball	8/5/2020	138855	Champaign	IL	Prestige Vertex
Evanston Robert Crown Center	7/31/2020	226035	Evanston	IL	Prestige Vertex
York High School	7/23/2020	86580	Elmhurst	IL	Core
Naperville Knoch Park	7/20/2020	109200	Naperville	IL	Vertex Prime
Hinsdale Central High School Stadium Field	7/20/2020	81218	Hinsdale	IL	Core
Andrew High School	7/17/2020	94221	Tinley Park	IL	Core
East Leyden High School	7/9/2020	109084	Franklin Park	IL	Vertex Core
Naperville North High School	7/9/2020	86915	Naperville	IL	Vertex Prime
DePaul College Prep High School	7/7/2020	86190	Chicago	IL	Vertex Prime
Elgin High School Football	7/2/2020	87767	Elgin	IL	Classic HD
Conant High School	6/29/2020	86202	Hoffman Estates	IL	Vertex Prime
Glenbard North High School	6/25/2020	79790	Carol Stream	IL	Core
Sandburg High School	6/23/2020	90302	Orland Park	IL	Core
Stagg High School	6/17/2020	92087	Palos Hills	IL	Core
Perspectives Charter Football	6/11/2020	87931	Chicago	IL	Prestige Vertex
Naperville Central High School	6/9/2020	82188	Naperville	IL	Vertex Prime
Hinsdale South High School Stadium Field	6/8/2020	80831	Darien	IL	Core
College of Dupage Football Field	6/1/2020	101952	Glen Ellyn	IL	Vertex Prime
IWUniversity Tucci Stadium	5/28/2020	86812	Bloomington	IL	Core
Rock Island High School	5/28/2020	80332	Rock Island	IL	Revolution 360
Adlai Stevenson High School	5/18/2020	91929	Lincolnshire	IL	Core
Northwestern University Indoor	5/18/2020	95607	Evanston	IL	Revolution 360
Hinsdale Central High School Practice Field	5/15/2020	74390	Hinsdale	IL	Core
CPD Jane Addams REC Center Baseball	5/12/2020	108260	Chicago	IL	XT
Lake Park West High School Baseball	5/6/2020	27396	Roselle	IL	XT
Elmwood Park High School	4/27/2020	86790	Elmwood Park	IL	Revolution 360
Hinsdale South High School Practice Field	4/27/2020	74100	Darien	IL	Core

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Ackerman Sports Complex Indoor	4/20/2020	24662	Glen Ellyn	IL	Classic HD
Freedom Park	4/1/2020	45796	Berwyn	IL	Classic HD
Douglas Park	4/1/2020	54400	Chicago	IL	XT
Aurora University Baseball Field	11/21/2019	32528	Montgomery	IL	Prestige Vertex
CPD Jane Addams REC Center Soccer	11/20/2019	50910	Chicago	IL	XT
Jefferson Junior High School	10/30/2019	109792	Woodridge	IL	Classic HD
CPD Ogden Park	9/24/2019	93034	Chicago	IL	XT
VVSD Romeoville High School Varsity Baseball	9/23/2019	34009	Romeoville	IL	Classic HD
VVSD Romeoville High School JV Baseball	9/23/2019	24925	Romeoville	IL	Classic HD
VVSD Romeoville High School Varsity Softball	9/23/2019	11865	Romeoville	IL	Classic HD
VVSD Romeoville High School JV Softball	9/23/2019	11865	Romeoville	IL	Classic HD
Adlai Stevenson High School Multipurpose	9/13/2019	169460	Lincolnshire	IL	Core
McKinley Athletic Facilities	9/9/2019	80148	Champaign	IL	XT
Pritzker School	8/26/2019	15559	Chicago	IL	Prestige Vertex
Round Lake High School Stadium	8/20/2019	91635	Round Lake	IL	Vertex Prime
Minooka High School	8/15/2019	90004	Minooka	IL	XM
Ackerman Park Soccer Fields	8/13/2019	106600	Glen Ellyn	IL	Classic HD
Bernard Zell Anshe Emet Day School	8/7/2019	24751	Chicago	IL	Classic HD
VVSD Bolingbrook High School Varsity Baseball	8/6/2019	27624	Bolingbrook	IL	Classic HD
VVSD Bolingbrook High School Varsity Softball	8/6/2019	12435	Bolingbrook	IL	Classic HD
Downers Grove South High School Pactice	7/30/2019	97292	Downers Grove	IL	XT
Loyola University Recreation Field	7/29/2019	26757	Chicago	IL	Classic HD
Northbrook Park District	7/24/2019	172800	Northbrook	IL	Classic HD
CPS Elementary Schoolmond Elementary	7/18/2019	28500	Chicago	IL	Multi HD
University of IL Performance Center	7/17/2019	16320	Champaign	IL	Classic HD
Niles North High School	7/10/2019	91467	Skokie	IL	Vertex Prime
Romeoville High School	7/1/2019	85272	Romeoville	IL	Core
Olympic Park Field 1	7/1/2019	74954	Schaumburg	IL	Vertex Prime
Olympic Park Field 2	7/1/2019	68930	Schaumburg	IL	Vertex Prime
Olympic Park Field 3	7/1/2019	64284	Schaumburg	IL	Vertex Prime
Bolingbrook High School	6/24/2019	91203	Bolingbrook	IL	Core
Kosciuszko Soccer Park	6/14/2019	11040	Chicago	IL	XT
Hoffman Elementary Schooltates High School	6/11/2019	84129	Hoffman Estates	IL	Vertex Prime
Lake Forest High School Football	6/10/2019	94000	Lake forest	IL	Revolution 360
Palatine High School	6/10/2019	81262	Palatine	IL	Vertex Prime
Barrington High School	6/3/2019	118382	Barrington	IL	Vertex Prime
Evanston High School	6/3/2019	100000	Evanston	IL	Revolution 360
Lincoln Way Central High School	5/28/2019	100041	New Lennox	IL	Core
Lincoln Way East High School	5/28/2019	100897	Frankfurt	IL	Core
Village of Orland Park Indoor	5/22/2019	16215	Orland Park	IL	XT
Dunbar Park	5/20/2019	80442	Chicago	IL	XT
St. Ignatius High School Soccer	5/9/2019	67124	Chicago	IL	Core
St Ignatius High School Multipurpose	5/7/2019	88249	Chicago	IL	Core
Southern Illinois University Carbondale	5/6/2019	98411	Carbondale	IL	Classic HD
Taft High School Football	4/10/2019	81700	Chicago	IL	Prestige Vertex
Jefferson Elementary School	4/2/2019	28981	Berwyn	IL	XT
Dore Elementary School	11/6/2018	17507	Chicago	IL	Multi HD
Pullman Community Center Field 1	10/23/2018	24000	Chicago	IL	XT
Pullman Community Center Field 2	10/23/2018	24000	Chicago	IL	XT
Pullman Community Center Field 3	10/23/2018	23520	Chicago	IL	XT
Aurora University Football Stadium	10/23/2018	97776	Aurora	IL	XT
Champaign High School Baseball Infield	10/1/2018	26993	Champaign	IL	XT
Morton Excellence Soccer	9/7/2018	10630	Chicago	IL	Multi HD
Crystal Lake Park District Infield 1	9/4/2018	14240	Crystal Lake	IL	XT
Crystal Lake Park District Infield 3	9/4/2018	14240	Crystal Lake	IL	XT
Crystal Lake Park District Infield 4	9/4/2018	26399	Crystal Lake	IL	XT
Crystal Lake Park District Infield 2	8/27/2018	14240	Crystal Lake	IL	XT
Byrne Elementary	8/13/2018	16700	Chicago	IL	Multi HD
University of Chicago Jackman Field	8/13/2018	74125	Chicago	IL	XT
Tommy Stewart Field	8/1/2018	77994	Champaign	IL	XT
Lake View High School	7/30/2018	39594	Chicago	IL	XM
Knox College Soccer	7/25/2018	90650	Galesburg	IL	Revolution 360
Schaumburg Park Field 5 Soccer	7/21/2018	59389	Schaumburg	IL	XT
Schaumburg Park Field 7 Soccer	7/21/2018	62314	Schaumburg	IL	XT
De La Salle High School	7/16/2018	111475	Chicago	IL	Classic HD
Deer Creek Mackinaw High School	7/16/2018	97669	Mackinaw	IL	XM
Fremd High School Stadium	7/16/2018	79558	Palatine	IL	Vertex Prime
Schaumburg Park Field 4 Soccer	7/15/2018	60914	Schaumburg	IL	XT



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Downers Grove Park District	7/13/2018	84392	Downers Grove	IL	Classic HD
Oak Park River Forest High School Stadium	7/11/2018	84828	Oak Park	IL	Revolution 360
Schaumburg High School Stadium	7/9/2018	79558	Schaumburg	IL	Vertex Prime
Lemont High School	6/21/2018	78351	Lemont	IL	XM
Warren Township OPlaine Field House	6/12/2018	13803	Gurnee	IL	Classic HD
University of Chicago Stagg Stadium	6/11/2018	96400	Chicago	IL	Revolution 360
Grayslake Central High School Stadium	6/1/2018	82302	Grayslake	IL	Core
Berens Park	5/25/2018	167200	Elmhurst	IL	Revolution 360
St. Xavier University Football	5/7/2018	91204	Chicago	IL	Revolution 360
Hancock Stadium	5/7/2018	94789	Normal	IL	Classic HD
Seven Bridges Ice Arena	4/23/2018	13680	Woodridge	IL	Classic HD
City of Joliet - Silver Cross	3/23/2018	131465	Joliet	IL	Classic HD
Northwestern University Indoor Perimeter	12/6/2017	95607	Evanston	IL	Revolution 360
Players Indoor Sports	11/30/2017	39358	Bristol	IL	Classic HD
Wells High School	11/20/2017	67200	CHICAGO	IL	XM
Wentworth Park southwest senior ball field	9/25/2017	20710	Chicago	IL	XT
Brooks Academy Field	8/21/2017	110043	Chicago	IL	Revolution 360
CPS Locke Elementary	8/18/2017	10555	Chicago	IL	Multi HD
Eureka College	8/16/2017	82500	Eureka	IL	XM
Althoff High School Football	8/10/2017	93420	Belleville	IL	Classic HD
United Township High School Stadium	8/7/2017	87089	East Moline	IL	XT
Kankakee High School Stadium	7/27/2017	90802	KANKAKEE	IL	Revolution 360
Plainfield North High School	7/12/2017	89531	Plainfield	IL	Classic HD
Lyons Township High School Stadium	7/10/2017	95113	Western Springs	IL	Classic HD
Plainfield East High School	7/5/2017	89531	Plainfield	IL	Classic HD
Fenwick High School Stadium	6/27/2017	81650	River Forest	IL	Classic HD
North Park University	6/26/2017	161596	Chicago	IL	Classic HD
Niles Park District Caldwell Recreation Center	6/22/2017	25829	Niles	IL	Classic HD
Mansueto High School Noble Charter Schools	6/19/2017	64815	Chicago	IL	XM
Libertyville High School	6/12/2017	84634	Libertyville	IL	Classic HD
Homewood Flossmoor High School	6/9/2017	99836	Flossmoor	IL	Revolution 360
East Aurora Stadium	6/5/2017	76654	Aurora	IL	XM
University of IL Rec Field 1	5/22/2017	82800	Champaign	IL	Classic HD
University of IL Rec Field 2	5/22/2017	82800	Champaign	IL	Classic HD
Rapid Vittum Park	11/20/2016	12600	Chicago	IL	XT
UIC Granderson Stadium Reno 2	11/1/2016	129176	Chicago	IL	Classic HD
Woodridge PD	9/13/2016	27437	Woodridge	IL	Classic HD
Plainfield South High School	8/22/2016	89617	Plainfield	IL	Classic HD
Plainfield Central High School	8/22/2016	88296	Plainfield	IL	Classic HD
Batavia High School	8/5/2016	84526	Batavia	IL	Revolution 360
School of Saints Multipurpose	8/1/2016	26563	Winnetka	IL	Classic HD
Blackhawk Park	7/27/2016	17700	Chicago	IL	Classic HD
Russell Square Park	7/27/2016	16800	Chicago	IL	Classic HD
Arlington Heights-Sunset Multi	6/27/2016	146680	Arlington Heights	IL	Classic HD
Loyola University	6/25/2016	113391	Chicago	IL	Revolution 360
Chicago O'Hare Airport	6/20/2016	187293	Chicago	IL	AFT
Wheaton College Football	5/25/2016	87290	Wheaton	IL	Classic HD
NUniversity Lakefront Outdoor	12/2/2015	99717	Evanston	IL	Revolution 360
NUniversity Lakefront South Field	11/24/2015	99434	Evanston	IL	Revolution 360
Oak Park Park District--Brooks	11/20/2015	26597	Oak Park	IL	XT
Oak Park PD - Julian School	11/13/2015	43083	Oak Park	IL	XT
Libertyville High School Brainerd Field	11/2/2015	112100	Libertyville	IL	Classic HD
Dunne Technology Academy	10/12/2015	11250	Chicago	IL	Classic HD
Chicago Ohare Area 3	9/28/2015	122609	Chicago	IL	AFT
Round Lake Indoor	9/1/2015	14287	Round Lake Beach	IL	Classic HD
Park District of Forest Park	8/14/2015	68847	Forest Park	IL	XT
Chicago Ohare Phase 1	8/8/2015	21804	Chicago	IL	AFT
Glen Ellyn PD Newton Park	7/31/2015	76641	Glen Ellyn	IL	Classic HD
Reavis High School Soccer	7/20/2015	97100	Burbank	IL	Revolution 360
Reavis High School Football	7/20/2015	89815	Burbank	IL	Revolution 360
Elk Grove High School	7/6/2015	102669	Elk Grove Village	IL	Revolution 360
Carmel High School Football Field	6/8/2015	76000	Mundelein	IL	Revolution 360
The British School Playfield	5/28/2015	32034	Chicago	IL	Classic HD
NIUniversity Husky Stadium	5/15/2015	77493	South DeKalb	IL	Revolution 360
UIC Intramural West Field	5/6/2015	109190	Chicago	IL	XT
Aurora Turners Baseball Club	4/24/2015	13695	Aurora	IL	XT
UIC Intramural East Field	4/22/2015	106160	Chicago	IL	XT
Kelly Park (CPD)	4/15/2015	107572	Chicago	IL	XT

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University of IL Chicago Indoor Gym	12/15/2014	35046	Chicago	IL	XT
Lindbolm Park	11/8/2014	100905	Chicago	IL	XT
Chicago Park District Park 553	11/3/2014	152000	Chicago	IL	XT
David Speer Academy	10/13/2014	78336	Chicago	IL	XT
Morton Indoor	9/8/2014	13240	Morton	IL	Classic HD
Chicago Near North Soccer	8/25/2014	151133	Chicago	IL	Classic HD
Wheaton Academy Baseball	8/21/2014	22666	West Chicago	IL	Classic HD
Great Lakes Quad Fields	8/11/2014	144501	Great Lakes	IL	Classic HD
Harlem High School	8/7/2014	80051	Machesney Park	IL	Revolution 360
Intrinsic Charter School	7/28/2014	16731	Chicago	IL	XT
UIUC Ikenberry Field 1	7/28/2014	90032	Champaign	IL	Classic HD
UIUC Ikenberry Field 2	7/28/2014	90032	Champaign	IL	Classic HD
Lake Zurich High School	7/28/2014	88220	Lake Zurich	IL	Revolution 360
Graf Park - Wheaton PD	7/23/2014	77099	Wheaton,	IL	XT
Wheaton Academy	7/21/2014	91967	West Chicago	IL	Revolution 360
Lockport East Stadium	7/14/2014	81016	Lockport	IL	XM
Crane Prep High School	7/7/2014	62289	Chicago	IL	XM
Wauconda CUSD	6/30/2014	86169	Wauconda	IL	Revolution 360
University of Chicago	6/27/2014	86625	Chicago	IL	Revolution 360
Morton West High School - Football	6/26/2014	93955	Berwyn	IL	Revolution 360
DePaul University	6/19/2014	98848	Chicago	IL	Classic HD
Homewood Flossmoor High School Practice	6/10/2014	83850	Flossmoor	IL	Revolution 360
Galesburg High School - Football	6/5/2014	97111	Galesburg	IL	XM
St. Ignatius High School	5/29/2014	79984	Chicago	IL	Revolution 360
Wheaton College	5/16/2014	94664	Wheaton	IL	Revolution 360
Northbrook Sports Center	1/9/2014	67374	Northbrook	IL	Classic HD
Homewood Flossmoor High School Indoor	1/2/2014	22512	Flossmoor	IL	Classic HD
Ridgeland Common Oak Park	10/24/2013	113668	Oak Park	IL	Classic HD
Heritage Park Multipurpose	10/14/2013	152339	Wheeling	IL	Classic HD
Heritage Park Field 2	10/14/2013	85917	Wheeling	IL	Classic HD
Heritage Park Field 3	10/14/2013	83398	Wheeling	IL	Classic HD
Heritage Park Field 4	10/14/2013	51399	Wheeling	IL	Classic HD
Trevian Soccer	10/3/2013	29124	Niles	IL	Classic HD
Senka Park	9/23/2013	17477	Chicago	IL	XT
Marquette Park	9/19/2013	12600	Chiacgo	IL	XT
Libertyville Complex Indoor 1	8/27/2013	16150	Libertyville	IL	XT
Libertyville Complex Indoor 2	8/27/2013	16150	Libertyville	IL	XT
UNO High School	8/26/2013	59200	Chicago	IL	XT
Chicago Soccer Melrose Park	8/23/2013	26620	Melrose Park	IL	XT
Columbus Park - CPD	8/8/2013	82353	Chicago	IL	XT
Columbus Park Baseball - CPD	8/8/2013	83831	Chicago	IL	XT
NIUniversity Chessick Practice Center	8/7/2013	61581	DeKalb	IL	Revolution 360
IIT - Soccer Field	7/31/2013	93542	Chicago	IL	Revolution 360
Oak Park-River Forest High School	7/22/2013	112396	Oak Park	IL	Revolution 360
Forest View High School	7/19/2013	99450	Arlington Heights	IL	Revolution 360
Immaculate Conception High School	7/12/2013	147648	Elmhurst	IL	Classic HD
West Lawn Park - TTF	7/12/2013	69291	Chicago	IL	XT
St. Francis High School - Football	7/8/2013	80121	Wheaton	IL	Revolution 360
Glenbrook North High School	7/1/2013	98647	Northbrook	IL	Revolution 360
Lake Park West High School	6/26/2013	85722	Roselle	IL	Revolution 360
Glenbrook North High School Finegrading	6/24/2013	98647	Northbrook	IL	Revolution 360
Evergreen Park High School	6/18/2013	91510	Evergreen Park	IL	Revolution 360
Huntley High School	6/17/2013	100631	Huntley	IL	Revolution 360
Wheaton NHS	6/10/2013	80640	Wheaton	IL	Classic HD
Wheaton SHS	6/10/2013	80640	Wheaton	IL	Classic HD
Pottawattomie Park	5/13/2013	11100	Chicago	IL	XT
River Park - CPD	4/29/2013	83960	Chicago	IL	Classic HD
Chicago State University	4/10/2013	113918	Chicago	IL	XT
St. Charles Boys Baseball #1	4/1/2013	22664	St. Charles	IL	XT
St. Charles Boys Baseball #2	4/1/2013	22484	St. Charles	IL	XT
University of IL Baseball	2/12/2013	10816	Urbana	IL	Classic HD
Illinois State University - Redbird	2/12/2013	35966	Normal	IL	Classic HD
NIUniversity Intramural Field	11/1/2012	186200	Dekalb	IL	XT
Mandrake Park - TTF	10/19/2012	75474	Chicago	IL	XT
Douglas Park	10/8/2012	62916	Chicago	IL	XT
Downers Grove High School	9/21/2012	97293	Downers Grove	IL	XT
Davis Park - TTF	9/5/2012	59420	Chicago	IL	XT
Davis Park - USSF	8/20/2012	59420	Chicago	IL	XT

PROJECT NAME	INSTALLATION DATE	SQ.FT	CITY	STATE	TURF SYSTEM
New Trier High School Practice	8/13/2012	155030	Northfield	IL	Revolution 360
Glenbard South High School	8/3/2012	80936	Glen Ellyn	IL	Revolution 360
Swanson Stadium	8/2/2012	98431	Rockford	IL	Revolution 360
Wyeth Stadium	8/2/2012	98074	Rockford	IL	Revolution 360
Augustana College	7/27/2012	92015	Rock Island	IL	Revolution 360
Pinckneyville High School	7/20/2012	95196	Pickneyville	IL	Revolution 360
Glenbard East High School	7/17/2012	87301	Lombard	IL	Revolution 360
New Trier High School Stadium	7/16/2012	97628	Northfield	IL	Revolution 360
Hawthorne Park District	7/16/2012	80300	Cicero	IL	XT
Sterling High School	7/11/2012	106808	Sterling	IL	Revolution 360
Prospect High School	7/10/2012	97367	Mount Prospect	IL	Revolution 360
University of Illinois Memorial Stadium	7/5/2012	120555	Champaign	IL	Revolution 360
Oak Brook Park District	6/29/2012	107920	Oak Brook	IL	Revolution 360
Glenbrook South High School	6/27/2012	100599	Glenview	IL	Revolution 360
Geneva High School	6/25/2012	90094	Geneva	IL	Revolution 360
Rolling Meadows High School	6/22/2012	92711	Rolling Meadows	IL	Revolution 360
Buffalo Grove High School	6/21/2012	92259	Buffalo Grove	IL	Revolution 360
Rockford Park	5/21/2012	15408	Loves Park	IL	XT
Maroa-Forsyth High School	3/5/2012	92525	Maroa	IL	Revolution 360

**Capital Development Board Project 810-080-021  
Upgrade Roadway, Paving, and Gutters Project  
Creation of PMA Trust Account**

**Background:**

In January 2025, Rock Valley College (RVC) administration was informed by the Capital Development Board (CDB) that the State of Illinois had released deferred maintenance funding for RVC to repair its crumbling roads on campus. The project will replace the RVC Circle Drive and Lloyd Hoshaw Drive, including but not limited to milling, resurfacing, full-depth pavement patching, striping, curb and gutter repair, and curb and gutter installation where drainage problems exist. In addition, upgrades will be made to sidewalk approaches to meet ADA requirements, as well as other upgrades at the medians and intersections to meet current IDOT requirements.

The total estimated amount for the project is \$4,394,713. The State of Illinois will supply 75% of the funding, and RVC will provide 25%. The State of Illinois and CDB require that RVC place our 25%, which totals \$1,098,678, into a PMA Financial Network Trust Account.

RVC has the funds available in its capital outlay funding to pay for our portion of the funding.

**Recommendation:**

It is recommended that the Rock Valley College Board of Trustees authorizes the College's Treasurer to set up a trust account through PMA Financial Network equaling \$1,098,678 for the Upgrade of the RVC Roadway, Paving, and Gutters project CDB# 810-080-021. **Attorney reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval:

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Secretary, Board of Trustees

Attachment: Capital Development Board (CDB) Trust Agreement-810-080-021



## TRUST AGREEMENT

This Agreement is made and entered into by and between the Rock Valley College whose address is \_\_\_\_\_ (*college address*) hereinafter called the Using Educational Agency, and a Bank \_\_\_\_\_ (*Bank name*) \_\_\_\_\_ whose address is \_\_\_\_\_ (*Bank address*) \_\_\_\_\_ hereinafter called Bank.

## WITNESSETH

WHEREAS the USING EDUCATIONAL AGENCY is required by law to pay a contribution to that certain project, known as Capital Development Board project number *CDB project # (810-080-021)*, in the amount of one million ninety-eight thousand six hundred seventy-eight dollars; and

WHEREAS, the USING EDUCATIONAL AGENCY may elect to deposit the contribution under a Trust Agreement, with an Illinois Bank of the Using Educational Agency's choice, pursuant to 71 Illinois Administrative Code 30.110, as amended October 1, 1984.

NOW THEREFORE, the parties do hereby agree:

1. That the USING EDUCATIONAL AGENCY does simultaneously with execution hereof deposit with Bank funds totaling one million ninety-eight thousand six hundred seventy-eight dollars (\$1,098,678).
2. That the funds so deposited with the Bank shall be described as the "contribution" and shall be held by the Bank in trust according to the terms of this agreement.
3. That the USING EDUCATIONAL AGENCY shall receive any interest thereon.
4. That earnings on the trust corpus shall be paid by the BANK to the USING EDUCATIONAL AGENCY not less frequently than quarterly.
5. That the Executive Director (in his or her official capacity) or the Administrator of Fiscal Management (in his or her official capacity) of the Capital Development Board are the only persons authorized to direct the BANK to make payment out of the trust, other than payment of earnings to the USING EDUCATIONAL AGENCY in accordance with Section 4 hereof.
6. The right of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board to direct payment is restricted in that any such funds so directed shall be made payable only to: "The Order of State Treasurer of Illinois, Capital Development Board, Contributory Trust Fund".

7. That the BANK shall pay such funds within two (2) working days upon the receipt of the written direction of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board, and that any agreement between the BANK and the USING EDUCATIONAL AGENCY, shall, in no way, affect the duty of the BANK to so pay upon demand.

8. That the BANK, as Trustee, shall invest in securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois, or time deposits, open accounts, certificates of deposit, savings accounts or enter into a re-purchase agreement; however, all time deposits, open accounts, certificates of deposit, savings accounts shall be covered by a pledge of securities to cover the difference between the FDIC insurance and the total unsecured amount ( of the type listed in Paragraph 2, below) on deposit with the depositor bank of the Trustee Bank. A "safekeeping receipt" for such deposits shall be submitted to the USING EDUCATIONAL AGENCY covering the securities pledged, and a certified statement to the effect that all monies invested have been adequately protected, shall be submitted to CDB by the BANK. Should the re-purchase agreement cover securities other than those listed in Paragraph 2 of this Section, such agreements shall also be subject to the pledge of securities provision as described in this Section. The term "securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois" means: direct obligations of the United States Government; general obligations of the State of Illinois; notes, bonds, debentures or participation certificates of the Federal Mortgage Association, Federal Intermediate Credit Bank, Federal Home Loan Bank, Federal Land Bank, Illinois Building Authority, Illinois Toll Highway Commission of Illinois State Toll Highway Authority; Public Housing Authority Notes; obligations of the Export-Import Bank of Washington, D.C.; general obligations municipal bonds (including school districts) within the State of Illinois rated "A" or better by Moodys; and Farmers Home Administration Insured Notes provided such notes are quoted and are non-amortized.

9. That the USING EDUCATIONAL AGENCY shall be responsible for obtaining the written execution of the Trust Agreement by the BANK. Any costs or service fees of the BANK shall be borne by the USING EDUCATIONAL AGENCY.

10. That when the total amount of the contribution has been paid from the account in accordance with the directions of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board, this Agreement shall be terminated and any accumulated interest or earnings thereon shall be paid over to the Using Educational Agency.

IN WITNESS WHEREOF the parties have hereunder set their hands and seals this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**USING EDUCATIONAL AGENCY**

\_\_\_\_\_  
Name of School Phone number

By: \_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Signature ATTEST: \_\_\_\_\_

**BANK**

\_\_\_\_\_  
Name of Bank Phone number

By: \_\_\_\_\_  
Printed Name Title

ATTEST: \_\_\_\_\_  
Signature

**Acknowledgment of Receipt**  
**Funds in the Amount** \$ \_\_\_\_\_

\_\_\_\_\_  
Bank Representative/Printed Name

By: \_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Joel Meints Administrator of Fiscal Management  
CAPITAL DEVELOPMENT BOARD

## Construction Manager at Risk - Downtown West Campus: Construction 2024-2025

Committee of the Whole: 5-13-2025

\*Denotes updated information from last presentation

								\$2,222,239.00
Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
* BR8245	BR8245 Board Resolution for Contingency for Downtown West Construction Project.					3/25/2025		\$2,222,239.00
* PCO CCF-009	This PCO is for the outstanding balance of \$5,915.00 where \$25,626.21 was applied to contaminated soils, fully exhausting Sitework Allowance #2 (Associated with PCO SA2 004)	4/21/2025	\$ 5,915.00	\$ 5,915.00	Approved	5/1/2025	NISC Northern Illinois Service Co	\$2,216,324.00
* PCO CCF-008	CE #019 - DLC Foundation vs. Storm Sewer Due to conflict between the foundation in the SE corner of the DLC and the storm drain; the top of the footing is 728.5 and the bottom of the 12 inch storm pipe is at approximately 727.8. Ruiz will perform the following as a solution: Drop the elevation of the Foundation Walls approximately 1'-0", and refabricate concrete reinforcement.	4/15/2025	\$ 2,565.00	\$ 2,565.00	Approved	5/1/2025	Ruiz Construction Systems	\$2,213,759.00
* PCO CCF-011	CE #023 - Contaminated Soils Use on 4/24 This PCO is for the unsuitable contaminated soils use on 4/24 Total Due = \$11,877.08	4/25/2025	\$ 11,877.08	\$ 11,877.08	Approved	5/1/2025	NISC Northern Illinois Service Co	\$2,201,881.92
* PCO CCF-012	CE #024 - UST Removal in DLC Foundation NIS to perform the following due to an underground storage tank discovered in the DLC foundation: Remove and properly dispose of UST that had been discovered during excavation beneath the proposed foundation of the new DLC building.	4/28/2025	\$ 37,395.00	\$ 37,395.00	Approved	5/1/2025	NISC Northern Illinois Service Co	\$2,164,486.92



## SSC LED Lighting: Construction 2024-2025

Committee of the Whole: 5/13/2025

\*Denotes updated information from last presentation

\$50,225.20

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
1	Add (9) F20 fixtures to bookcases in Bookstore	1/17/2025	\$1,556.00	\$1,556.00	Approved	1/21/2025	HELM ELECTRIC FACILITY	\$48,669.20
2	In SC Atrium: remove Lutron Dimmer Panel and rewire to 7 new switches including 2 new Dimmers (for track lighting) and 2-3way switches to replace entrance switch at North entrance, 1 at N entrance 1 at bank of switches	2/5/2025	\$6,992.00	\$6,992.00	Approved	2/14/2025	HELM ELECTRIC FACILITY	\$41,677.20
3	In SC Bookstore Storage Room: Change (5) F10 at 1800 lumens ea. to new Strip LED Lithonia 5000 lumen 40K 80CRI.	2/5/2025	\$1,689.00	\$1,689.00	Approved	2/14/2025	HELM ELECTRIC FACILITY	\$39,988.20
* 04	Remove the remainder of the Contingency carried by the contractor through construction. This is being removed from the base contract amount and effectively remain with the owner.	4/21/2025	-\$39,988.20	-\$39,988.20	Approved	5/5/2025	HELM ELECTRIC FACILITY	

ROCK VALLEY COLLEGE 2025 - AT A GLANCE CAMPUS FACILITY EVENTS					
Date	Event	Staff	Student	Athletic	Community
May					
5/1/2025	RPS 205 Med Quiz Bowl - SSC Atrium, 10am				X
5/1/2025	PTK & RVC Foundation Time Capsule Opening - ERC Library, 3pm	X	X		X
5/2/2025	TRiO Graduation & DAP Induction Ceremony - SSC Atrium, 11:00am	X	X		X
5/2/2025	Take Me Out to the Ball Game by RVC - Baseball Field, 1pm	X	X	X	X
5/2/2025	Baseball Game - Baseball Field, 1pm & 3:30pm	X	X	X	X
5/2/2025	Women's Soccer EOY Awards - SSC Atrium, 6pm	X	X	X	X
05/02 - 05/03	Old Towne Band Concert - ERC PAR, 6pm	X	X		X
5/4/2025	Baseball Game - Baseball Field, 12pm & 2:30pm	X	X	X	X
5/5/2025	Mayfest for Finals Frenzy Movie Day - SSC Atrium, 2pm	X	X		
5/5/2025	AAPI Heritage Month Kickoff - SSC Atrium, 2pm	X	X		
5/6/2025	Spring Finals Frenzy - SSC Atrium & HUB, 11am	X	X		
5/6/2025	First Tuesday Lecture - SSC Atrium, 5:30pm	X	X		X
5/7/2025	AAPI Month Documentary Screening - ERC Library, 1:30pm	X	X		
5/8/2025	Spring Finals Frenzy - SSC Atrium & Grounds, 11am	X	X		
5/8/2025	CAB's Mayday Field Day - SSC Grounds, 12:30pm	X	X		
5/9/2025	Big Northern Mathematics Conference - ERC PAR & CLI, 9am				X
5/9/2025	Sankofa Cultural Recognition Ceremony - SSC Atrium, 6pm	X	X		X
5/13/2025	Nuestras Raíces (Our Roots) Recognition Ceremony - PEC Gym, 2pm	X	X		X
5/13/2025	Ultimate Frisbee with RVC Students - GRDS, 2pm	X	X		
5/13/2025	Massage Therapy Completion Ceremony - SSC Atrium, 6pm	X	X		X
5/14/2025	Dental Hygiene Pinning Ceremony - SSC Atrium, 12pm	X	X		X
5/14/2025	Respiratory Care Pinning Ceremony - SSC Atrium, 2pm	X	X		X
5/14/2025	Curtain Up Press Event - BST Stage & Tent, 3:30pm	X	X		X
5/15/2025	Nursing Pinning Ceremony - SSC Atrium, 11:00am	X	X		X
5/15/2025	RVC Certificate Ceremony - PEC Gym, 2pm	X	X		X
5/15/2025	GED Graduation Ceremony - PEC Gym, 6pm	X	X		X
5/16/2025	RVC Commencement Ceremony - PEC Gym, 2pm & 6pm	X	X		X
5/20/2025	RVC Community Orchestra Concert - ERC PAR, 7pm	X	X		X
5/21/2025	RVC Retiree Celebration - SSC Atrium, 2pm	X			X
5/22/2025	RVC Golden Eagle's Family Breakfast - SSC Atrium, 8am	X	X		X
5/22/2025	RAISE Ceremony - SSC Atrium, 4pm	X	X		X
5/23/2025	WEI Completion Ceremony - PEC Gym, 10am	X	X		X
5/31/2025	Walk in my Shoes Event - GRDS, 11am	X	X		X
June					
06/04 - 06/07	SpongeBob Musical Showing - BST Stage, 8pm	X	X		X
6/5/2025	HCCTP Completion Ceremony - ERC PAR, 3pm	X	X		X
6/7/2025	SpongeBob Musical Matinee Showing - BST Stage, 2pm	X	X		X
06/09 - 06/13	RVC & Nike Volleyball Camp - PEC Gym, 8am	X	X	X	X
06/11 - 06/14	Grease Showing - BST Stage, 8pm	X	X		X
6/13/2025	PAIC Picnic - BST Tent, 11am	X			
6/14/2025	Grease Matinee Showing - BST Stage, 2pm	X	X		X
06/18 - 06/21	Ragtime Showing - BST Stage, 8pm	X	X		X
6/21/2025	Martin Bros. Annual Driver's Meeting - CLI 1244, 8am				X
6/21/2025	Ragtime Matinee Showing - BST Stage, 2pm	X	X		X
6/25/2025	New Student Welcome Week - SSC Atrium & CLI, 10am	X	X		X
6/25 - 06/28	The Wedding Singer Showing - BST Stage, 8pm	X	X		X
6/27/2025	Medical Assistant Pinning Ceremony - SSC Atrium, 2pm	X	X		X
6/28/2025	The Wedding Singer Matinee Showing - BST Stage, 2pm	X	X		X

**\*Informational Only\***

# Human Resources FY2025 Third Quarter Report



Board of Trustees Committee of the Whole Meeting  
May 13, 2025

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Dr. Terrica Huntley, Vice President of Human Resources

# Executive Summary

- This report provides information on full-time employees hired and separated from the college within the third quarter of FY2025. The months included in this analysis are January, February, and March of 2025.
- The Hires Report includes the number of employees who moved to a different position, new employees to the college, and the total number of hires.
- The Termination Report includes 18 employees who retired or separated from the College. Of these, four retired and one passed away.
- The College had a total of 18 new hires, transfers, and promotions in the third quarter. Of these, six employees transferred from another role, including two adjuncts who assumed full-time roles, demonstrating RVC's commitment to Pillar III of the Strategic Plan, creating exceptional training and advancement opportunities.



# Human Resources Hires

## FY2025 (January-March 2025)

FY2025 Hires	Quarter One Totals	Quarter Two Totals	Quarter Three Moves*	Quarter Three New	Quarter Three Totals	Quarter Four
ADM	3	1	0	2	2	
ESP	4	0	0	0	0	
FAC	7	0	2	0	2	
FOP	0	0	0	1	1	
PSA	5	4	1	5	6	
SSA	5	10	3	4	7	
<u>Total</u>	<u>24</u>	<u>15</u>	<u>6</u>	<u>12</u>	<u>18</u>	

\* Moves include Promotions (elevation to a higher grade) and/or Transfers (moved from one position to another, same grade) as reported in detail in the HR Annual Report.

# Quarterly Human Resources Terminations

## FY2025 (January-March 2025)

FY2025 Terminations	Quarter One Totals	Quarter Two Totals	Quarter Three Retirement	Quarter Three Separations*	Quarter Three Totals	Quarter Four Totals
ADM	3	0	0	3	3	
ESP	0	0	0	0	0	
FAC	5	4	0	2	2	
FOP	0	1	1	0	1	
PSA	6	4	1	5	6	
SSA	6	2	2	4	6	
<b><u>Total</u></b>	<b><u>20</u></b>	<b><u>11</u></b>	<b><u>4</u></b>	<b><u>14</u></b>	<b><u>18</u></b>	

\*Separations (Sep.) include Resignations, Terminations, and RIF/Layoffs as reported in detail in the HR Annual Report

# Questions/Comments:

