

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

**COMMITTEE OF THE WHOLE MEETING
Advanced Technology Center (ATC); Room 1300; 1400 Big Thunder Blvd. Belvidere, IL 61008
The location has changed for this meeting only
5:15 p.m. Tuesday, October 14, 2025**

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

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

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Board Member Attendance by Means Other than Physical Presence**
- D. Communications and Petitions (Public Comment)**
- E. Recognition of Visitors**
- F. Review of Minutes:** Committee of the Whole, September 9, 2025
- G. General Presentation**
 - 1. Rock Valley College Foundation Update
 - 2. Studer Education Quarterly Update / Dr. Julie Kunselman
- H. Teaching, Learning & Communications Discussion: Board Liaison Trustee Goldsmith**
 - 1. 14th Day Census Enrollment Data Brief and Student Profile
 - 2. Early College Enrollment Summary
 - 3. Lobbyist Update
 - 4. Strategic Plan Goals Update: Adult Learner Enrollment Strategies
- I. Finance Discussion: Board Liaison Trustee Cardenas Cudia**
 - 1. Purchase Reports (A and B)
 - 2. Cash and Investment Report
 - 3. 2025 Tax Levy and Setting a Date for the Truth in Taxation Hearing
- J. Operations Discussion: Board Liaison Trustee Trojan**
 - 1. Board Policy Manual Update: Article 2-Operations (Second Reading)
 - 2. Rock Valley College Foundation Athletic Turf Fundraising Agreement
 - 3. Downtown West Construction Budget Update
 - 4. Classroom II Building (CLII) Update
 - 5. Change Order Update
 - 6. Personnel Report
 - 7. Rock Valley College Events Calendar
- K. Other Business: Unfinished Business/New Business**
- 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**

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

COMMITTEE OF THE WHOLE MEETING

Advanced Technology Center (ATC); Room 1300; 1400 Big Thunder Blvd. Belvidere, IL 61008

The location has changed for this meeting only

5:15 p.m. Tuesday, October 14, 2025

- N. Next Regular Board of Trustees Meeting:** October 28, 2025, 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:** November 4, 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, September 9, 2025
MINUTES**

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, September 9, 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 Chairman Paul Gorski.

Roll Call

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

Mr. Paul Gorski

Dr. Jenna Goldsmith

Ms. Kristen Simpson

Ms. Gloria Cardenas Cudia

Mr. Robert Trojan

Mr. John Nelson joined the meeting at 5:16 p.m.

Mr. Isiah Blake, Student Trustee

The following Trustees were absent at roll call: Crystal Soltow, and John Nelson joined the meeting at 5:16 p.m.

Also present: Dr. Howard J. Spearman, President; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Terrica Huntley, 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; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ann Kerwitz, Assistant to the President; Ms. Carly Huotari, Assistant to the President, Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations, Attorney Matthew J. Gardner, Robbins Schwartz; Ms. Karen Kerr, Director of Business Services; Ms. Lori Mack, Executive Director of Finance.

Board Member Attendance by Means Other than Physical Presence

There were no Board Members attending by any other means.

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 August 12, 2025, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Goldsmith

1. FY2025 Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2026 Enrollment Update. Ms. Snider stated that not much has changed with the Fall semester enrollment because census day was September 3, 2025. RVC is about 5% above the FY2026 budget and 1% above the stretch goal. Ms. Snider said that the combined enrollment for Summer II and Fall is 7% above the budget and 3% above the stretch goal. Discussion ensued.

2. Strategic Plan Update: Caring Campus Rollout Plan

Dr. Amanda Smith, vice president of academic affairs, presented the Strategic Plan Update: Caring Campus Rollout Plan. Dr. Smith explained that Caring Campus is an initiative that identifies commitments to common behaviors that faculty and adjuncts can employ in their classrooms to foster a sense of connectedness. Caring Campus was rolled out to faculty at the Fall Professional Development Day and will continue throughout the year, with faculty adding to the repository of activities that demonstrate the Caring Campus behavioral commitments. Dr. Smith presented a five-minute video that the faculty compiled regarding Caring Campus.

Dual and Articulated Credit Memoranda of Understanding

Early College Items: As an introduction to the Early College items on the agenda, Dr. Stewart provided an overview of the Dual and Articulated Credit and Running Start programs, as well as agreements with the area high school districts.

To provide consistency across school districts and align with the Dual Credit Quality Act, RVC developed the Dual and Articulated Credit Memorandum of Understanding (MOU) that offers dual credit for high school courses. These dual credit courses, taught by qualified high school instructors, are designed to allow eligible students to earn college credit while still 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, which will enable them to take courses that meet the requirements for both a high school diploma and an RVC associate degree simultaneously. Alternatively, they may enroll in 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 is administered through the Early College office at RVC in conjunction with the high schools enrolled in the program.

3. Dual and Articulated Credit Memoranda of Understanding (MOU)

- a. Keith Country Day School
- b. Rockford Public Schools District #205

4. Running Start Intergovernmental Agreements (IGA)

- a. Rockford Public Schools District #205

Trustee Nelson asked Dr. Stewart for the enrollment for the Dual and Articulated Credit program with Rockford Public Schools District #205 (RPS #205). Dr. Stewart answered that 687 students were utilizing the Dual and Articulated Credit program. Trustee Trojan inquired about the Running Start program, and Dr. Stewart responded that 18 students are enrolled in the program, as the district determines the number of students who can utilize it. Trustee Gorski wanted to know why there was a cap of 20 students for the Running Start program. Dr. Stewart stated that each school district chooses how many students will be allowed to participate in the Running Start program due to cost, and districts may not have the staff who are qualified to teach college courses. Trustee Cardenas Cudia would like to know the demographics of the students who participate in the Dual and Articulated Credit and Running

Start programs. Trustee Trojan would like to see a table at the Annual Career Expo to promote RVC, and it would be a great selling point for RVC.

Finance Discussion: Board Liaison Trustee Cardenas Cudia

1. Purchase Reports

Ms. Karen Kerr, director of business services, presented the purchase reports.

Purchase Report A – FY2026 Amendments

A. Accounting Services – (Other Contractual Services – ISBE State Performance)

1.	John Morrissey Accountants, Inc.	Rockford, IL	\$ 4,000.00*(1)
			Not to Exceed

B. Software – (Maintenance Services Software Support – IT Administration)

2.	Ellucian Company, LLC	Reston, VA	\$ 53,000.00*(2)
			Not to Exceed

Purchase Report B – FY2026 Purchases

A. Fire Science Equipment – (Capital Instructional Equipment – Perkins Grant)

1.	Air One Equipment, Inc.	South Elgin, IL	\$ 43,800.00*(1)
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B. Robotic System – (Capital Instructional Equipment – SCC4 Adv. Manufacturing Grant)

2.	Airgas USA	Rockford, IL	\$ 78,600.43*(2)
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C. Furniture – (Instructional Equipment/Furniture – HSC Buildout and Elevator)

3.	Atmosphere Commercial Interiors	Minneapolis, MN	\$ 110,000.00*(3)
			Not to Exceed

D. Furniture – (Instructional Equipment/Furniture – HSC Buildout and Elevator)

4.	Krueger International	Green Bay, WI	\$ 27,000.00*(4)
			Not to Exceed

E. Lighting System Upgrade – (Other Capital Outlay – Starklight Theatre)

5.	Helm Electric	Freeport, IL	\$ 1,567,500.00*(5)
			Not to Exceed

F. Consulting Services – (Other Contractual Services – General Institutional Expense)

6.	Sheridan Wealth Advisors	Miami, FL	\$ 592,096.68*(6)
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G. Vehicle – (Automotive – RVC Police Department)

7.	Sutton Ford	Matteson, IL	\$ 58,708.00*(7)
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H. Site Testing – (Site Improvements – Professional Services – Downtown West Project)

8.	Testing Service Corporation	Carol Stream, IL	\$ 40,000.00*(8)
			Not to Exceed

I. Software – (Subscriptions – Web Applications – Business Services)

9.	Euna Solutions	Chicago, IL	\$ 25,594.00*(9)
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J. Software – (Administrative Software – IT Administration)

10.	CDW-G	Chicago, IL	\$ 170,206.25*(10)
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Trustee Nelson had questions regarding Purchase Report A, Item B. He wanted to know if the final cost for the Ellucian services was \$1,300,000 or \$1,353,000. Ms. Kerr responded that the \$53,000 was carried over from FY2025. Trustee Nelson requested the original approved amount, and Ms. Kerr stated that she did not have that amount available at this time but would be happy to provide it at a later time. Trustee Gorski would like the total project cost over the two fiscal years brought to the next meeting for clarification. Discussion ensued.

Discussion ensued on Purchase Report B, Item F, H, I, and J.

Ms. Kerr stated that at the Regular Board meeting, Purchase Report B will include a redlined version adding Item K, for Airgas USA in the amount of \$29,002.52. Item K is for the purchase of two used Lincoln Electric Power Wave 300C welders. Discussion ensued.

2. Cash and Investment Report

Ms. Lori Mack, executive director of finance, presented the Cash and Investment Report through August 31, 2025. Total operating cash is \$34,579,840. Total operating cash and investments are \$102,521,697. The operating cash and investments have changed by <\$3,756,746> since July 31, 2025. Total capital funds are \$84,522,519. Since July 31, 2025, the change in capital funds has been \$2,337,122. Ms. Mack stated that the total operating cash and investment funds were 95.42% of the FY2026 operating budget. Discussion ensued.

Operations Discussion: Board Liaison Trustee Trojan

1. Board Policy Manual Update: Article 2-Operations (First Reading)

Dr. Terrica Huntley, vice president of human resources, introduced the first reading of the Board Policy Manual Update: Article 2-Operations. Dr. Huntley explained that Robbins Schwartz attorneys perform an initial review of the Board Policies to ensure all policies are in compliance with current legal standards. Ms. Ann Kerwitz, assistant to the president, and Dr. Huntley have been reviewing the proposed document changes with appropriate leaders from respective functional areas to ensure institutional congruity. The proposed changes have been reviewed multiple times by each entity, and the necessary administrative procedures have been updated or created as applicable. It is recommended to add two new policies, the Drug Free Schools and Communities Act Policy and the Non-Discrimination and Anti-Harassment Policy. In addition, three policies will be moved from Article 3-Human Resources to Article 2-Operations. Several other policies have been updated to comply with legal acts, state law enforcement policies, and the Illinois Community College Board (ICCB) guidelines for general safety operations, procurement, and technology.

Trustee Nelson commented that he did not have enough time to review the changes; however, Trustee Trojan explained that trustees have at least two months due to the two readings. Trustees are encouraged to review the document and submit any questions and comments to the president's office. If additional time is needed for that review, the date for the vote for the Second Reading can be extended.

Board Chair Gorski commented that he remembered about a year ago that Trustee Crystal Soltow had volunteered to serve as a liaison to the Board Policy Manual review committee, but he did not know

her level of participation and would check the meeting minutes to confirm. He added if there is not a trustee involved in the policy review, he does not want to hold up the process.

2. Rock Valley College Events Calendar

Vice President Huntley reviewed the RVC Events Calendar, highlighting the Massage Therapy Graduation scheduled for tomorrow, September 10, 2025, in the Stenstrom Student Center Atrium at 11:30 a.m. Additionally, Dr. Huntley mentioned the Tom Lombardo Tree Dedication and the Starlight Shakespeare productions. On October 1, 2025, at 6:00 p.m., RVC will host the Illinois Association for College Admission Counseling (IACAC) College Night in the Physical Education Center gym. Discussion ensued.

3. Personnel Report

Dr. Huntley recognized the September 2025 Personnel Report. Trustee Gorski reminded the Trustees that the Board will no longer be voting on the Personnel Report; however, it will be included in the Committee of the Whole packet as information to the Trustees. Trustee Trojan requested that the Personnel Report be listed before the RVC Events Calendar.

New Business/Unfinished Business

1. New Business:

Dr. Spearman asked Trustees to save the date for November 6, 2025, from 5:00 p.m. to 9:00 p.m. Trustee Nelson is the representative for the Northwest Region of the Illinois Community College Trustees Association (ICCTA). The meeting for ICCTA members will be held at RVC's Aviation Career Education Center (ACEC) or possibly the Health Sciences Center (HSC) in the lobby area.

2. Unfinished Business:

There was no unfinished business.

Adjourn to Closed Session

At 6:24 p.m., Trustee Nelson made a motion, seconded by Trustee Cardenas Cudia, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1) in accordance with the Illinois Open meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 6:52 p.m., a motion was made by Trustee Nelson, seconded by Trustee Simpson, to adjourn the closed session and return to open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on Tuesday, September 23, 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, October 14, 2025, at 5:15 p.m., at the Advanced Technology Center (ATC) Room 1300, 1400 Big Thunder Blvd., Belvidere, IL 61008. *The location has changed for this meeting only.*

Adjourn

At 6:56 p.m., a motion was made by Trustee Nelson, seconded by Trustee Simpson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Dr. Jenna Goldsmith, Secretary

Paul Gorski, Chairman

RVC Foundation Update



Board of Trustees Committee of the Whole Meeting
October 14, 2025

Brittany Freiberg, Chief Development Officer

Impact At-A-Glance

All Funds Raised:

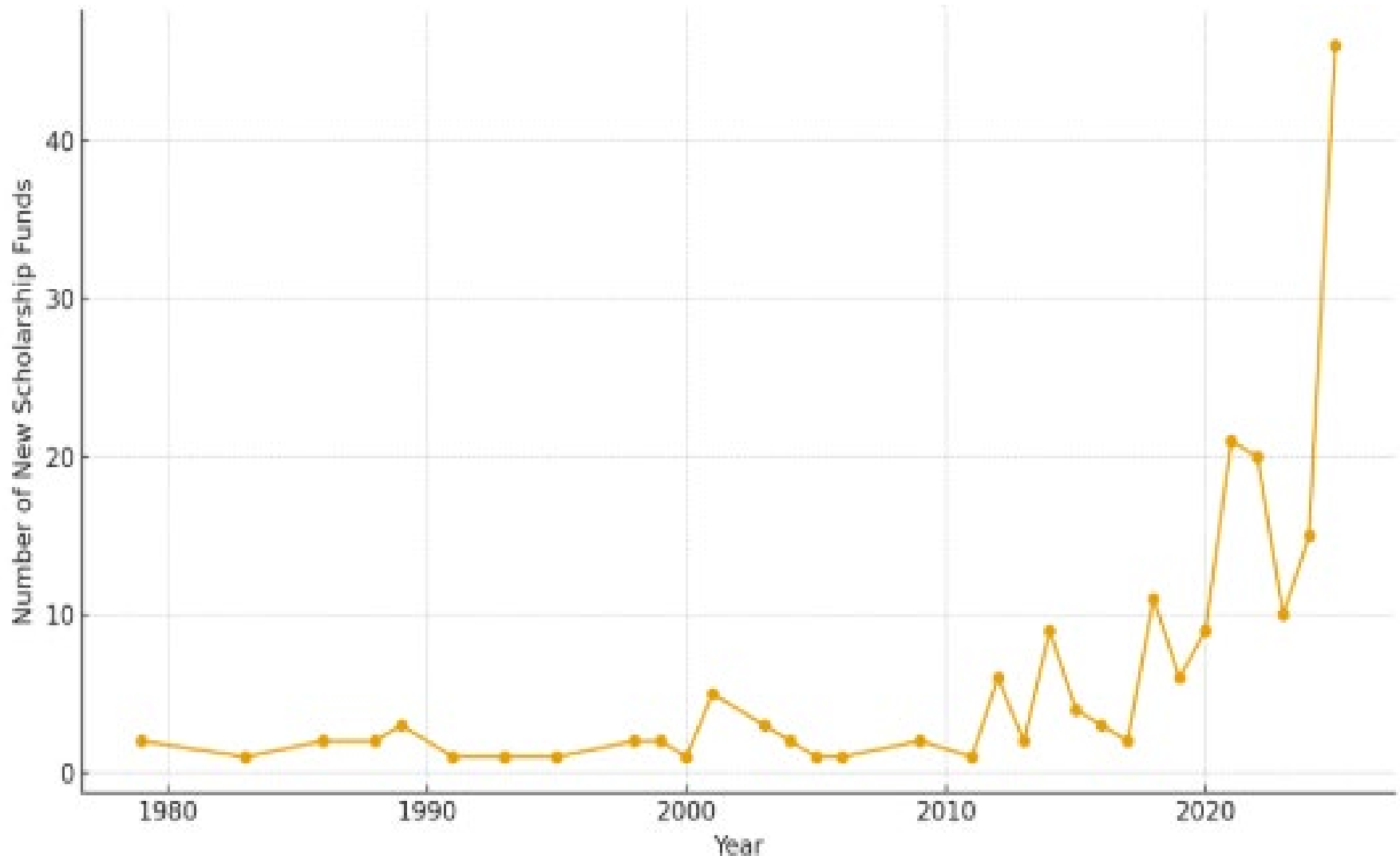
- FY20-Present: \$10.6 Million

Scholarship Growth:

- 1979-Present: 190 total unique scholarships
- CY25: 40 new scholarships created



Annual Growth in New Scholarship Funds



2025-2026 Scholarship Update

416 Total Awards Made

\$700,610 Funds Awarded

New record!

796 total submitted applications
(Best and Last Chance)

Scholarship Update

\$874,000 Available to Award

\$700,610 Funds Awarded*

Greatest reasons funds remain available:

- Donor restricted criteria
 - Program of study
 - GPA
 - Financial need

*Still awarding

Scholarship Awareness & Promotion

We Were Busy!

Why? We traveled in FY2025!

11/6/2024 – Belvidere North HS “Triple E”
Night

12/3/2024 – Community Scholarship Fair

12/6/2024 – Belvidere HS

1/14/2025 – Stillman Valley HS

1/21/2025 – Community Resource Fair

2/3/2025 – ATC – CNC Machining
presentation

2/7/2025 – RVC Student Ambassador
Scholarship Training

2/20/2025 – Belvidere North HS Senior
Workshop

3/4/2025 – East High School

3/6/2025 – RVC Automotive program (2)

3/7/2025 – Trio Application Workshop #1

3/7/2025 – Aviation Career Education
Center (2)

3/13/2025 – Boylan Catholic High School

3/18/2025 – Trio Application Workshop #2

3/20/2025 – RVC FAFSA Night

3/21/2025 – Aviation Career Education
Center

3/28/2025 – RVC Athletics Scholarship
Workshop

Allocation Growth Over the Years

FY2011 - \$134,288

FY2012 - \$134,288

FY2013 - \$137,017

FY2014 - \$139,943

FY2015 - \$184,471

FY2016 - \$193,820

FY2017 - \$252,926

FY2018 - \$258,218

FY2019 - \$290,127

FY2020 - \$286,116

FY2021 - \$299,383

FY2022 - \$328,218

FY2023 - \$482,150

FY2024 - \$706,704

FY2025 - \$797,455

FY2026 - \$900,000

FY2025 Support Beyond Scholarships

- Programmatic Support Received: \$1.15M
 - Academic programs, student clubs, athletics, Whiz Kids, CLR...
- Emergency Relief: 50 students stayed enrolled

**Our donors give beyond
scholarship support!**

Downtown West Campaign

Campaign Goal: \$2.5M in scholarship support

Raised to Date: \$2.57M during “quiet phase”

New Internal Goal: \$4M



RVC Downtown West Campaign

LEARNING CENTER EXTERIOR BUILDING NAME \$2,000,000

Donors have the unique ability to proudly display their name on the exterior of the Downtown West Learning Center. This naming option will serve as the most visible commemorative opportunity as it will be visible to all who pass by, but will also be reflected in all materials that reference the building's name (i.e. campus maps, event invitations, College website, and more). This external name will be displayed for a total of ten years. At the conclusion of the ten-year period, donors will have the option to renew if applicable.

A

COMMUNITY ENGAGEMENT CENTER \$500,000

The Community Engagement Center, located on the second floor of the Downtown Learning Center, is a welcoming and flexible gathering space, open to the community for events of all kinds. Thoughtfully designed with movable partitions, the space can be arranged as one large venue for up to 220 guests seated at round tables or divided into three smaller conference rooms, offering a range of options to meet different needs.

The Community Engagement Center features a pre-function area, an on-site catering kitchen, and stunning views of downtown. With regular use by both students and community members, this event space offers a prominent naming opportunity that will be seen by many.

EARLY CHILDHOOD OUTDOOR GREENSPACE/PLAYGROUND \$75,000

EARLY CHILDHOOD EDUCATION LEARNING LAB \$75,000

GENERAL CLASSROOMS **SOLD ... **SOLD** ... **SOLD** \$75,000 (4)**

ADMINISTRATIVE OFFICE SUITE \$75,000

TUTORING LAB \$50,000

CONFERENCE ROOM ... **SOLD \$50,000**

RVC Downtown West Campaign

TRAINING CENTER EXTERIOR BUILDING NAME \$2,000,000

Donors have the unique ability to proudly display their name on the exterior of the Downtown West Training Center. This naming option will serve as the most visible commemorative opportunity as it will be visible to all who pass by, but will also be reflected in all materials that reference the building's name (i.e. campus maps, event invitations, College website, and more). This external name will be displayed for a total of ten years. At the conclusion of the ten-year period, donors will have the option to renew if applicable.

B

AUTOMOTIVE TECHNOLOGY LAB **SOLD \$500,000**

This state-of-the-art, 14,428 sq. ft. facility prepares the next generation of automotive technicians. Featuring multiple service bays, hydraulic lifts, and cutting-edge service equipment, this highly visible lab offers an excellent opportunity for lasting recognition in a central and active part of the facility.

COLLISION REPAIR LAB \$200,000

This 5,014 sq. ft. lab provides a dedicated area for hands-on training in core aspects of collision repair, such as restoring vehicles after an accident.

ELECTRIC VEHICLE LAB \$150,000

With electric vehicles at the forefront of the automotive industry's evolution, this 5,014 sq. ft. lab is tailored exclusively for the rapidly evolving technology of electric vehicles.

AUTOMOTIVE PAINT LAB \$150,000

This 3,809 sq. ft. lab replicates a professional shop, providing specialized instructional areas for in-depth training in vehicle refinishing.

TRAINING CENTER LOBBY **SOLD \$150,000**

TRANSMISSION LAB \$100,000

ENGINE LAB \$100,000

TECHNICAL CLASSROOMS **SOLD \$75,000 (3)**

SIMULATOR LAB \$75,000

ADVANCED DRIVER ASSISTANCE SYSTEM LAB \$50,000

RVC Athletic Turf Funding Opportunity

Proposed Funding Structure:

- \$500K per field @ 3 fields
- Pledges: \$100K/year for 5 years (per field)
- Designation: Student-Athlete scholarship support
- Opportunity to renew, if applicable



Studer Education Partnership | Q1 Update

Board of Trustees Committee of the Whole

October 14, 2025

Julie Kunselman, Ph.D.

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



Access



Education



Training



Culture

Contract Deliverables

- 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.

Contract Deliverables *continued*

- 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.

Q1 Update: Invest in Employees and Leaders

Developing Leaders to Develop People

Building Consistency in Leadership Practices across All Leader Levels



Leader Development Institutes

Culture Survey 2021, 2023, 2025

Culture Survey Rollout

Bringing Leaders Together
across Institutions of Higher Learning

RVC Scorecard

Strategic Plan

Access

Education

Training

Culture



2025 Culture and Employee Experience Survey

Items with the Lowest Means**

CE-3	2. The College rewards those who participate in cultural excellence efforts.	3.13
Comm	2. Cabinet communicates with me the way that I want.	3.13
Cabinet	2. Support the needs of our faculty and staff.	3.10
CE-1	2. Training and development practices.	3.10
Prof Dev	2. I have the opportunity to develop in my current role.	3.09
Comm	1. Cabinet does a good job of keeping me informed.	3.09
Prof Dev	1. I have a development plan in place that will help me grow professionally.	3.04
CE-1	1. Hiring and promotion practices.	3.04
Workload	3. I have a healthy work-life balance.	3.03
Workload	1. The amount of work assigned to me is reasonable.	3.01
5 Prof Dev	3. I have the opportunity to advance into other roles within the College.	2.88



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

FY2025

3.27

+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

FY2025

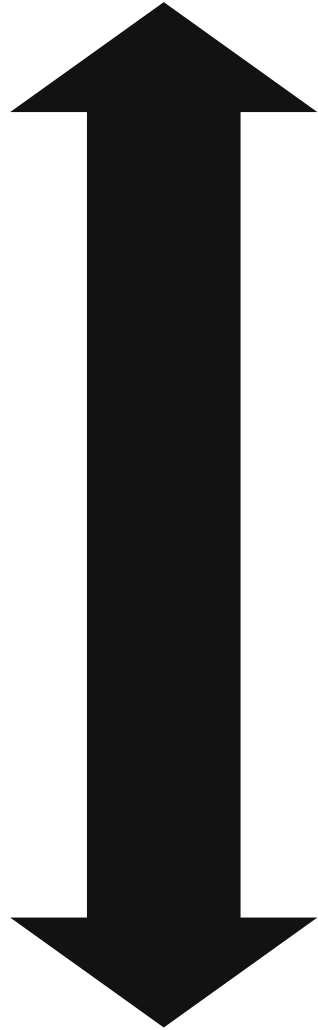
3.28 (estimated)

+0.21

Q1 Update: Invest in Employees and Leaders

Aligned Goals, Aligned Behaviors, and Aligned Processes

OPERATIONAL



Leader Development Institutes

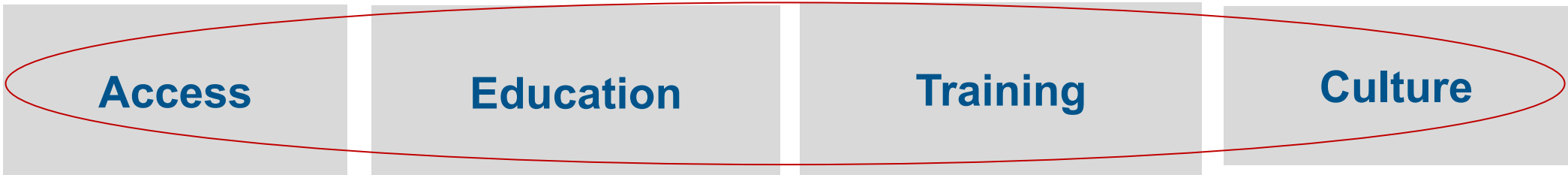
Culture Survey 2021, 2023, 2025

Culture Survey Rollout

Outcome: Everyone Knows What They Do Matters
Outcome: Employees Understand How Decisions Are Made

RVC Scorecard

Strategic Plan



2025 Culture and Employee Experience Survey

Items with the Highest Means

IM Sup	6. Gives me an appropriate amount of autonomy and independence to do my job.	3.61
I, B, S	1. I believe the work I do is meaningful.	3.59
I, B, S	3. I understand how my work impacts the success of RVC.	3.54
IM Sup	1. Supports my professional growth.	3.46
Respect	3. I feel respected by my immediate supervisor.	3.46
Cabinet	1. Support the needs of our students.	3.44
IM Sup	3. Treats employees fairly.	3.44
Overall	1. I am proud to work at RVC.	3.44
Respect	6. I feel respected by students.	3.43
I, B, S	9. I enjoy working at RVC.	3.43
Comm	5. I have good interpersonal communication with my colleagues.	3.43

2025 Culture and Employee Experience Survey

Year-over-Year Results and Change

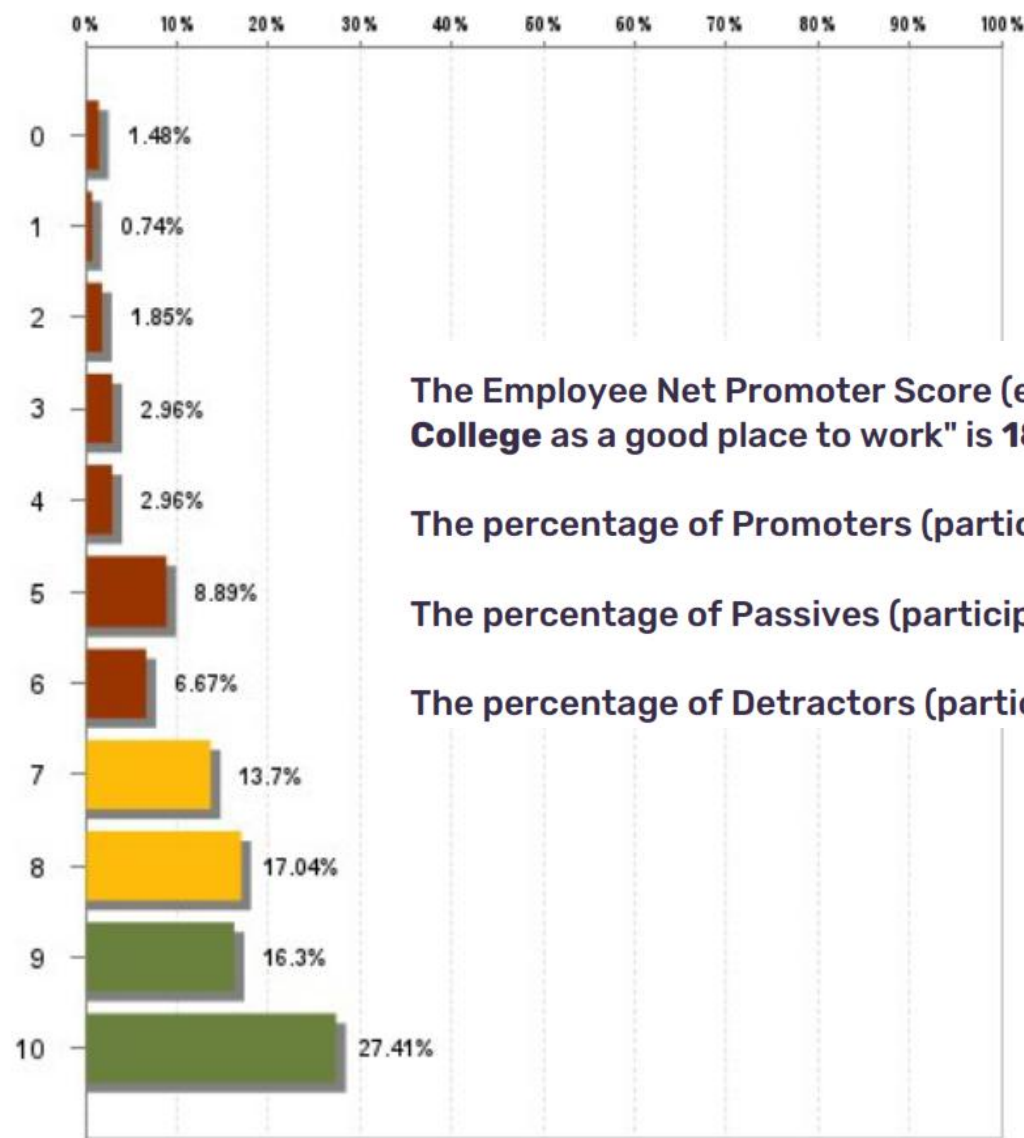
	2021	2023	2025	Change	
Board of Trustees	-	2.92	3.07	+0.15	
Cabinet Leadership	3.00	3.11	3.28	+0.17	←
Immediate Supervisor	3.26	3.35	3.44	+0.09	
Feelings of Respect	3.13	3.19	3.31	+0.12	
Impact, Belonging, and Satisfaction	2.91	3.15	3.31	+0.16	←
Cultural Excellence (1)	2.90	3.11	3.15	+0.04	
Cultural Excellence (2)	3.17	3.28	3.37	+0.09	
Cultural Excellence (3)	2.90	3.14	3.24	+0.10	
Professional Development	2.72	2.85	3.01	+0.16	←
Workload	3.01	3.06	3.12	+0.06	
Communications	2.56	2.99	3.26	+0.27	←
Overall Satisfaction	3.02	3.17	3.32	+0.15	
eNPS for Work Environment ¹	-	23.40	24.82	+1.42	
eNPS for the Organization ²	-	6.75	18.15	+11.40	

¹ "Willingness to recommend immediate work environment (unit-level) as a good place to work."

² "Willingness to recommend the organization as a good place to work."

2025 Culture and Employee Experience Survey

Employee Net Promoter Score (eNPS) – Rock Valley College



The Employee Net Promoter Score (eNPS) for employees' "willingness to recommend **Rock Valley College** as a good place to work" is **18.15**.

The percentage of Promoters (participants selecting 9-10) is **43.70**.

The percentage of Passives (participants selecting 7-8) is **30.74**.

The percentage of Detractors (participants selecting 0-6) is **25.56**.

Thank You



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Executive Leader of Research and Coach

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Rock Valley College

14th Day Census Enrollment (Fall 2025)

Background

Data to inform this report have been captured and submitted to the Illinois Community College Board (ICCB). Fall census enrollment identifies the number of students officially enrolled in credit courses at the College at the end of registration for the fall term. Fourteenth day census enrollment includes students enrolled in Arts, Sciences, and Career Education (i.e. credit courses); Adult Education; and Vocational Skills courses in Community/Continuing Professional Education. It is intended to provide a “snapshot” or point in time view of fall enrollment. At the College, data to inform this report are captured on the 14th “class” day from the first day of classes, including Saturdays.

Summary of Fall 14th Day Census Enrollment

Table 1 shows the unduplicated headcount, credit hours, and full-time equivalent enrollment on the 14th day of fall terms across the most recent five years. Table 1 also includes the five-year change, provided in terms of percentage change.

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

	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Fall 2025	5-year Change
Unduplicated Headcount	5,494	5,861	5,480	5,978	6,016	9.50%
Credit Hours	54,492.0	55,027.5	53,465.5	54,553.0	55,431.0	1.72%
Full-time Equivalent	3,632.80	3,668.5	3,564.37	3,636.87	3,695.40	1.72%
1 st Day of Class	8/14/2021	8/13/2022	8/19/2023	8/17/2024	8/16/2025	NA
Census (14 th) Day	8/30/2021	8/29/2022	9/6/2023	9/5/2024	9/3/2025	NA

Data in Table 1 indicate the following:

- From Fall 2021 to Fall 2025, the College experienced a 9.50% increase in unduplicated headcount as reported on the 14th class day, with an annual increase of 0.63% between Fall 2024 and Fall 2025.
- Both credit hours and FTE saw an overall increase of 1.72% over the 5-year period, with an annual increase of 1.61% from Fall 2024 to Fall 2025.
- Over the five-year period, headcount increased at a faster rate than credit hours and FTE, which indicates students are taking fewer credits on average.



Data Brief: Student Profile - Arts, Sciences, and Career Education *Board of Trustees Committee of the Whole – October 14, 2025*

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Background

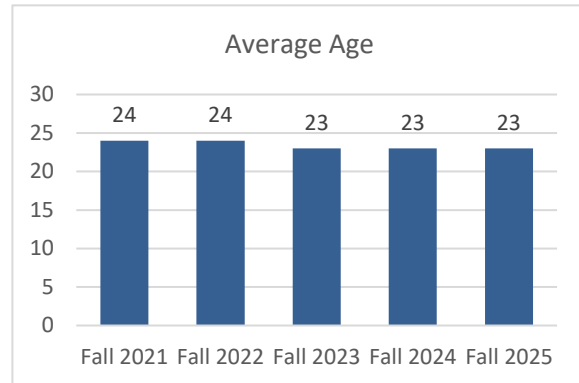
This report provides information describing students enrolled in Arts, Sciences, and Career Education (ASCE) credit courses at Rock Valley College (RVC) in the Fall 2024 term. The report is divided into five sections – a Quick Facts page, overall student profile, new student profile, first-time student profile, and group comparisons. The Quick Facts page provides a visual brief of multiyear comparison and term data. The Profile Summary is designed to address overall data for full-time and part-time students.

Data to inform this Student Profile report are captured with compliance submissions made to the Illinois Community College Board (ICCB); specifically, A1 (Annual Enrollment) and E1 (14th Day Census Enrollment for Fall).

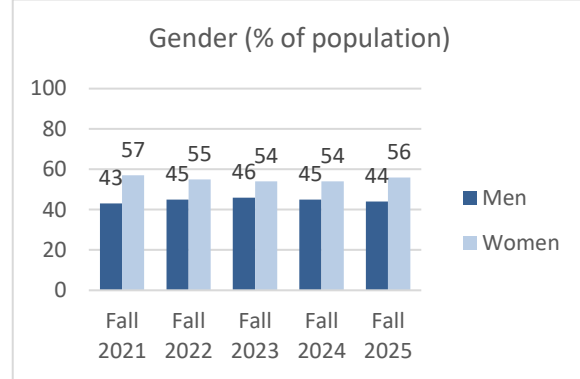
Quick Facts – Multiyear Comparisons of Key Demographics

The unduplicated headcount for Fall 2025 is 5,925 students.

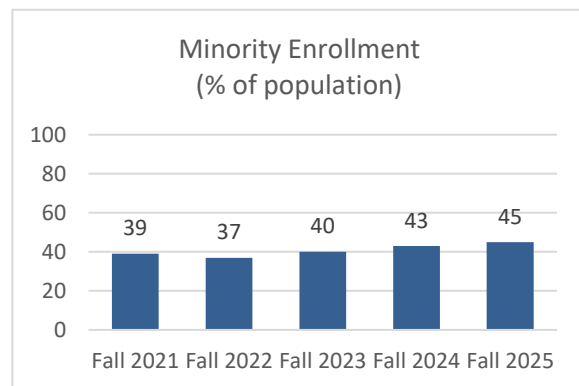
The average student age stayed consistent at 23 years.



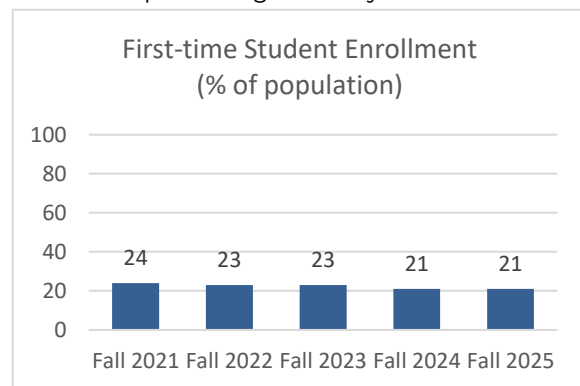
Over half of RVC students are women, this percentage increased from 54% to 56%.



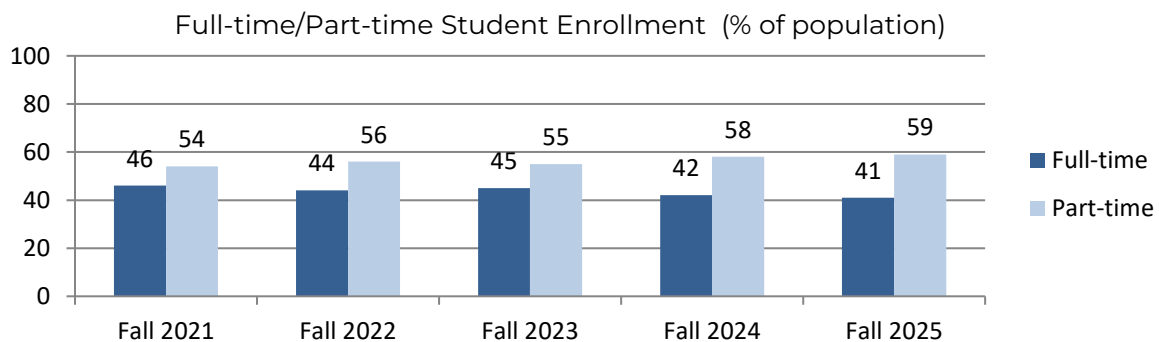
The percentage of racial/ethnic minorities has increased.



First-time students have been trending down to the lowest percentage in five years.



Most students are part time (enrolled in less than 12 credit hours), and the percentage of part-time students has increased since Fall 2020.



Overall Student Profile

Tables 1–6 provide the overall summary of Age, Gender, Highest Level of Education, Race and Ethnicity, Residency Status, and Primary Curriculum. Some numbers are suppressed for small group sizes.

Data from Quick Facts and tables within this section indicate that most students enrolled in Fall 2025 are part-time (58.9%), traditional age (75.7%), women (55.6%), have a high school diploma or GED as their highest level of education (64.3%), White (51.7%), live in district (94.9%), and are enrolled in an Arts & Sciences (i.e., transfer) curriculum (77.7%).

Table 1: Overall Student Age

	Full-time Students	Part-time Students	Total	Percent
Traditional (24 and under)	2,125	2,358	4,483	75.7%
Non-traditional (25 and over)	310	1,132	1,442	24.3%

Table 2: Overall Student Gender

	Full-time Students	Part-time Students	Total	Percent
Men	1,129	1,501	2,630	44.4%
Women	1,306	1,989	3,295	55.6%

Table 3: Overall Highest Level of Education

	Full-time Students	Part-time Students	Total	Percent
College: bachelor's degree or more	1	25	26	0.4%
College: less than bachelor's degree	27	116	143	2.4%
High school diploma or GED	1,586	2,222	3,808	64.3%
None	818	1,118	1,936	32.7%
Other	3	9	12	0.2%

Table 4: Overall Student Race and Ethnicity

	Full-time Students	Part-time Students	Total	Percent
Asian	90	119	209	3.5%
American Indian or Alaska Native	4	7	11	0.2%
Black or African American	185	385	570	9.6%
Hispanic or Latino	658	942	1,600	27.0%
Hawaiian or Other Pacific Islander	1	1	2	0.0%
White	1,289	1,777	3,066	51.7%
Non-resident	25	144	27	0.5%
Two or more races	111	2	255	4.3%
Unknown or choose to not respond	72	113	185	3.1%

Table 5: Overall Residency Status

	Full-time Students	Part-time Students	Total	Percent
In-district	2,275	3,345	5,620	94.8%
Out-of-district or out-of-state	89	136	225	3.8%
Reciprocal agreements and chargebacks	*	*	80	1.4%

Table 6: Overall Primary Curriculum

	Full-time Students	Part-time Students	Total	Percent
Arts & Sciences (Transfer)	1,923	2,677	4,600	77.7%
Career Education	511	813	1,324	22.3%

Table 7 provides information about student class level. Most students are classified as freshmen (51.3% have completed fewer than 30 semester hours) or sophomores (30.7% have completed 30 or more semester hours). An additional 16.8% of students are enrolled in high school, taking college courses as dual credit or dual enrollment.

Table 7: Overall Enrollment by Student Level Classification

	Full-time Students	Part-time Students	Total	Percent
High School	243	755	998	16.8%
Freshmen	1,465	1,577	3,042	51.3%
Sophomores	720	1,098	1,818	30.7%
Unclassified	7	60	67	1.7%

Table 8 provides information about enrollment statuses over a five-year period. Most students are continuing (45.5%), which means they were enrolled in the previous term.

Table 8: Overall Enrollment Status (Fall 2021 – Fall 2025)

	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Fall 2025
First time students in college-level work	1,241	1,227	1,224	1,156	1,221
<i>First time students in college-level work as a percent of total</i>	23.8%	23.1%	22.8%	20.7%	20.6%
New transfer students	170	172	208	200	202
<i>New transfer students as a percent of total</i>	3.3%	3.2%	3.9%	3.6%	3.4%
New pre-college students	41	36	0	0	28
<i>New pre-college students as a percent of total</i>	0.8%	0.4%	0.4%	0.4%	0.5%
Continuing	2,423	2,380	2,359	2,501	2,695
<i>Continuing students as a percent of total</i>	46.4%	44.8%	44.0%	44.8%	45.5%
Returning	863	774	776	699	714
<i>Returning students as a percent of total</i>	16.0%	14.6%	14.5%	12.5%	12.1%
High school students	360	621	681	915	998
<i>High school students as a percent of total</i>	6.9%	11.7%	12.7%	16.4%	16.8%
Students with degree beyond associates	153	107	96	86	67
<i>Students with degree beyond associates as a percent of total</i>	2.9%	2.0%	1.8%	1.5%	1.1%

New RVC Students

New students include first-time students, new pre-college students, and transfer students. A first-time student is new to higher education, having never been enrolled in college-level classes before and now enrolled with more than 50 percent of their coursework at the college level. A new pre-college student is also new to higher education but with 50 percent or more of their coursework in adult education or remedial classes. A transfer student is a student entering RVC for the first time having earned credit at another institution of higher education.

Table 8 indicates that 1,221 (20.6%) of students enrolled for Fall 2025 are new. Tables 9 through 14 indicate that most new students are traditional age (84.8%), women (55.5%) and live in the RVC district (91.8%). These students also tend to be enrolled full-time (41.1%) and have a high school diploma or GED as their highest level of education (77.1%). Most new students are enrolled in transfer programs (77.7%). The largest racial/ethnic group is White (46.9%), followed by Hispanic (28.7%).

Table 9: New Student Age

	Full-time Students	Part-time Students	Total	Percent
Traditional (24 and under)	811	419	1,230	84.8%
Non-traditional (25 and over)	60	161	221	15.2%

Table 10: New Student Gender

	Full-time Students	Part-time Students	Total	Percent
Men	403	243	646	44.5%
Women	468	337	805	55.5%

Table 11: New Student Highest Level of Education

	Full-time Students	Part-time Students	Total	Percent
College: bachelor's degree or more	0	0	0	0.0%
College: less than bachelor's degree	1	3	4	0.3%
High school diploma or GED	619	500	1,119	77.1%
None	251	77	328	22.6%
Other	0	0	0	0.0%

Table 12: New Student Race and Ethnicity

	Full-time Students	Part-time Students	Total	Percent
Asian	*	*	41	2.8%
American Indian or Alaska Native	1	1	2	0.1%
Black or African American	79	103	182	12.5%
Hispanic or Latino	250	167	417	28.7%
Native Hawaiian or Other Pacific Islander	0	0	0	0.0%
White	440	240	680	46.9%
Non-resident	0	0	0	0.0%
Two or more races	51	36	87	6.0%
Unknown or choose to not respond	*	*	42	2.9%

Table 13: New Student Residency Status

	Full-time Students	Part-time Students	Total	Percent
In-district	794	538	1,332	91.8%
Out-of-district or out-of-state	41	42	83	5.7%
Reciprocal agreements and chargebacks	36	0	36	2.5%

Table 14: New Student Primary Curriculum

	Full-time Students	Part-time Students	Total	Percent
Arts & Sciences (Transfer)	674	465	1,139	78.5%
Career Education	197	115	312	21.5%

First-time College-level Students

First-time college-level students are a subset of new students and may include students who have moved from the pre-college level to the college level. First-time student enrollment for the Fall 2025 term is 1,221. The majority of first-time students enrolled in Fall 2025 are traditional age (89.1%), enrolled in transfer programs (77.9%), and live in the RVC district (95.0%). Nearly half (47.7%) are White, and most are enrolled full time (62.9%).

Table 15: First-time Student Age

	Full-time Students	Part-time Students	Total	Percent
Traditional (24 and under)	725	363	1,088	89.1%
Non-traditional (25 and over)	36	97	133	10.9%

Table 16: First-time Student Gender

	Full-time Students	Part-time Students	Total	Percent
Men	358	212	570	46.7%
Women	403	248	651	53.3%

Table 17: First-time Student Race and Ethnicity

	Full-time Students	Part-time Students	Total	Percent
Asian	*	*	31	2.5%
American Indian or Alaska Native	1	1	2	0.2%
Black or African American	65	80	145	11.9%
Hispanic or Latino	223	137	360	29.5%
Native Hawaiian or Other Pacific Islander	*	*	*	0.0%
White	390	193	583	47.7%
Non-resident	*	*	*	0.0%
Two or more races	*	*	70	5.7%
Unknown or choose to not respond	*	*	30	2.5%

Table 18: First-time Student Highest Level of Education

	Full-time Students	Part-time Students	Total	Percent
College: bachelor's degree or more	*	*	*	0.0%
College: less than bachelor's degree	1	3	4	0.2%
High school diploma or GED	517	386	903	73.9%
None	243	73	316	25.9%
Other	*	*	*	0.0%

Table 19: First-time Student Residency Status

	Full-time Students	Part-time Students	Total	Percent
In-district	706	433	1,139	93.3%
Out-of-district or out-of-state	32	27	59	4.8%
Reciprocal agreements and chargebacks	23	0	23	1.9%

Table 20: First-time Student Primary Curriculum

	Full-time Students	Part-time Students	Total	Percent
Arts & Sciences (Transfer)	594	365	959	78.5%
Career Education	167	95	262	21.5%

Group Comparisons

Tables 21 through 26 show demographic characteristics of the overall group of students enrolled as compared to those of new and first-time students.

Table 21: Group Comparison - Age

	Overall	New	First Time
Traditional (24 and under)	75.7%	84.8%	89.1%
Non-traditional (25 and over)	24.3%	15.2%	10.9%
Average Age	22.6	24.5	20.6

Most students in all three groups are traditional age. However, the percentages of traditional age students in the first-time group (89.1%) and new student group (84.8%) are larger than overall student group (75.7%).

Table 22: Group Comparison - Gender

	Overall	New	First Time
Men	44.4%	44.5%	46.7%
Women	55.6%	55.5%	53.3%

Overall, more students are women (55.6%) than men (44.4%). This pattern is also true for new students (55.5% women) and first-time students (53.3% women).

Table 23: Group Comparison - Race/Ethnicity

	Overall	New	First Time
Asian	3.5%	2.8%	2.5%
American Indian or Alaska Native	0.2%	0.1%	0.2%
Black or African American	9.6%	12.5%	11.9%
Hispanic or Latino	27.0%	28.7%	29.5%
Native Hawaiian or Other Pacific Islander	0.0%	0.0%	0.0%
White	51.7%	46.9%	47.7%
Non-resident	0.5%	0.0%	0.0%
Two or more races	4.3%	6.0%	5.7%
Unknown or choose to not respond	3.1%	2.9%	2.5%

Racial/ethnic minority groups (i.e., Asian, American Indian or Alaska Native, Black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander, or two or more races) are better represented among new students (50.1%) and first-time students (49.8%) than within the overall student population (44.6%).

Table 24: Group Comparison - Highest Level of Education

	Overall	New	First Time
College: bachelor's degree or more	0.4%	0.0%	0.0%
College: less than bachelor's degree	2.4%	0.3%	0.2%
High school diploma or GED	64.3%	77.1%	73.9%
None	32.7%	22.6%	25.9%
Other	0.2%	0.0%	0.0%

Most students in all three groups have a high school diploma or GED as the highest level of education previously completed.

Table 25: Group Comparison - Residency Status

	Overall	New	First Time
In-district	94.8%	91.8%	93.3%
Out-of-district or out-of-state	3.8%	5.7%	4.8%
Reciprocal agreements and chargebacks	1.4%	1.8%	1.9%

Most students in all three groups have in-district residency

Table 26: Group Comparison - Primary Curriculum

	Overall	New	First Time
Arts & Sciences (Transfer)	77.7%	78.5%	78.5%
Career Education	22.3%	21.5%	21.5%

Arts and Sciences (i.e., transfer) is the primary curriculum for all three student groups.

Early College Program Recruitment and District Program Participation



Board of Trustees Committee of the Whole Meeting
October 14, 2025

Dr. Hansen Stewart
Vice President of Career Technical Education and Workforce Development

Executive Summary

Early College Program Recruitment & District Program Participation:

- Districts determine which programs they will participate in based on several factors, including but not limited to: financial limitations, Illinois State Board of Education initiatives, student career interests, and qualified instructors.
- RVC cannot require schools to participate in any programming or mandate a minimum number of participants.

Student Profile:

- Across all credit-bearing Early College programs, 55.8% of students identify as white, 39.3% of participants identify as a race other than white; 5% did not report race. 54.5% of participants identified as female, 42.7% identified as male, and 3% did not report their gender.

Running Start:

- 9 participating school districts (Belvidere, Byron, Durand, Harlem, North Boone, Pecatonica, Rockford Public Schools, South Beloit, Winnebago) are providing 220 students in 2025-2026 (206 in 2024-2025).

Dual Credit at the High School:

- 13 Dual Credit at High School partnerships exist (Belvidere, Boylan, Byron, Harlem, Hononegah, Keith, North Boone, Meridian, Pecatonica, Rockford Christian, Rockford Public Schools, South Beloit, Winnebago).
- Unduplicated headcount continues to rise; 684 in Fall 2025 vs 573 in Fall 2024, 351 in Fall 2023.

Early College Programming / District Recruitment & Selection

- Fall Semester: Dean of Early College and staff meet with district administrators to promote new programs and review existing partnerships.
 - School districts propose new coursework to be offered in their high schools.
 - RVC Early College promotes underutilized/unused programming to districts.
- School district administrators meet independently with school administrators & faculty to explore program opportunities. District considerations for programming:
 - Financial restraints
 - High school instructor qualifications
 - Student interests
 - Illinois State Board of Education requirements/initiatives (Dual Credit Quality Act, High School Career Pathway endorsements)
- Early Spring Semester: Dean of Early College meets with district administrators to finalize programming opportunities for the upcoming school year.
- Districts are not obligated to participate in all or any programming available through the Early College Office.

Early College Student Profile: FY2025

	Dual Credit at High School	Hybrid	DC on Campus	Running Start	Senior Semester	Career Pathways	All Programs Total
American Indian	8	1	0	0	0	0	9
Asian	65	0	12	10	0	0	87
Black/African American	132	3	4	5	0	3	147
Hawaiian/Pacific Islander	2	0	1	0	0	0	3
Hispanic/Latino	397	35	31	45	0	4	512
White	908	54	146	122	1	4	1,235
Two or More	96	3	6	8	0	0	113
Unknown (did not self-identify)	76	4	20	7	0	1	108
TOTAL	1,684	100	220	197	1	12	2,214
Female	907	39	128	131	1	1	1,207
Male	726	60	82	66	0	11	945
Unknown Gender (did not self-identify)	48	1	10	0	0	0	59
Another Gender	3	0	0	0	0	0	3
TOTAL	1,684	100	220	197	1	12	2,214

Early College Opportunities

Dual Credit Programs (college and high school credit awarded)

- Running Start
- Dual Credit at high school
- Dual Credit at RVC
- Senior Semester
- Career Pathways Jump Start

Other Programs

- Transitional Math & English (non-credit college placement courses)
- Articulated Credit
- Summer Manufacturing and Readiness Technology (SMART) Camp (middle school career and technical education (CTE) non-credit program)
- Trade Review and Career Exploration (TRACE) Trade Grant (age 16-24 non-credit workforce development)

Running Start **New** Students FY2026

School/District	FY2024	FY2025	FY2026
Belvidere	51	35	61
Byron	5	2	2
Durand	0	0	2
Harlem	18	16	18
North Boone	20	10	25
Pecatonica	2	1	2
Rockford Public Schools	20	18	18
South Beloit	3	4	4
Winnebago	11	8	6
Total NEW Students:	130	94	138
Total Participants:	230	206	220

Notes:

Students can earn an AA or AS and a high school diploma simultaneously by attending RVC as full-time students. Some districts cover student costs, while others require students/families to pay these costs.

Dual Credit at High School

Year	Headcount (Unduplicated)	Credits Earned
FY2021	490	1,967
FY2022	854	3,170
FY2023	1,136	4,500
FY2024	1,167	4,841
FY2025	1,693	8,065
*FY2026	684 (573 in October 2024, 351 in October 2023)	1,984 (Fall 2025)

Notes:

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

*FY2026 numbers are students enrolled and credits enrolled during Fall 2025

Dual Credit at High School Participating Districts

School/District	FY2024	FY2025	FY2026
Belvidere	Yes	Yes	Yes
Boylan	Yes	Yes	Yes
Byron	Yes	Yes	Yes
Durand	No	No	No
Harlem	Yes	Yes	Yes
Hononegah	Yes	Yes	Yes
Keith Country Day School	No	Yes	Yes
North Boone	Yes	Yes	Yes
Meridian	Yes	Yes	Yes
Pecatonica	Yes	Yes	Yes
Rockford Christian	Yes	Yes	Yes
Rockford Public Schools	Yes	Yes	Yes
South Beloit	Yes	Yes	Yes
Winnebago	Yes	Yes	Yes

Dual Credit on Campus

Year	Headcount (Unduplicated)	Credits Earned
FY2023	295	3,007
FY2024	271	2,889
FY2025	220	2,487
*FY2026	177 (compared to 172 Oct 2024; 194 in Oct 2023)	1,064

Notes:

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

*FY2026 numbers are enrolled students and in-progress credits

Senior Semester

- Opportunity for seniors on track to graduate to begin their college career during their final semester of high school.
- Students registered full-time at RVC.
- School Districts cover the full tuition and fees.
- Students are responsible for textbooks, supplies, and transportation.

Senior Semester Students FY2023/FY2024/FY2025

School District	Cap Per Year	FY2024	FY2025	FY2026
Byron	10	N/A	1	0
North Boone	40	0	0	1
Rockford Public Schools	20	7	N/A	N/A

Career Pathways Jump Start

- Participating Districts FY2026:
 - North Boone
 - Byron
- Students attend RVC part-time during their senior year of high school to begin a career pathway program.
- Students earn credits towards completing a certificate in one of six pathways:
 - Automotive
 - Aviation Maintenance
 - Electronic Engineering Technology
 - Manufacturing
 - Mechatronics
 - Welding
- District pays for the cost of tuition, fees, textbooks, and supplies

Career Pathways Jump Start Program

School District	Cap Per Year	FY2024	FY2025	FY2026
Rockford Public Schools	40	13	14	NA
Byron	NA	NA	NA	1
North Boone	NA	NA	NA	1

Students Per Program					
	Aviation Maintenance	Electrical Education Training	Manufacturing	Mechatronics	Welding
FY2024	4	N/A	1	3	5
FY2025	5	N/A	1	3	5
FY2026	0	1	0	0	1

Districts offering Transitional Math and English FY2026

District	Transitional Math	Transitional English
Belvidere	Yes	Yes
Byron	Yes	No (Offered through Sauk)
Harlem	Yes	Yes
North Boone	Yes	No
Rockford Public Schools	Yes	Yes
South Beloit	Yes	Yes (NEW)
Stillman	Yes	Yes
Winnebago	Yes	Yes

Note:

Successful completion of transitional courses guarantees placement into college-level math or english at all Illinois community colleges (per the Illinois Postsecondary and Workforce Readiness Act [PWR])

Summer Manufacturing and Readiness Technology (SMART) Camp

- The non-credit program exposes **middle school students** to CTE fields of CNC Machining, Mechatronics, Welding, as well as the principles of entrepreneurship.
- Three one-week camps.
- Industry Partners:
 - Collins Aerospace and Superior Joining Technologies Inc. (Tours)
 - Bourn & Koch and Forest City Gear (Lunch & Learns)

Program Participants	
Summer 2023	35
Summer 2024	43
Summer 2025	55
Summer 2026	Increased Capacity 120

Adult Learner Enrollment Strategies



Board of Trustees Committee of the Whole Meeting
October 14, 2025

Dr. Patrick Peyer, Vice President of Student Affairs

Heather Snider, Vice President of Institutional Effectiveness and
Communication

Executive Summary

- Environmental challenges, such as the looming enrollment cliff and low regional educational attainment, led RVC to focus on recruiting and retaining adult learners (adults aged 25-45).
- This focus includes students enrolled in RVC's Adult Education programs.
- We are creating dashboards that allow us to track enrollment in these programs and progression into workforce training and credit offerings.
- Several departments have been working together to make improvements that will enhance adult education transitions. These departments include adult education, academic affairs, student services, and marketing.
- Information about pathways that would be attractive to adult learners has been added to the website.
- Next steps include enhanced staffing at the Downtown West campus, additional marketing and communications targeted at adult learners, and data dashboard improvements.

Background

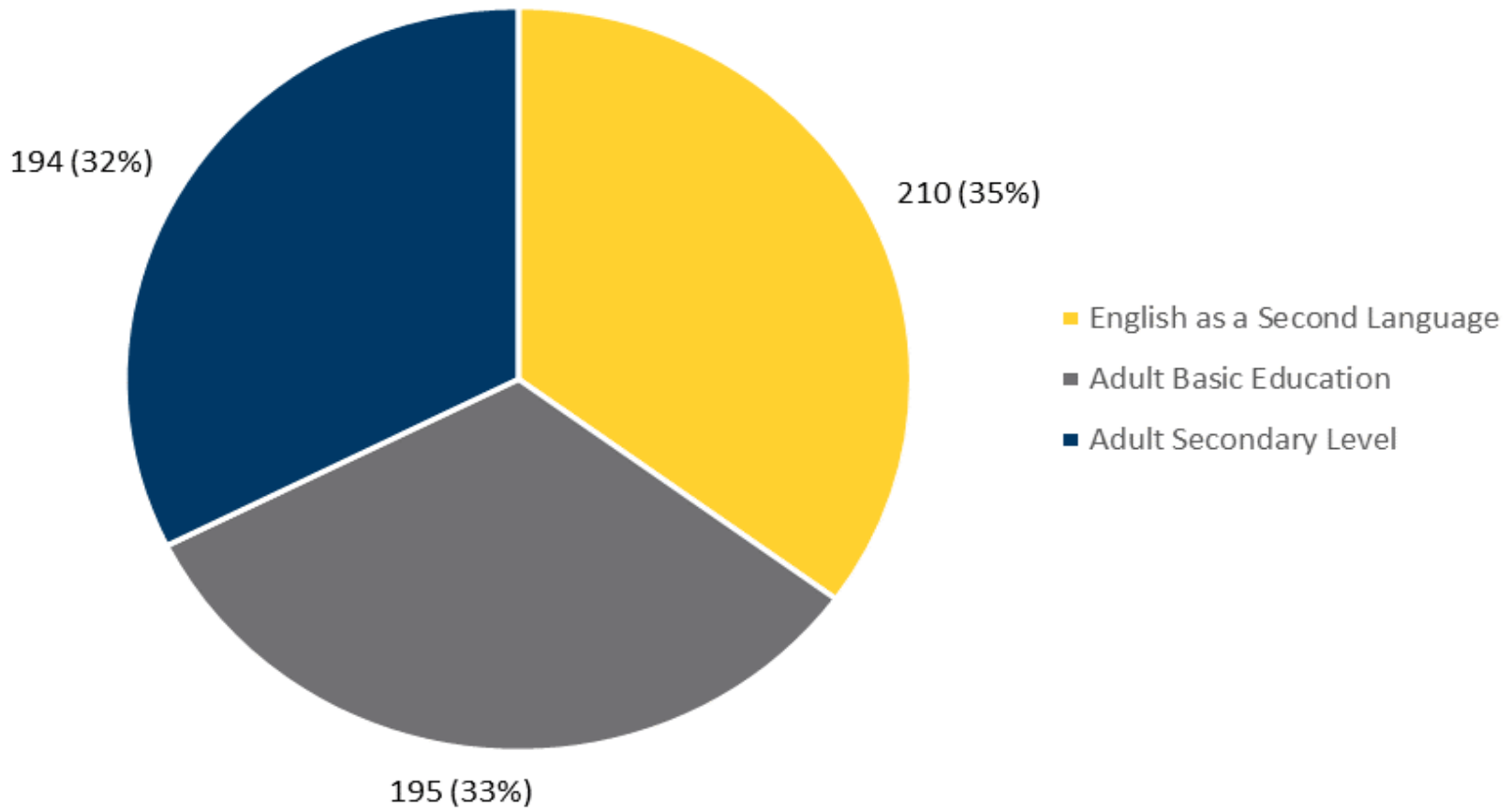
Environmental Challenges

- Birthrates began to decline in late 2007, creating fewer high school graduates and college-age students beginning in 2025.
- Regional educational attainment is low for adults over 25.

RVC Solutions

- Focus on recruiting and retaining adult learners (age 25-45).
- Enhance access to adult education, workforce training, and credit programs with the Downtown West campus.
- Operate under a new model for adult education that focuses on pathways to higher education and workforce training.

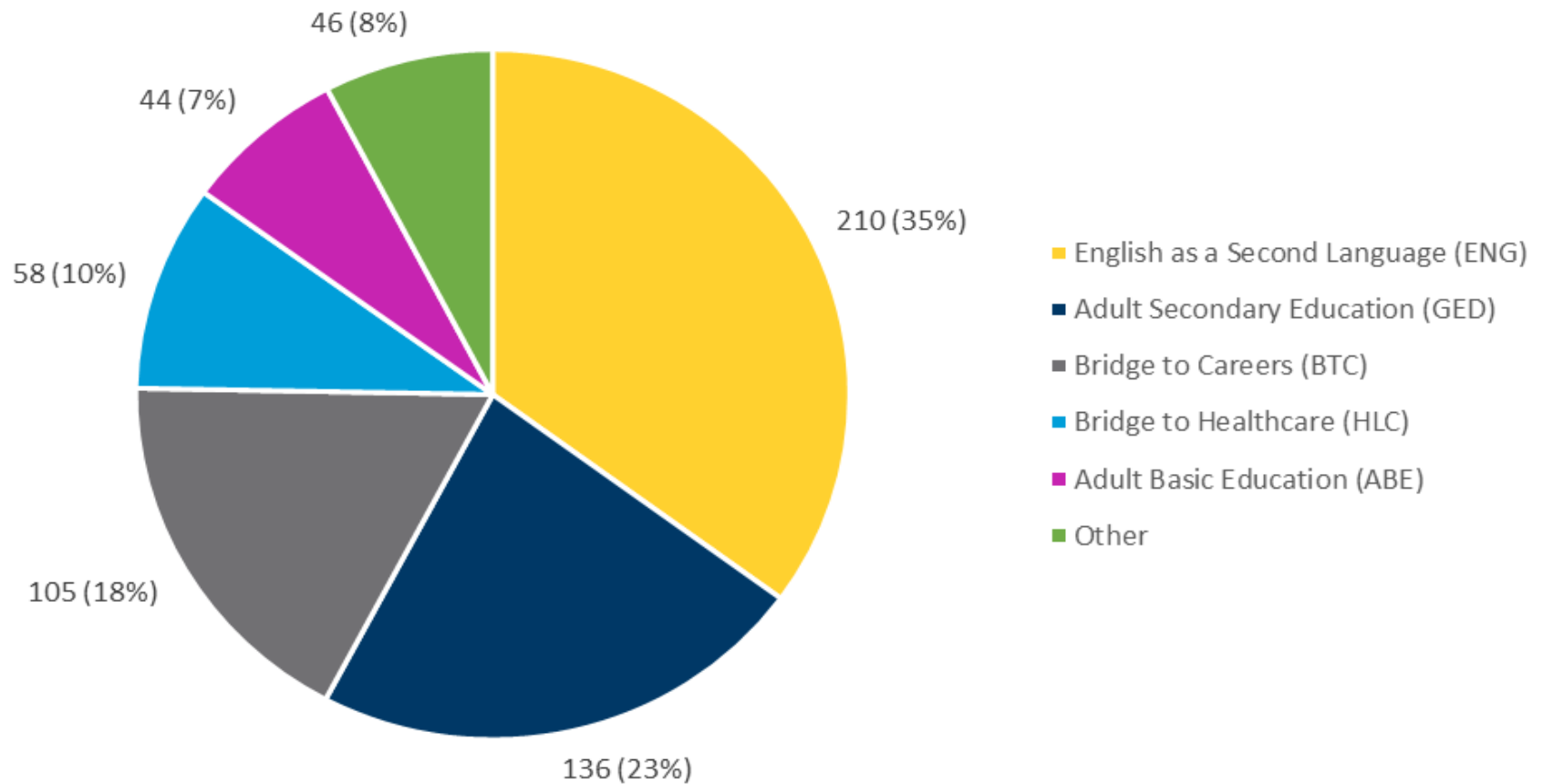
Fall 2025 Year to Date Adult Education Registrations by Department



SOURCE: Section Registration Dashboard (20263A)

Fall 2025 Year to Date

Adult Education Registrations by Course Subject



SOURCE: Section Registration Dashboard (20263A)

Adult Education Student Progression

What we know now:

- Adult Education students have varied paths
 - Co-enroll in community and continuing education
 - Co-enroll in credit programs
 - Subsequent enrollment in additional adult education
 - Subsequent enrollment in community and continuing education
 - Subsequent enrollment in credit programs
 - Enter or progress in the workforce

What we need to know (next steps):

- After completion of adult education programs, how many
 - Immediately enter workforce programs
 - Immediately enter credit programs

Adult Education Transitions

Improvements and Enhancements

- Adult Education Department added to Salesforce
 - Improved Application, pre-assessment test scheduled automatically
 - Appointment monitoring and tracking
 - Improved outreach and communication
 - Career Cluster Pathway exploration
- Enrollment/Admission Downtown Presence (weekly)
 - Classroom visits and onsite appointments
 - RVC Non-Credit and Credit Program presentations
 - Financial Aid and Scholarship presentations
 - Transition support
 - Main Campus visits, tours, and resource review
 - Student Spotlights and Bridge magazine

Adult Learner Transitions

Improvements and Enhancements:

- Salesforce dashboard/reporting allows for age (25+) segmentation for customized communication, follow-up, engagement tracking, and requests for information
- Community outreach
 - Goodwill
 - Community Events
 - Business Partners
- Targeted (25+) marketing campaigns, social and print media
 - Created CTE Viewbook (credit/non-credit pathways)
 - Snapchat campaigns targeting 35+
 - Geofencing (staffing agencies, foot-traffic, phone calls, web visits)
- Adult Learner campus events and services
 - Adult Learner Explore RVC Nights
 - Adult Learner Registration Nights

Adult Learner Pathways

- Proactive Pathway Communication
 - Salesforce
- Pathways
 - Website

Pathways

Areas of Study

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

Business & Computer Science

Communication & English

Education

Engineering & Technology

Fine & Performing Arts

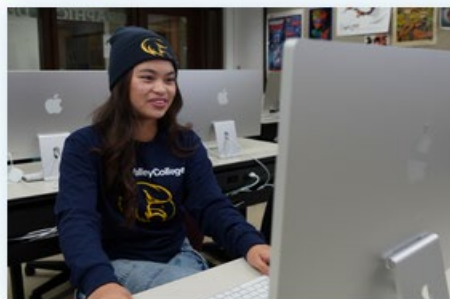
Health Sciences

Science & Math

Social Science & Humanities

Transportation & Logistics

Explore Program Pathways



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](#)

Engineering & Technology

Engineering & Technology is where curiosity meets creation. Whether you're drawn to machines, materials, or making things work better, this pathway equips you with hands-on skills and technical knowledge to launch a high-demand career in fields like engineering, manufacturing, and advanced technology. With access to industry-relevant tools, internships, and real-world projects, you'll graduate ready to solve problems and shape the future.

Is this pathway right for you?

You might thrive in Engineering & Technology if you...



Fixing Things

Like to tinker, build, or take things apart – You want to turn your curiosity into a career creating or improving real-world systems.



Problem-Solving

Enjoy solving hands-on problems – You find satisfaction in fixing, designing, or improving how things work.



Quality Control

Have an interest in precision and process – You thrive in environments where accuracy, quality, and innovation matter.

Programs

PROGRAM	OFFERINGS
CNC Machining	Certificates Available
Electronic Engineering Technology	Associate in Applied Science & Certificates Available
Engineering Science	Associate in Engineering Science
Manufacturing Engineering Technology	Associate in Applied Science & Certificates Available
Mechatronics	Associate in Applied Science & Certificates Available
Welding	Certificates Available

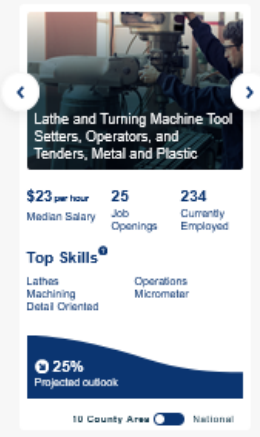
Career Outlook

Programs in this pathway may lead to the following careers:

- Lathe and Turning Machine To...
- Extruding and Drawing Machine Se...
- Computer Numerically Controlled T...
- Forging Machine Setters, Operators...
- Multiple Machine Tool Setters, Oper...
- Layout Workers, Metal and Plastic
- Rolling Machine Setters, Operators,...
- Drilling and Boring Machine Tool Se...
- Heat Treating Equipment Setters, ...
- Tool Grinders, Filers, and Sharpeners
- Cutting, Punching, and Press Machi...
- Machinists
- Grinding, Lapping, Polishing, and B...
- Computer Numerically Controlled T...
- Milling and Planing Machine Setters...

Machinist and Machine Tool Setter

POWERED BY LIGHTCAST DATA



CNC Machining



While this program is not eligible for Federal Financial Aid, students in this program may be eligible to apply for other funding sources. Students in the CNC Machining program may qualify for funding and support services with RVC's **Workforce Empowerment Initiative Program (WEI)**.

About the Program

The CNC program is located at the Advanced Technology Center (ATC). This program delivers a customized curriculum to prepare you for a career in advanced manufacturing. You will learn the skills necessary to enter the manufacturing environment at an entry level position with a solid foundation of shop math, blueprint interpretation, metrology, and Computer Numeric Control (CNC) setup/operation skills. This program provides an entry path to a CNC career and a great foundation for anyone interested in pursuing our CNC certificate for college credits.

Program Schedule

Cohorts run twice per year for 16 students during a schedule that begins in January to June, and July to December. Classes are held Monday through Thursday from 9 a.m. to 3 p.m. The next cohort will run January 6, 2025 through June 10, 2025.

- **First 12-Weeks** – Students are educated in foundational skills such as, blueprint reading, shop safety, shop math, precision measuring instruments, cutting tools and materials, cam design software, hands on machining setup/operation, and hands on manual milling/turning machining operations.
- **Second 12-Weeks** – Students will learn entry-level machine operation and setup, CNC G-Code, CAM programming, and part processing.

What can I do with this degree?

Potential Careers & Wages

The estimated average annual salary of CNC Machinists in Illinois is \$49,000, according to the Bureau of Labor Statistics. Additional information on potential wages and job prospects related to CNC is included below.

This program may lead to the following careers:

- Lathe and Turning Machine Tool Setup, Operation, and Maintenance
- Computer Numerically Controlled (CNC) Milling Machine Tool Setup, Operation, and Maintenance
- Milling Machine Tool Setup, Operation, and Maintenance
- Grinding Machine Tool Setup, Operation, and Maintenance
- Heat Treating Equipment Setup, Operation, and Maintenance
- Tool Design, Repair, and Maintenance
- Drilling, Reaming, and Bore Work
- Machinists
- Grinding, Lapping, Polishing, and Bore Work
- Computer Numerically Controlled (CNC) Milling and Turning Machine Tool Setup, Operation, and Maintenance

FOR MORE ON OPENSTAX



Program Type

Certificates Available

Apply

Contact

- Division of Industry Development and Community Engagement
- (815) 392-2000
- RVC-WEI@rockvalleycollege.edu
- Advanced Technology Center

Request Information

Related Programs

Mechatronics

Associate in Applied Science

Certificates Available

[View Program Details](#)

Manufacturing Engineering Technology

Associate in Applied Science

Certificates Available

[View Program Details](#)

Welding

Certificates Available

[View Program Details](#)

Program Pathways

Students should meet with an Academic Advisor to develop a clear pathway leading to a seamless transfer experience or transition to the workforce. For additional possibilities that may require an advanced degree or certification, make an appointment with an Academic Advisor.

[Visit Academic Advising](#)



Inside CNC Machining

Learn more about CNC's customized curriculum that can prepare you for a career in manufacturing.

Dental Assistant



Because this is a non-credit program, it is not available for Federal Financial Aid programs. Students may be qualified for other funding sources through scholarships, loans, and other programs.

About the Program

As the national need for healthcare services continues to grow, so does the demand for dental assistants, making this a promising career path. The program covers a wide range of topics, including the history of dentistry, legal aspects, oral anatomy, tooth structure, and more. By familiarizing learners with both administrative and clinical duties, the program provides a comprehensive understanding of what it takes to function as a dental assistant.

Admission Requirements

To qualify for entry into this program, students must have completed a high school diploma or GED.

What can I do with this degree?

Potential Careers & Wages

There is an increasing need for dental assistants in our region with the median salary of \$25/hour.

This program may lead to the following careers:

Dental Assistants



Dental Assistants

\$23 per hour
Median Salary
193
Openings
1,377
Current Employment

Top Skills

Communication
Dental Procedures
Dentistry
Dentistry
Dentistry

0%
Projected outlook

15 County Area () National

Program Type

Certificate Available

Apply

Contact

- Community and Continuing Education
- Call 815.925.3900
- By Email ByC-CCED@rockvalleycollege.edu
- Main Campus - Classroom Building II

Request Information

Related Programs

Dental Hygiene

Associate in Applied Science

View Program Details

Medical Assistant

Associate in Applied Science

View Program Details

Massage Therapy

Certificate Available

View Program Details

Program Pathways

Students should meet with an Academic Advisor to develop a clear pathway leading to a seamless transfer experience or transition to the workforce. For additional possibilities that may require an advanced degree or certification, make an appointment with an Academic Advisor.

Visit Academic Advising

Next Steps

- Pathways Widget: Every program page pathway. (November 2025)
- Adult Education Viewbook: To include Pathways. (Spring 2026)
- Downtown West Viewbook. (Spring 2026)
- Full-time Academic Advisor: Downtown West campus. (Summer 2026)
- Full-time Enrollment and Transitions Coordinator: Downtown West campus. (Summer 2026)
- Health Sciences Viewbook. (Summer 2026)
- Ongoing Adult Learner marketing campaigns and commercials.
- Use Salesforce or other data reporting tools to better track the progression of adult education students into workforce training and credit programs.

Purchase Report-A - FY2026 Amendments

Recommendation: Board approval for items marked with an asterisk.

A. Computer Equipment – (Information Technology – Office Computer Equipment)

Entre Computer Solutions	Machesney Park, IL	\$122,134.80*(1)
		Not to Exceed

1. This increase is for additional computer equipment for the lifecycle project and the replacement of devices that will no longer be supported under Windows 11. RVC purchased 565 desktop computers under RFP #25-04 Computer Equipment for Lifecycle, on the original Board approval, and the College still has budget for additional equipment. Entre Computer Solutions has agreed to honor its proposal prices until the end of October. This increase will enable the College to purchase an additional 202 desktop computers, their care packages, and additional docking stations. This is a not to exceed.

Original approved amount	\$677,865.20
Increase requested	\$122,134.80
New total expenditure	\$800,000.00 Not to Exceed

FY2026 Budgeted Expense
Original Board Report BR #8309-A

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B – FY2026 Purchases

Recommendation: Board approval for items marked with an asterisk.

A. Forklift – (Capital Service Equipment – Equipment Replacement)

Atlas Toyota Material Handling	Elk Grove Village, IL	\$44,083.12*(1)
Technology International, Inc.	Lake Mary, FL	\$62,000.00

1. This expense is for a 2025 Toyota model 50-8FGU25, 5K Solid Pneumatic Forklift for the Plant Operations and Maintenance Department. This equipment will replace a 1988 Clark forklift that is leaking oil. Bid #25-26 Forklift received two (2) responses, which were opened on September 26, 2025. Atlas Toyota Material Handling was the lowest responsible bidder. This purchase includes a one-year full warranty and a three-year warranty on the powertrain.

FY2026 Capital Expense

B. Sno-Pushers – (Capital Service Equipment – Equipment Replacement)

Westside Tractor Sales Co.	Rockford, IL	\$32,500.00*(2)
Alta Construction Equipment Illinois	South Elgin, IL	\$34,994.00

2. This is for two (2) HD-14 Artic Sectional Sno-Pushers for use by the Plant Operations and Maintenance Department. The unique sectional design of this equipment allows each plow to contour to the grade of the pavement for improved snow removal. These pushers will replace older, less efficient sno-pushers and will be used for snow removal on main campus. Bid #25-08 Arctic Sno-Pushers received two (2) responses, which were opened on September 26, 2025. Westside Tractor Sales was the lowest responsible bidder. This purchase includes a limited two-year warranty.

FY2026 Capital Expense

Purchase Report-B – FY2026 Purchases**C. Janitorial Services – (Custodial Maintenance – Maintenance Services Buildings)**

EBM	Minneapolis, MN	\$615,937.41*(3)
		Not to exceed
Interstate Maintenance Premier Services	Horsham, PA	\$ 701,099.00
HES Facilities Management	Knoxville, TN	\$719,214.23
RJB Properties	Chicago, IL	\$ 877,062.00
Kleen-Tech	Rockford, IL	\$ 932,069.00
Advanced Cleaning Systems	Rockford, IL	\$ 1,004,728.00
Contract Service Solutions	Clearwater Beach, FL	\$ 1,050,910.67
Smith Maintenance Company	Chicago, IL	\$ 1,084,933.28
A Better Choice, LLC	Rockford, IL	\$ 1,133,608.00
Building Services of America	Woodridge, IL	\$ 1,256,624.00
Metro Facility Solutions	Forest Park, IL	\$ 1,270,447.03
UG2	Boston, MA	\$ 1,294,859.23
Eco Clean Maintenance	Elmhurst, IL	\$ 1,352,388.00
GSF	Loves Park, IL	\$ 1,440,827.27
Service Master Clean	Carol Stream, IL	\$ 1,482,000.00
Perfection Plus, Inc.	Hopkins, MN	\$ 1,649,332.85
Squeaky Clean Janitorial, Inc.	Loves Park, IL	\$ 2,475,280.00

3. This expense is for janitorial services for Main Campus, Bell School Road, Advanced Technology Center, and Aviation Career Education Center. Bid #25-21 Janitorial Services received seventeen (17) responses, which were opened on August 22, 2025. After careful review of the submittals, EBM was identified as the lowest responsible bidder with no additional costs for weekend and emergency events. This will be the first year of a three-year contract with five (5) possible one-year renewals. This is a not to exceed.

FY2026 Budgeted Expense

Purchase Report-B – FY2026 Purchases**D. Mechanical Services – (Maintenance Services Plant-Op Equipment – Boiler House)**

Hartwig Mechanical, Inc.	Harvard, IL	\$220,000.00*(4)
		Not to exceed

Preventative Maintenance costs**13.01 Boiler and Chiller**

Helm Service	Freeport, IL	\$23,978.00
Geostar Mechanical, Inc.	Rockford, IL	\$29,800.00
Hartwig Mechanical, Inc.	Harvard, IL	\$29,945.00
Miller Engineering Company	Rockford, IL (backflows only)	\$6,904.00

13.02 Rooftop Units

Helm Service	Freeport, IL	\$23,668.00
Hartwig Mechanical, Inc.	Harvard, IL	\$30,310.00
Miller Engineering Company	Rockford, IL	\$34,220.00
LM Sheet Metal, Inc.	Loves Park, IL	\$48,120.00
Geostar Mechanical, Inc.	Rockford, IL	\$54,500.00

13.03 Multistack and Liebert

Geostar Mechanical, Inc.	Rockford, IL	\$8,500.00
Helm Service	Freeport, IL	\$10,492.00
Hartwig Mechanical, Inc.	Harvard, IL	\$15,080.00

Estimated Annual Repair Costs per Hourly Rates

Hartwig Mechanical, Inc.	Harvard, IL	\$93,700.00
Geostar Mechanical, Inc.	Rockford, IL	\$98,500.00
Helm Service	Freeport, IL	\$99,300.00

Total Estimated Annual Costs

Helm Service	Freeport, IL	\$157,438.00
Hartwig Mechanical, Inc.	Harvard, IL	\$169,035.00
Geostar Mechanical, Inc.	Rockford, IL	\$191,300.00

4. This expense is for a unit bidder contract for preventive maintenance, mechanical services, and hourly repair services in accordance with the terms and conditions outlined in RFP #25-13 Mechanical Services. This RFP covered a broad scope for the heating and cooling of the College's buildings, broken down into three (3) separate packages: 13.01, 13.02, and 13.03. Historically, these services have cost over \$210,000.00 annually across four (4) non-contracted vendors. RFP #25-13 Mechanical Services received twelve (12) proposals across the different packages, and they were opened on September 10, 2025. Criteria reviewed in the proposals included adherence to the specifications, ability to maintain and repair the College's specific equipment, depth of experience, safety plan, and others.

Purchase Report-B – FY2026 Purchases

The respondents' proposed preventive maintenance costs were evaluated, as were the regular and emergency hourly costs for repair services. While Helm Service provided lower overall pricing, their efforts to repair the Aeon rooftop units at the Advanced Technology Center this past year have proven unsuccessful. Helm is not certified in the Aeon units we utilize at the ATC, while Hartwig Mechanical is certified. Hartwig Mechanical, Inc. was identified as the best fit for the College, and the recommendation is to award them all three (3) packages, for a not to exceed FY2026 cost of \$220,000.00 for all preventive maintenance and repair services. This unit bidder contract will be for a three-year term with two (2) optional one-year renewals.

FY2026 Budgeted Expense

E. Tuckpointing Turret Repair – (Other Capital Outlay – Bridge Turrets)

Mike Harris Mason Contractor	Rockford, IL	\$257,280.00*(5)
		Not to exceed
Otto Baum Company, Inc.	Morton, IL	\$482,428.50
Berglund Construction Company	Chicago, IL	\$812,800.00

5. This expense is for the tuckpointing repair and reconstruction of the damaged turret of the pedestrian bridge south of the Stenstrom Student Center. The masonry of the turret crumbled during initial evaluations on July 7, 2025, and is currently roped off as a safety hazard. Bid #25-23 Tuckpointing Phase 2 - Turret received three (3) responses, which were opened on October 3, 2025. Mike Harris Mason Contractor was the lowest responsible bidder. The award includes the base bid and an alternate in case of winter working conditions. This includes a 10% contingency and is a not to exceed.

FY2026 Capital Expense

Purchase Report-B – FY2026 PurchasesF. Consulting Fees – (Other Contractual Services – Tort)

Illumination Consulting, LTD	Cherry Valley, IL	\$153,600.00*(6)
		Not to exceed

6. This expense is for vCISO consulting services to support the development and implementation of a National Institute of Standards and Technology Cybersecurity Framework (NIST CSF). The goal of these services is to build and maintain a CSF, a compliant administrative, physical, and technical security program. This is a not to exceed.

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.

FY2026 Unbudgeted Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Cash and Investment Report
September 30, 2025

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	5,822,474
PMA Operating Cash	11,619,005
Petty Cash	7,665
ISDLAF*	27,518,500
Total Operating Cash:	<u>44,967,644</u>
<u>Operating Investments Accounts</u>	
PMA Operating	44,055
ISDLAF*	283,465
CD's and CDARS	47,770,598
Treasuries	12,718,660
ISDLAF Term Series	7,250,000
Total Operating Investments:	<u>68,066,778</u>
Total Operating Cash & Investments:	<u>113,034,422</u>

Total Operating Cash and Investments on August 31, 2025	<u>102,521,697</u>
Total Operating Cash and Investments on September 30, 2025	<u>113,034,422</u>
Total Operating Cash and Investments on September 30, 2024	<u>88,096,984</u>
% of Operating Budget	<u>105.21%</u>
Change in Operating Cash and Investments since August 31, 2025	<u>10,512,725</u>

*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Working Cash Accounts</u>	
ISDLAF*	1,837,130
Total Working Fund Cash:	<u>1,837,130</u>

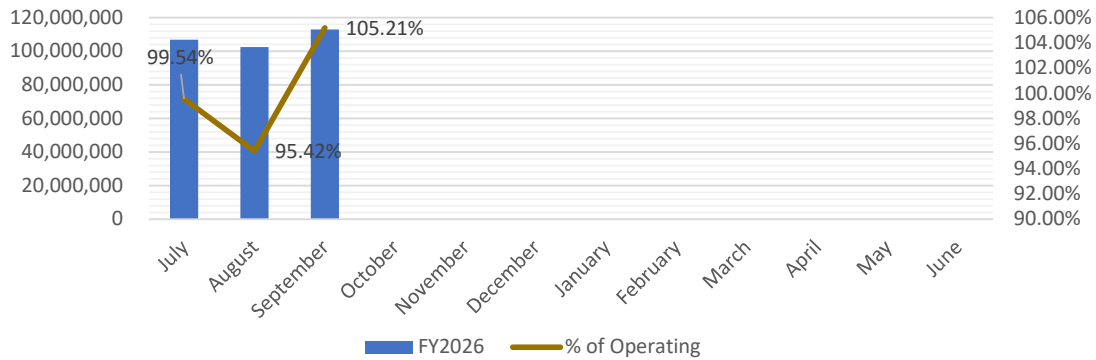
Total Working Cash Funds on August 31 , 2025	<u>1,830,893</u>
Total Working Cash Funds on September 30 , 2025	<u>1,837,130</u>
Change in Working Cash Funds since August 31, 2025	<u>6,237</u>

*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	13,786,091
Life Safety	4,591,946
CDB Escrow	20,037,980
Building Funds	51,085,953
Total Capital Funds:	<u>89,501,970</u>

Total Capital Funds on August 31, 2025	<u>84,522,519</u>
Total Capital Funds on September 30, 2025	<u>89,501,970</u>
Change in Capital Funds since August 31, 2025	<u>4,979,451</u>

Operating Cash Balance and % Coverage of FY'26 Operating Budget



Month / Year	Cash & Investments	Capital	Total
September 2025	113,034,422	89,501,970	202,536,392
September 2024	88,096,984	36,073,771	124,170,755
August 2025	102,521,697	84,522,519	187,044,216
August 2024	81,392,300	31,630,251	113,022,551
July 2025	106,278,443	82,185,396	188,463,840
July 2024	94,170,928	18,966,575	113,137,503
June 2025	106,950,507	80,801,115	187,751,622
June 2024	95,190,321	18,733,561	113,923,882
May 2025	103,733,777	73,618,424	177,352,201
May 2024	87,363,344	13,008,319	100,371,663
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



2025 Tax Levy

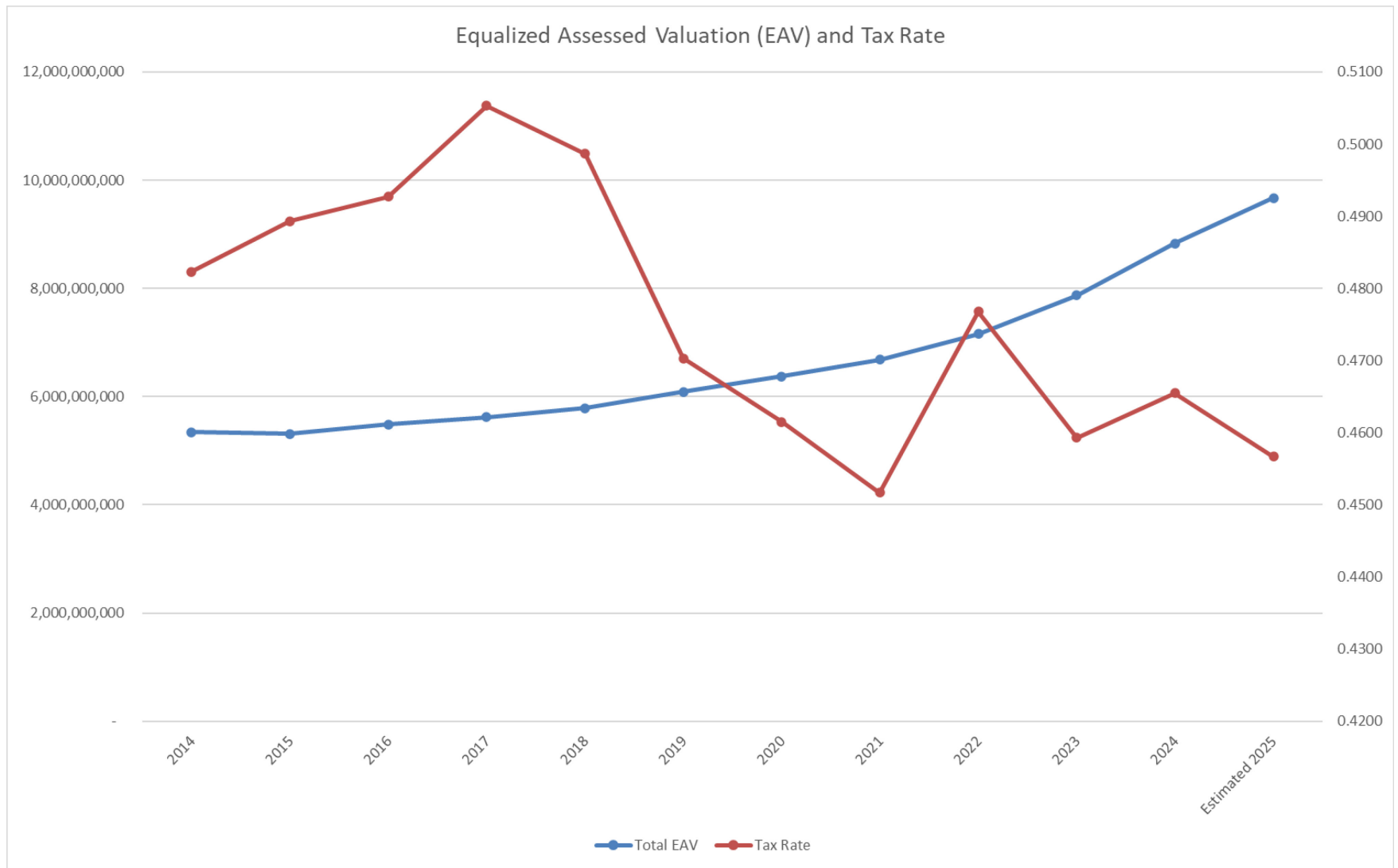
Rock Valley College Board of Trustees Committee of the Whole
October 14, 2025

Presented by:

Ellen Olson, Vice President of Finance / CFO

2024 Levy vs. 2025 Levy

Fund	Fund Description	Levy Year 2024		Levy Year 2025	
		Rate	Extension 2024	Maximizes Fund 01 & 02 rate	
				9.54%	Estimated Increase
	2023 EAV Actual	7,869,445,871			
	2024 EAV Actual	8,829,608,132			
	2025 EAV Estimate			9,671,769,046	
01	Educational Current maximum \$.23	0.2223	19,949,394	0.2300	22,245,069
02	Operations & Maintenance Current maximum \$.04	0.0387	3,469,460	0.0400	3,868,708
12	Tort: Insurance & Tort/Risk Management Social Security	0.0171 0.0055	1,510,000 490,000	0.0156 0.0051	1,510,000 490,000
11	Financial Audit	0.0007	60,000	0.0006	60,000
03	Protection, Health & Safety \$.05	0.0170	1,500,000	0.0155	1,500,000
	Revenue Recapture	-			
	Total Property Tax Extension	0.3013	26,978,854	0.3068	29,673,777
04	Bond & Interest				
	2015C Bonds	0.0016	141,950	0.0352	3,400,595
	2022A Bonds	0.0761	6,715,600	-	-
	2022B Bonds	0.0598	5,282,750	0.0903	8,736,000
	2024 Bonds	0.0267	2,356,017	0.0063	609,500
	2025B Bonds			0.0181	1,749,406
	Total Debt Service Extension	0.1642	14,496,317	0.1499	14,495,501
	COMBINED EXTENSION	0.4655	41,475,171	0.4567	44,169,278
	\$ Increase over Levy Year 2024				2,694,107
	% \$ Increase over Levy Year 2024				6.50%
	Rate Increase / (decrease) over Levy Year 2024				(0.0088)



Questions

Levy Year 2025 Estimated Taxes Required and
Setting Hearing Date for Truth-in-Taxation

Background: Each year, the Board of Trustees approves the estimated taxes required for the upcoming levy year. If the estimated taxes for the upcoming levy year exceed the amount of taxes extended and/or abated for the previous levy year by more than 5%, a public Truth-in-Taxation Hearing is needed. Prior to the Truth-in-Taxation Hearing, a notice in the local newspaper must be placed not more than 14 days nor less than seven days prior to the Truth-in-Taxation Hearing and posted on the College’s website for a period of not less than 30 consecutive days.

Recommendation: It is recommended that the Board of Trustees approves the following estimates for the amount of taxes necessary to be raised by taxation for the levy year 2025 as follows:

Educational Purposes – Fund 01	\$22,245,069
Operations and Maintenance Purposes – Fund 02	3,868,708
Protection, Health, Life, or Safety – Fund 03	1,500,000
Financial Audit Purposes – Fund 11	60,000
Liability Protection Settlement Fund – Fund 12	
Liability Insurance/Tort & Risk Management	1,510,000
Social Security and Medical Insurance	490,000
Total Tax Levy	\$29,673,777

This represents a 9.99% increase over the 2024 tax levy. To provide public disclosure, a hearing on the proposed 2025 Tax Levy under the Truth in Taxation law of the State of Illinois will be held on December 16, 2025, at 5:15 p.m. in the Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR), on the main campus of Rock Valley College at 3301 N. Mulford Road, Rockford, Illinois. Rock Valley College will publish the Notice of said hearing as required by Statute.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

CERTIFICATE

The undersigned hereby certifies that she is the Secretary of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois (Rock Valley College); she further certifies that the attached "Board Report Levy Year 2025 Estimated Taxes Required and Setting Hearing Date for Truth-in-Taxation" is a true and authentic copy of the Board Report adopted on October 28, 2025, by the Board of Trustees.

Dated this 28th day of October 2025.

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

Subscribed and sworn to before me
This 28th day of October 2025

Notary Public

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

- I. A public hearing to approve a proposed property tax levy for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois, for 2025, will be held on December 16, 2025, at 5:15 p.m. in the Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR), lower level, on the main campus of Rock Valley College at 3301 North Mulford Road, Rockford, Illinois.

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

- II. The corporate and special purpose property taxes extended or abated for 2024 were \$26,978,854.
- The proposed corporate and special purpose property taxes to be levied for 2025 are \$29,673,777.
- This represents an **increase** of 9.99% from the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2024 were \$14,496,317.
- The property taxes to be levied for debt service and public building commission leases for 2025 are \$14,495,501. This represents a **decrease** of 0.01% from the previous year.

- IV. The total property taxes extended or abated for 2024 were \$41,475,171.
- The estimated total property taxes to be levied for 2025 are \$44,169,278. This represents an **increase** of 6.50% from the previous year.

**Update to Rock Valley College Board Policy Manual
Article 2-Operations
Second Reading**

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

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

As a result of discussion at the June 11, 2024, Committee of the Whole meeting, Board Report #8165 was approved at the June 25, 2024, Regular Board of Trustees meeting to adopt the current Board Policy Manual (Policies of the Board) as presented on April 23, 2024, with revisions to be made on a section-by-section basis until the Board Policy Manual is fully updated.

On September 24, 2024, Board Report #8204, Article 1-Board of Trustees Bylaws of the Board Policy Manual, as reviewed and revised by Robbins Schwartz attorneys and College Administration, was adopted by the Board of Trustees.

Since then, College personnel, including vice presidents, deans, directors, executive directors, and staff, have been working with attorneys from Robbins Schwartz to update Article 2-Operations with regard to law, safety, and policy. Proposed changes were reviewed several times by each entity, and the appropriate administrative procedures were updated or created where applicable.

Recommendation: It is recommended that the Board of Trustees approves the updates to Article 2-Operations of the Board Policy Manual. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees



Board Policy Manual

Rock Valley College District #511

Approved: April 8, 2014 - Individual policies revised as needed

Last Revision Date:

June 25, 2024 – Policies of the Board

October 22, 2024 – Article 1 – Board of Trustees Bylaws

{Insert Date} – Article 2 – Operations

RVC Board Policy 2:10.010

Internal/External Communications and Marketing

The Administration is authorized to implement guidelines for internal/external communications and marketing initiatives.

Reference: Board Report 6223

Implemented: January 25, 2005

Revised: April 8, 2014

RVC Board Policy 2:10.020

Compliance with the Illinois Freedom of Information Act

The Board of Trustees recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act ("FOIA" or the "Act") (5 ILCS 140/1 *et seq.*), and affirms that it is the policy of the College to comply with the Act.

The College President shall designate one or more officials or employees of the College to serve as its Freedom of Information Officer(s), and shall develop and implement administrative procedures to effect compliance with the Act.

Reference: Board Report 6679

Implemented: January 26, 2010

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:10.030

Abused and Neglected Child Reporting; Minors on Campus

The Board of Trustees recognizes the obligations set forth in the Abused and Neglected Child Reporting Act ("ANCRA") (325 ILCS 5/1 *et seq.*) and Article II of the Juvenile Court Act of 1987 ("JCA") (705 ILCS 405/2-1 *et seq.*).

Mandated Reporters: ANCRA provides that all personnel of institutions of higher education are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services ("DCFS") whenever there is **reasonable cause** to believe that a child with whom they have contact in their professional capacity may be **abused or neglected**.

Students enrolled in an academic program leading to a position as a child care worker, school service personnel, and/or education degree, as well as medical personnel, including but not limited to residents and interns, are also mandated reporters pursuant to ANCRA.

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to ANCRA.

Immunity for Good Faith Reports: ANCRA provides immunity for anyone who makes a report in good faith.

No Retaliation: Retaliation against any employee, student, volunteer, or other individuals who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ANCRA is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion, and/or other sanctions.

Procedures to implement this policy will be published through the College's Human Resources Department and made available in that office, the Student Affairs office, and the College's website.

Minors on Campus: The College recognizes that minors may accompany adults during visits to campus. Rock Valley College's practice is to be respectful and supportive of the families and children of students, employees, and visitors. As an institution of higher education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students and the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

RVC is an equal opportunity educator and employer.

In general, the College does not supervise minors outside of officially sanctioned programs and activities, and neither the College, nor its employees, agents, or students may accept responsibility to do so on behalf of the College. The College accepts neither responsibility, nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus.

Responsibility and liability lie completely with the minor's parent or responsible adult.

Minors shall not be present at an employee's workplace or accompany a student to his/her classes (e.g., office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the College President or appropriate vice president for College planned special events.

No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the College, in campus buildings, on campus grounds, or in a vehicle.

Unattended minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g., child's age, address, behavior, etc.).

Reference: Board Report 6926, 7988

Implemented: August 28, 2012

Revised: April 8, 2014, October 25, 2022

RVC Board Policy 2:10.035

Prohibiting Sex-Based Misconduct

I. Policy Statement

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

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

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

II. Title IX Compliance

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

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

III. Retaliation Prohibited

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

IV. Implementing Procedures

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

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

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

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

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

RVC Board Policy 2:10.040

Registered Sex Offenders Compliance Policy

The Federal Campus Sex Crimes Prevention Act of 2000, 42 U.S.C. 14071 (j), provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education.

As of January 1, 2012, the Illinois Sex Offender Registration Act, 730 ILCS 150/1 et seq., requires that any sex offender or sexual predator that will be employed at or enrolled in classes at higher education institutions must register with the campus police.

Rock Valley College will have procedures to implement this policy regarding Registered Sex Offenders in conformance with federal, state, and other legal requirements including the Campus Sex Crimes Prevention Act and the Illinois Sex Offender Act.

Reference: Board Report 6941

Implemented: October 23, 2012

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:10.050

Official College Holidays

The following holidays are official Rock Valley College holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth National Freedom Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

The Board of Trustees reserves the right to designate additional days as days on which the College is closed.

Reference: Board Report 4510, Board Report #7897

Implemented: February 19, 1990

Revised: January 25, 2022

RVC Board Policy 2:10.060

Identity Theft Protection

Rock Valley College Board of Trustees authorizes the Administration to implement an Identity Theft Prevention Program in compliance with the Fair and Accurate Credit Transactions Act of 2003: 16 C.F.R. Part 681 (Federal Trade Commission Rule) and to implement policies to comply with the Safeguards Rule: 16 CFR Part 314.

The purpose of this Identity Theft Prevention Program is to detect the warning signs - or "red flags" - of identity theft in our day-to-day operations, take steps to prevent the crime, and mitigate the damage it inflicts. This Program establishes reasonable policies and procedures to facilitate the identification, detection, and response of identity theft in connection with new and established Covered Accounts.

The Federal Trade Commission's Red Flags Rule apply to creditors, including the College based on the College's offering of institutional loans to students and a plan for payment of tuition, , and the Red Flag Rules impose obligation on those creditors that maintain Covered Accounts, specifically the obligation to maintain a written Identity Theft Prevention Program. A Covered Account, under the Red Flags Rule, is basically a consumer account that involves multiple payments or transactions, such as a loan that is billed or payable monthly. The term Covered Account is also other accounts where there is a reasonably foreseeable risk to consumers or the safety and soundness of the credit from identity theft.

The Program applies to the creation, modification and access to Identifying Information of customers to the College. This Program does not replace or repeal any previously existing policies or programs addressing some or all of the activities that are the subject of this Program. This Program acts as a supplement to existing policies and programs.

Reference: Board Report 6594

Implemented: April 28, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:10.070

Records Retention

In accordance with the Local Records Act, 50 ILCS 205/1 et seq., Local Records Commission, Illinois State Archives, and Office of the Secretary of State, Rock Valley College shall follow, all procedures for handling and disposing of both paper and electronic files.

Reference: Attorney Resolution 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 2:10.080

Alcohol Served at Events

Rock Valley College will allow alcohol to be served only at specific events each year. Each event must be approved by the College President or their designee. Only beer and wine products will be allowed, and all procedures for proper insurance and approval will be required prior to the event.

All Local, State and Federal regulations regarding the serving of alcohol will be followed.

The Administration is authorized to adopt and maintain a procedure on the use of alcohol at College events.

Reference: Board Report 6609

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:10.090

Smoking Compliance Policy

The Smoke Free Illinois Act, 410 ILCS 82/1 et seq., prohibits smoking within 15 feet of any public place as defined by the Smoke Free Illinois Act which includes the College.

The Smoke-Free Campus Act, 110 ILCS 64/1 et seq., prohibits smoking on campuses of a State-supported institution of higher education.

Rock Valley College will establish procedures which inform occupants of campus of the restrictions and provide for adequate enforcement. Violators may be fined in accordance with the Smoke Free Illinois Act, the Smoke-Free Campus Act, and Rock Valley College Administrative Procedures.

Reference: Board Report 6485; 6942; Attorney Report 343

Implemented: December 18, 2007; October 23, 2012; June 23, 2015

Revised: July 1, 2015

Rock Valley College

RVC Board Policy 2:10.095 Drug-Free Schools and Communities Act Policy

I. Policy Statement

Rock Valley College is committed to maintaining a safe and healthy work environment for all students, employees, and community members. In compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and the federal Drug-Free Schools and Communities Act Amendments of 1989, the College has enacted and maintains a drug-free campus policy.

It is the policy of the College that the use, possession, distribution, manufacture, or sale of, or intoxication by illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcoholic beverages (unless authorized as set forth herein) on the premises of any College building or facility, in College-owned vehicles, during work or school hours or while attending any College-related activity is hereby prohibited. Exceptions for alcoholic beverages for special events must be approved by the College's President and in accordance with the Illinois Liquor Control Act of 1934 and any applicable local ordinances.

For purposes of this policy, the terms "controlled substances" or "drugs" shall be defined as the term "controlled substances" is defined in Schedules I through V of Section 202 of the Federal Controlled Substances Act (21 USC § 812).

II. Prohibited Conduct

The use, possession, distribution, manufacture, or sale of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs or alcoholic beverages (unless authorized as set forth herein) by students and employees on College property or while participating in any of its activities is prohibited. Faculty, staff, students, and visitors are also prohibited from being under the influence of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcohol (unless authorized as set forth herein) on the premises of any College building or facility, in College-owned vehicles, while on call, or otherwise during work or school hours, regardless of when and/or where the use occurred.

III. Disciplinary Sanctions

Any student or employee who violates this Policy is subject to all applicable Rock Valley College disciplinary sanctions as outlined in the Student Code of Conduct and/or the Employee Handbook. Any community member who violates this Policy will be subject to removal from the College property or event and may be referred to the appropriate law enforcement agency.

IV. Drug and Alcohol Abuse Prevention Program

Rock Valley College shall develop and implement a program to educate students and employees on dangers associated with the use of illegal drugs, controlled substances, cannabis and its derivatives, and alcohol. Procedures shall be established to prevent the

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use, possession, distribution, manufacture, and sale of illegal drugs, controlled substances, cannabis and its derivatives, and alcohol by students, employees, and visitors.

V. Compassionate Use of Medical Cannabis Program Act

In compliance with the Compassionate Use of Medical Cannabis Program Act, the College will not discriminate against any person based solely on their status as a registered qualifying patient. The College will enforce its drug -free workplace policies in a non-discriminatory manner. Notwithstanding the foregoing, this policy prohibits the use or possession of medically prescribed cannabis in the workplace and on campus, and/or being under the influence of cannabis, as a qualifying patient under the Illinois Compassionate Use of Medical Cannabis Program Act during the workday, on College property, in College-owned vehicles, and while participating in College-sponsored activities.

Reference:

Implemented:

Revised:

RVC Board Policy 2:10.100

Acceptance of Contributions

Rock Valley College may identify financial needs for special projects, program development, and other educational endeavors that cannot be met through available funding sources. The college may seek external resources to meet identified needs. In addition, in accordance with all other policies and procedures, the Board of Trustees may accept contributions to the College to meet financial, programmatic, and capital needs.

Reference: Board Report 8119

Implemented: April 8, 2014

Revised: December 19, 2023

RVC Board Policy 2:10.110

Information Technology Compliance

Rock Valley College will comply with all federal, state and local laws with regard to the use of Information Systems and electronic data transmissions, including archiving, storage, and use of said systems and data.

Reference: Board Report 6612

Implemented: May 26, 2009

Revised: April 8, 2014

RVC Board Policy 2:10.120

Americans With Disability Act (ADA)

Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, Section 504 of the Rehabilitation Act of 1973; 28 Code of Federal Regulations Part 35, and other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities. The ADA requires that people with disabilities be provided equal opportunities in public accommodations, employment, transportation, telecommunications, and participation in educational programs as those available to others. Rock Valley College is committed to complying with all relevant and applicable state and federal laws.

Non-discrimination includes making reasonable accommodations in accordance with applicable College procedures. Rock Valley College will endeavor, in compliance with state and federal law, to make such reasonable accommodations, unless those accommodations fundamentally alter the nature of the service, program, or activity, or would place an undue hardship on the College.

Rock Valley College prohibits retaliation against any individual who reports concerns regarding discrimination on the basis of disability, who cooperates with or participates in any investigation of allegations of disability discrimination, or any individual who is perceived to have engaged in any of these actions.

Rock Valley College understands that a welcoming environment for students, employees, and the community is fundamental to achieving its mission. Therefore, Rock Valley College is committed to building and maintaining a community that improves opportunities for all, including all qualified individuals with disabilities. This commitment is an expectation of our College's shared values, consistent with an intellectual community that celebrates individual differences.

Rock Valley College will establish procedures for employees, students, facilities, and technology regarding compliance with the ADA and other applicable state and federal laws, including information on submitting requests for accommodations.

Reference: Board Report 8129

Implemented: January 30, 2024

Revised:

Rock Valley College

RVC Board Policy 2:10.130

Non-Discrimination and Anti-Harassment

Rock Valley College is committed to maintaining an educational environment free from discrimination and harassment. In accordance with applicable state and federal laws, the College prohibits all forms of discrimination and harassment, including discriminatory and/or harassing conduct by or towards any of its students, employees, vendors, officers, officials, board members volunteers, agents, or visitors on campus.

This policy's prohibitions may extend to conduct that occurs on campus, in any College related setting, or any off-campus College event or activity, such as during trips, conferences, meetings, athletic contests, and College-related social events.

The College strongly urges the reporting of all incidents of discrimination and harassment. Reports of discrimination and harassment, other than reports of sexual harassment, will be handled pursuant to this policy.

Members of the College who violate this policy will be subject to discipline, up to and including termination, expulsion, and/or permanent removal from College property.

Reference:

Implemented:

Revised:

RVC Board Policy 2:20.010

Health and Safety Standard

Rock Valley College shall maintain a healthy learning and working environment by complying with federal, state, and local environmental health and safety standards.

The Board of Trustees authorizes the Administration to implement a procedure regarding health and safety standards.

Reference: Board Report 6616

Implemented: May 26, 2009

Revised: April 8, 2014

RVC Board Policy 2:20.015

Violence and Disruptive Behavior

Rock Valley College is committed to maintaining an educational environment free from violence, threats of violence, and disruptive behavior.

Violence and threats of violence include, but are not limited to, gestures or communications which a reasonable person would interpret as threatening physical harm to persons or property. Disruptive behavior is behavior which compromises the efficient and orderly operations of the College.

The College reserves the right to remove individuals from campus who are acting inconsistent with this policy. Further, individuals acting inconsistent with this policy may be subject to disciplinary action and/or criminal penalties. All members of the campus community are responsible for reporting conduct inconsistent with this Policy.

The College will take reasonable precautions to minimize the potential for workplace violence and disruptive behavior. Individuals should immediately notify the Rock Valley College Police Department of any potentially threatening, disruptive, or uncomfortable situation.

Reference: Board Report 6221

Implemented: January 25, 2005

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.020

Rock Valley College Police Department

The Rock Valley College Police Department ("Police Department") is created in accordance with the Illinois Public Community College Act, 110 ILCS 805/3-42.1. The officers of the Police Department are peace officers in accordance with the Act. Therefore, they are granted the same authority as police officers in cities and sheriffs in counties, including the power to make arrests on view or warrants of violations of State statutes and city or county ordinances.

The Police Department provides service, assistance and protection of life and property, enforces the laws of the State of Illinois, and cooperates with and assists local law enforcement agencies in accordance with applicable statutes and mutual aid agreements.

The Police Department shall maintain a procedure manual which reflects current best practices and model procedures within the law enforcement profession. Officers shall be authorized to carry weapons, including firearms. All members of the Police Department shall receive training and maintain certification in accordance with applicable statutes.

Reference: Board Report 6616

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.030

Emergency Closing of Campus Plan

The Board of Trustees of Rock Valley College authorizes the Administration to institute an Emergency Closing of Campus Plan to maintain and enhance safety and security at the College during emergency or inclement conditions and to proactively address safety and security issues that may impact the College main campus and other College-owned or operated facilities. The purpose of this plan is to present a process, which the College President or his/her designee will use to determine the need to close the College or any portion thereof. The plan shall include communication processes to notify employees and students of any closing.

Reference: Attorney Resolution 314

Implemented: April 8, 2014

Revised:

RVC Board Policy 2:20.040

Emergency Response Plan Policy

The Board of Trustees of Rock Valley College shall authorize the Administration to institute an Emergency Response Plan that will protect the interest, safety and health of all employees, students and guests in the event of an emergency.

Reference: Board Report 6457

Implemented: August 28, 2007

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.050

Campus Traffic Code

The Administration is authorized to adopt and maintain procedures on vehicle registration, parking, moving regulations, and appeals.

Reference: Board Report 3246

Implemented: July 21, 1980

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.060

Office Doors / Windows

The purpose of this policy is to allow visibility into offices to promote the safety of Rock Valley College faculty, staff and students.

- I. Office doors with a single glass pane and/or upper glass pane in doors with two panes and/or walls with a door-length pane glass within three feet of the door must remain clear in accordance with the following:
 - A. Four-inch strip (or width of glass if less than 4 inches wide), from top to bottom, shall be clear of coverings of any type.
 - B. Remainder of upper glass pane may be covered with posters, curtains, etc., providing the covering is approved by the Divisional Vice President.
- II. Lower glass pane in two-pane doors: no coverings of any type shall be permitted.
- III. Any variation must allow clear view into an office and must be approved by the Divisional Vice President.
- IV. No coverings of any type shall be permitted on exterior glass panes of offices.

Reference: Administrative Policy 231

Implemented: July 1, 1988

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.070

Weapons / Concealed Carry

I. Statement of Purpose

Rock Valley College hereby establishes this Concealed Carry Policy (hereafter referred to as the "Policy") pursuant to the 2013 Illinois Firearm Concealed Carry Act, 430 ILCS 66/1 et seq. (the "IFCCA"). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry firearms or weapons on the College campus in accordance with the College's authority to promulgate rules and regulations under the IFCCA.

II. Implementation

Rock Valley College will have procedures to implement this policy regarding the 2013 Illinois Firearm Concealed Carry Act, 430 ILCS 66/1 et seq., and in conformance with any federal or state law.

Reference: Attorney Resolution 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 2:20.080

Communicable Diseases

Rock Valley College places a high priority on the need to prevent the spread of chronic, communicable diseases. The College is committed to educating its staff, students, and the community about protection from and control of communicable diseases, as defined by the Illinois Department of Public Health in the Illinois Control of Communicable Diseases Code, 77 Ill. Admin. Code 690.10.

The College shall develop consistent procedures for student and employee absence due to a communicable disease as described under Section 690.30 and Section 690.200 of the Illinois Control of Communicable Diseases Code.

Reference: Board Report 6642

Implemented: August 23, 2009

Revised: April 8, 2014

RVC Board Policy 2:20.090

Hazardous Materials / Hazardous Communications

Rock Valley College will develop and maintain a procedure defining appropriate hazardous material documentation, communication, and disposal in accordance with pertinent statutes and regulations.

Reference: Board Report 6618

Implemented: May 26, 2009

Revised: April 8, 2014

RVC Board Policy 2:20.100

Campus Demonstrations

Rock Valley College respects the rights of individuals to self-expression and to demonstrate that expression peacefully. The Illinois Campus Demonstrations Policy Act, 110 ILCS 10/1 et seq., establishes that the College's Administration is responsible for establishing rules and regulations for maintaining decorum and order on the campuses of the institution.

The College shall develop procedures outlining rules and regulations to maintain order on the College's campuses, ensuring that the civil rights of others are not infringed, and establishing methods to secure the reasonable operation of College activities in accordance with all applicable statutes and regulations, including but not limited to the Illinois Campus Demonstrations Policy Act.

Reference: Board Report 6617

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.110

Campus Trespass Policy

Rock Valley College is a public institution of higher education that is generally open to the public. At the same time, the College is committed to safeguarding its students, employees and visitors, to ensuring the safe operation of College programs and activities, and to protecting College assets. In that regard, the College reserves the right to establish expectations and parameters governing visitors' presence on College property. The College further reserves the right to restrict a visitor's access to some or all College property, where the visitor fails to refrain from any conduct that may adversely affect the College's educational function or disrupt or interfere with the rights of others to pursue their education, conduct their College duties and responsibilities, or participate in the College's activities.

The Administration, in consultation with the College Police Department, shall develop procedures outlining the circumstances under which a visitor's access to or presence on College property may be restricted, and the process for issuing a no-trespass order to such visitor for a definite period of time, to be determined on a case-by-case basis.

Nothing in this Policy precludes the College from issuing a no trespass directive to a currently enrolled student pursuant to the College's existing policies and procedures governing students, including but not limited to the Student Code of Conduct and the Code of Conduct for Visitors and Guests.

Reference: Board Report 7673

Implemented: December 17, 2019

Revised:

Rock Valley College

RVC Board Policy 2:20.120

Service and Other Animals Policy

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

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

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

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

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

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

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

Reference: Board Report 7788

Implemented: February 23, 2021

Revised:

RVC Board Policy 2:30.010

Conducting Institutional Research

Rock Valley College will develop procedures which ensure that research conducted at, for, or through the College properly protects the rights of research participants and safeguards the College.

Reference: Board Report 6201

Implemented: October 26, 2004

Revised: April 8, 2014

RVC Board Policy 2:30.020

Acceptable Use Policy for Information Technology Systems

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the acceptable use of Information Technology (IT) systems and resources, in order to protect the rights and privileges of the users of the IT systems, to ensure compliance with all applicable laws and regulations and to safeguard the College. All such systems shall be used only in accordance with this policy and the associated procedures. It shall be the responsibility of all users of College IT systems to be familiar with, understand and comply with this policy and related procedures.

Reference: Board Report 6612

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:30.030

Computer Equipment

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the use of computer hardware and software.

Computing equipment shall be defined as, but not exclusive to, PC's, Mac's, switches, servers, blades, data projectors, computer accessories or other equipment necessary to run or access the College network. Certain guidelines, access, security and maintenance should be adhered to with this equipment.

Reference: Board Report 6643

Implemented: August 25, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:30.040

Grants Policy

A consistent process for grant acquisition and administration will be implemented to help achieve Rock Valley College strategic initiatives and standards of accountability.

Reference: Board Report 6219

Implemented: January 25, 2005

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:30.050

Rock Valley College Donations and Foundation

The Rock Valley College Foundation ("Foundation") solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College to support its educational mission. The College looks to the Foundation for funding of scholarships to support students in their pursuit of academic and career goals. Broad-based initiatives being conducted by the Foundation will support facilities improvements and will form a means of financial support for future program and facility needs.

There are many reasons advantageous to both the College and Foundation for centralizing all private donations for the benefit of the College through the Foundation.

These include:

1. The tracking and reporting of all gifts and/or pledges in compliance with the various Illinois governmental agencies, the Not-for-Profit Act, and professional fund-raising organizations of which Rock Valley is a member.
2. The issuance of the required tax deductibility information to each donor.
3. Appropriate appreciation and recognition of all donors.

Accordingly, the Board of Trustees approves and encourages the channeling of private (third-party) donations, both monetary and in-kind, to the Foundation.

Reference: Board Report 5789, 6904

Implemented: May 15, 2000; May 22, 2012

Revised: April 8, 2014

RVC Board Policy 2:30.060

Cyber and Information Security Policy

The Rock Valley College (RVC) Board of Trustees authorizes the Administration to develop and implement procedures to ensure the confidentiality, integrity, and availability of RVC's information assets by providing protection against malicious or criminal actions, theft, fraud, and accidental threats, and also for responding to cyber incidents and attacks.

Cyber security and information security threats take advantage of weaknesses in technology, people, and processes in order to gain unauthorized access to the RVC network or to confidential, private, and/or proprietary information. These incidents may cause harm by interrupting or impairing the RVC network, disseminating or using the information, or other cyber-related attacks. RVC manages cyber security risk to safeguard its mission and protect the interest of the people whose personal information it holds.

Management of cyber security risk requires concerted effort across all of RVC and cannot be considered just an aspect of Information Technology.

Reference: Board Report 8120

Implemented: December 19, 2023

Revised:

Rock Valley College

RVC Board Policy 2:40.010

Facilities and Grounds Rental

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the acceptable use of the College Facilities and Grounds in order to encourage community organizations to use College facilities. Consistent with this position, the Board encourages use of College facilities by community groups at such times as the facilities and grounds are not required for College activities. Reservations will be considered on a first-come, first-served basis after College priorities have been satisfied. Rental requests will be handled through the Office of Facilities Planning Operations and Maintenance. The College reserves the right to deny the rental of any or all parts of the College facilities and/or grounds.

Reference: Board Report 6477

Implemented: November 27, 2007

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:40.020

College Facility Development and Preservation

Rock Valley College shall provide safe, functional, clean, economically operating and aesthetically pleasing campuses using federal, state, or local guidelines; assuring that the physical plant, buildings, as well as grounds receive the necessary care, maintenance, and repair not only to extend their useful life to the College, but also to ensure that the integrity of the appearance of campuses is maintained.

Rock Valley College Board of Trustees shall authorize the Administration to implement a procedure regarding College facility development and preservation.

Reference: Board Report 6613

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:40.030

Fleet Management

Rock Valley College will provide safe, economical fleet equipment to meet College maintenance and transportation needs.

Rock Valley College Board of Trustees shall authorize Administration to implement a procedure regarding fleet management.

Reference: Board Report 6614

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:40.040

Shipping and Receiving

The purpose of the Rock Valley College campus-wide policy on shipping and receiving is to acknowledge that the establishment of central locations for Shipping and Receiving will best meet the requirements of the College. Rock Valley College has established central locations for the processing of inter-campus and external mailings related to the College's official business following Federal mailing guidelines.

It is the policy of the College to establish central locations for Shipping and Receiving to mitigate costs, ensure safety and meet personnel needs. Commitment to the fixed asset management policy and procedures is implemented through the Mail and Distribution Center (MDC). The MDC is a restricted service that distributes and processes the College's official mail. The College prohibits the use of MDC for personal or the private gain of employees or non-College groups. The College also prohibits the delivery of College property to any location not established by the College. Delivery and pickup by any vendor at other campus buildings is not permissible without preauthorization of the MDC.

Reference: Administrative Policy Manual 3.70.020, #194, 195

Implemented: March 8, 1982

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:40.060

Disposal of Assets

Rock Valley College will follow prevailing statutes to dispose of public assets. The Board of Trustees allows the College, to the extent permitted by the prevailing statutes, to dispose of public assets which include, but are not limited to, the following categories integral to the operation or administration of the College: all equipment (scientific, office, audio visual, fitness, maintenance, communication, administrative), furniture, computers, software, vehicles, and all other items owned by the College. The Office of Business Services will facilitate the disposal procedures.

The disposal of all land, buildings, and building improvements owned or leased by the College must have Board of Trustees approval and are excluded from this Policy.

Reference: Board Report 4255

Implemented: March 21, 1988

Revised: April 8, 2014



Board Policy Manual

Rock Valley College District #511

Approved: April 8, 2014 - Individual policies revised as needed

Last Revision Date:

~~June 25, 2024 - Policies of the Board~~

~~October 22, 2024 - Article 1 – Board of Trustees Bylaws~~

~~{Insert Date} – Article 2 - Operations~~

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RockValleyCollege

RVC Board Policy 2:10.010

Internal/External Communications and Marketing

The Administration is authorized to implement guidelines for internal/external communications and marketing initiatives.

Reference: Board Report 6223

Implemented: January 25, 2005

Revised: April 8, 2014

Deleted: to increase accuracy, clarity, and timelines of communication processes

Commented [AK1]: BR6223 and date confirmed.
AK

Rock Valley College

RVC Board Policy 2:10.020

Compliance with the Illinois Freedom of Information Act

The Board of Trustees recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act ("FOIA" or the "Act") [\(5 ILCS 140/1 et seq.\)](#), and affirms that it is the policy of the College to comply with the Act.

The College President shall designate one or more officials or employees of the College to serve as its Freedom of Information Officer(s), and shall develop and implement administrative procedures to effect compliance with the Act.

Reference: Board Report 6679

Implemented: January 26, 2010

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:10.030

Abused and Neglected Child Reporting; Minors on Campus

The Board of Trustees recognizes the obligations set forth in the Abused and Neglected Child Reporting Act ("ANCRA") (325 ILCS 5/1 *et seq.*) and Article II of the Juvenile Court Act of 1987 ("JCA") (705 ILCS 405/2-1 *et seq.*).

Deleted: Rock Valley College shall fully comply with

Mandated Reporters: ANCRA provides that all personnel of institutions of higher education are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services ("DCFS") whenever there is **reasonable cause** to believe that a child with whom they have contact in their professional capacity may be **abused or neglected**.

Students enrolled in an academic program leading to a position as a child care worker, school service personnel, and/or education degree, as well as medical personnel, including but not limited to residents and interns, are also mandated reporters pursuant to ANCRA.

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to ANCRA.

Immunity for Good Faith Reports: ANCRA provides immunity for anyone who makes a report in good faith.

No Retaliation: Retaliation against any employee, student, volunteer, or other individuals who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ANCRA is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion, and/or other sanctions.

Deleted: In addition to the mandated reporting requirements under ANCRA, under the requirements of Article II of the JCA, which addresses the responsibilities of supervision of a minor and their welfare, if a mandated reporter has reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, as those terms are defined under Article II of the JCA, that mandated reporter must immediately report to DCFS.

Procedures to implement this policy will be published through the College's Human Resources Department and made available in that office, the Student Affairs office, and the College's website.

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Minors on Campus: The College recognizes that minors may accompany adults during visits to campus. Rock Valley College's practice is to be respectful and supportive of the families and children of students, employees, and visitors. As an institution of higher education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students and the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

Commented [LS2]: @AK/TH: can you please confirm this was completed?

Commented [AK3R2]: YES, this has been completed. On the website and intranet.

RVC is an equal opportunity educator and employer.

In general, the College does not supervise minors outside of officially sanctioned programs and activities, and neither the College, nor its employees, agents, or students may accept responsibility to do so on behalf of the College. The College accepts neither responsibility, nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus. Responsibility and liability lie completely with the minor's parent or responsible adult.

Deleted: It is the position of the College that non-enrolled minors represent a potential disruption to the learning environment.

Minors shall not be present at an employee's workplace or accompany a student to his/her classes (e.g., office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the College President or appropriate vice president for College planned special events.

Deleted: Non-enrolled minors are not permitted in classrooms or other student work areas.

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Deleted: Exceptions may be granted by the employee's supervisor or a faculty member on an emergency basis and for a specified period of time. If such an exception is granted, the parent or accompanying adult shall be solely responsible for the minor while the minor is present on campus....

No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the College, in campus buildings, on campus grounds, or in a vehicle.

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Unattended minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g., child's age, address, behavior, etc.).

Reference: Board Report 6926, 7988

Implemented: August 28, 2012

Revised: April 8, 2014, October 25, 2022

Commented [AK4]: BRs and dates are correct. AK

RVC Board Policy 2:10.035

Prohibiting Sex-Based Misconduct

I. Policy Statement

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

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

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

II. Title IX Compliance

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

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

RVC is an equal opportunity educator and employer.

Commented [AK5]: Previously published as Board Policy 3:10.020 Human Resources

Commented [HJ6]: @RVC - We want to flag that this policy is now in line with the 2020 Title IX regulations. You should also have procedures implementing this policy, which should also be reviewed to ensure compliance with the 2020 regulations. We can provide our template procedures if you do not already have those as part of our compliance package released in 2024.

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III. Retaliation Prohibited

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

IV. Implementing Procedures

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

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

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

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

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

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RVC Board Policy 2:10.040

Registered Sex Offenders Compliance Policy

The Federal Campus Sex Crimes Prevention Act of 2000, [42 U.S.C. 14071\(j\)](#), provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education.

As of January 1, 2012, the Illinois Sex Offender Registration Act, 730 ILCS 150/[1 et seq.](#), requires that any sex offender or sexual predator that will be employed at or enrolled in classes at higher education institutions must register with the campus police.

Rock Valley College will have procedures to implement this policy regarding Registered Sex Offenders in conformance with federal, state, and other legal requirements including the Campus Sex Crimes Prevention Act and the Illinois Sex Offender Act.

Reference: Board Report 6941

Implemented: October 23, 2012

Revised: April 8, 2014

Commented [LS7]: @AK: only revisions are to citations.

Deleted: Section 1601 of PL 106-386

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Rock Valley College

RVC Board Policy 2:10.050

Official College Holidays

The following holidays are official Rock Valley College holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth National Freedom Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

The Board of Trustees reserves the right to designate additional days as days on which the College is closed.

Reference: Board Report 4510, [Board Report](#) #7897

Implemented: February 19, 1990

Revised: January 25, 2022

Rock Valley College

RVC Board Policy 2:10.060

Identity Theft Protection

Rock Valley College Board of Trustees authorizes the Administration to implement an Identity Theft Prevention Program in compliance with the Fair and Accurate Credit Transactions Act of 2003: [16 C.F.R. Part 681](#) (Federal Trade Commission Rule) and to implement policies to comply with the [Safeguards Rule: 16 CFR Part 314](#).

The purpose of this Identity Theft Prevention Program is to detect the warning signs - or "red flags" - of identity theft in our day-to-day operations, take steps to prevent the crime, and mitigate the damage it inflicts. This Program establishes reasonable policies and procedures to facilitate the [identification](#), detection, and [response](#) of identity theft in connection with new and established Covered Accounts.

The [Federal Trade Commission's](#) Red Flags Rule, apply to [creditors, including the College based on the College's offering of institutional loans to students and a plan for payment of tuition](#), and the Red Flag Rules impose obligation on those creditors that maintain Covered Accounts, [specifically the obligation to maintain a written Identity Theft Prevention Program](#). A Covered Account, under the Red Flags Rule, is basically a consumer account that involves multiple payments or transactions, such as a loan that is billed or payable monthly. The term Covered Account is also other accounts where there is a reasonably foreseeable risk to consumers or the safety and soundness of the credit from identity theft.

The Program applies to the creation, modification and access to Identifying Information of customers to the College. This Program does not replace or repeal any previously existing policies or programs addressing some or all of the activities that are the subject of this Program. This Program acts as a supplement to existing policies and programs.

Reference: Board Report 6594

Implemented: April 28, 2009

Revised: April 8, 2014

Deleted: Identity Protection Act, 5 ILCS 179/1 et seq...

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Rock Valley College

RVC Board Policy 2:10.070

Records Retention

In accordance with the Local Records Act, 50 ILCS 205/1 [et seq.](#), Local Records Commission, Illinois State Archives, and Office of the Secretary of State, Rock Valley College shall follow, all procedures for handling and disposing of both paper and electronic files.

Reference: Attorney Resolution 314

Implemented: April 8, 2014

Revised:

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Rock Valley College

RVC Board Policy 2:10.080

Alcohol Served at Events

Rock Valley College will allow alcohol to be served only at specific events each year. Each event must be approved by the College President [or their designee](#). Only beer and wine products will be allowed, and all procedures for proper insurance and approval will be required prior to the event.

All Local, State and Federal regulations regarding the serving of alcohol will be followed.

The Administration is authorized to adopt and maintain a procedure on the use of alcohol at College events.

Reference: Board Report 6609

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:10.090

Smoking Compliance Policy

The Smoke Free Illinois Act, 410 ILCS 82/1 et seq., prohibits smoking within 15 feet of any public place as defined by the Smoke Free Illinois Act which includes the College.

The Smoke-Free Campus Act, 110 ILCS 64/1 et seq., prohibits smoking on campuses of a State-supported institution of higher education.

Rock Valley College will establish procedures which inform occupants of campus of the restrictions and provide for adequate enforcement. Violators may be fined in accordance with the Smoke Free Illinois Act, the Smoke-Free Campus Act, and Rock Valley College Administrative Procedures.

Reference: Board Report 6485; 6942; Attorney Report 343

Implemented: December 18, 2007; October 23, 2012; June 23, 2015

Revised: July 1, 2015

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Commented [LS8]: 110 ILCS 64/15(d) requires that the College create and post on its website a smoke-free campus map indicating the location where smoking is prohibited. Based on public records, we cannot locate. @AK - can you confirm compliance?

Also, 110 ILCS 64/20 requires that the BoT create a community task force and coordinate to implement the notice program. @AK - same question as above.

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Rock Valley College

RVC Board Policy 2:10.095

Drug-Free Schools and Communities Act Policy

Commented [AK9]: Add as a NEW policy per Robbins Schwartz attorneys

Commented [LS10]: @AK: per our comments on Article 3, we recommend adding a Workplace Policy, a campus-wide policy.

I. Policy Statement

Rock Valley College is committed to maintaining a safe and healthy work environment for all students, employees, and community members. In compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and the federal Drug-Free Schools and Communities Act Amendments of 1989, the College has enacted and maintains a drug-free campus policy.

It is the policy of the College that the use, possession, distribution, manufacture, or sale of, or intoxication by illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcoholic beverages (unless authorized as set forth herein) on the premises of any College building or facility, in College-owned vehicles, during work or school hours or while attending any College-related activity is hereby prohibited. Exceptions for alcoholic beverages for special events must be approved by the College's President and in accordance with the Illinois Liquor Control Act of 1934 and any applicable local ordinances.

For purposes of this policy, the terms "controlled substances" or "drugs" shall be defined as the term "controlled substances" is defined in Schedules I through V of Section 202 of the Federal Controlled Substances Act (21 USC § 812).

II. Prohibited Conduct

The use, possession, distribution, manufacture, or sale of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs or alcoholic beverages (unless authorized as set forth herein) by students and employees on College property or while participating in any of its activities is prohibited. Faculty, staff, students, and visitors are also prohibited from being under the influence of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcohol (unless authorized as set forth herein) on the premises of any College building or facility, in College-owned vehicles, while on call, or otherwise during work or school hours, regardless of when and/or where the use occurred.

III. Disciplinary Sanctions

Any student or employee who violates this Policy is subject to all applicable Rock Valley College disciplinary sanctions as outlined in the Student Code of Conduct and/or the Employee Handbook. Any community member who violates this Policy will be subject to removal from the College property or event and may be referred to the appropriate law enforcement agency.

IV. Drug and Alcohol Abuse Prevention Program

Rock Valley College shall develop and implement a program to educate students and employees on dangers associated with the use of illegal drugs, controlled substances, cannabis and its derivatives, and alcohol. Procedures shall be established to prevent the

RVC is an equal opportunity educator and employer.

Commented [HJ11]: RVC - this program is required for all institutions of higher education by the Drug-Free Schools and Communities Act. It is possible you already have such a program in place. If so, it needs to be publicly accessible online. If you need assistance with developing this program or understanding the requirements of the DFSCA, we would be happy to assist.

use, possession, distribution, manufacture, and sale of illegal drugs, controlled substances, cannabis and its derivatives, and alcohol by students, employees, and visitors.

V. Compassionate Use of Medical Cannabis Program Act

In compliance with the Compassionate Use of Medical Cannabis Program Act, the College will not discriminate against any person based solely on their status as a registered qualifying patient. The College will enforce its drug-free workplace policies in a non-discriminatory manner. Notwithstanding the foregoing, this policy prohibits the use or possession of medically prescribed cannabis in the workplace and on campus, and/or being under the influence of cannabis, as a qualifying patient under the Illinois Compassionate Use of Medical Cannabis Program Act during the workday, on College property, in College-owned vehicles, and while participating in College-sponsored activities.

Reference:

Implemented:

Revised:

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RVC Board Policy 2:10.100

Acceptance of Contributions

Rock Valley College may identify financial needs for special projects, program development, and other educational endeavors that cannot be met through available funding sources. The college may seek external resources to meet identified needs. In addition, [in accordance with all other policies and procedures](#), the Board of Trustees may accept contributions to the College to meet financial, [programmatic, and capital](#) needs.

Reference: [Board Report 8119](#)
Implemented: April 8, 2014
Revised: December 19, 2023

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Rock Valley College

RVC Board Policy 2:10.110

Information Technology Compliance

Rock Valley College will comply with all federal, state and local laws with regard to the use of Information Systems and electronic data transmissions, including archiving, storage, and use of said systems and data.

Reference: Board Report 6612

Implemented: May 26, 2009

Revised: April 8, 2014

Deleted: within the College network

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Deleted: all electronic data transmissions into, within or out of the College network

Commented [AK12]: BR 6612 and date confirmed.

Deleted: The College will comply with all federal, state and local laws with regard to all electronic data transmissions into or out of the College network, archiving and storage and use of Information Systems within the college network.¶

Rock Valley College

RVC Board Policy 2:10.120

Americans With Disability Act (ADA)

Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, Section 504 of the Rehabilitation Act of 1973; 28 Code of Federal Regulations Part 35, and other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities. The ADA requires that people with disabilities be provided equal opportunities in public accommodations, employment, transportation, telecommunications, and participation in educational programs as those available to others. Rock Valley College is committed to complying with all relevant and applicable state and federal laws.

Non-discrimination includes making reasonable accommodations in accordance with applicable College procedures. Rock Valley College will endeavor, in compliance with state and federal law, to make such reasonable accommodations, unless those accommodations fundamentally alter the nature of the service, program, or activity, or would place an undue hardship on the College.

Rock Valley College prohibits retaliation against any individual who reports concerns regarding discrimination on the basis of disability, who cooperates with or participates in any investigation of allegations of disability discrimination, or any individual who is perceived to have engaged in any of these actions.

Rock Valley College understands that a welcoming environment for students, employees, and the community is fundamental to achieving its mission. Therefore, Rock Valley College is committed to building and maintaining a community that improves opportunities for all, including all qualified individuals with disabilities. This commitment is an expectation of our College's shared values, consistent with an intellectual community that celebrates individual differences.

Rock Valley College will establish procedures for employees, students, facilities, and technology regarding compliance with the ADA and other applicable state and federal laws, including information on submitting requests for accommodations.

Reference: Board Report 8129

Implemented: January 30, 2024

Revised:

RVC is an equal opportunity educator and employer.

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Commented [AK13]: RVC's ADA Coordinator and Risk Manager believe the original language as implemented on BR 8129, January 30, 2024 is better. Why was it changed?

Commented [LS14R13]: We would recommend keeping these revisions.

First, ADA tracks Title VII (equal opportunity), where Title VII uses the phrase "equal," rather than the "same." Additionally, equal and the same are not by definition the same.

Additionally, in terms of "everyday activities," again the revisions track the College's legal obligations. The phrase "everyday activities" may create additional obligations/liabilities for the College. ADA only requires the college to be responsible for public accommodations, transportation, employment, telecommunications, and education programs. We recommend that the policy is specific on how the College complies with ADA to ensure that it is complete, rather than

Deleted: appreciates its commitment to all its stakeholders with disabilities and will comply

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Commented [AK15]: In light of current situation with Trump Administration, should references to

Commented [LS16R15]: In considering both the OCR's recent priorities on enforcement and the

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Commented [AK18R17]: Yes, RVC wants to keep this language in this Section. It should also be

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RVC Board Policy 2:10.130

Commented [AK19]: Add as a NEW board policy recommended by Robbins Schwartz attorneys

Non-Discrimination and Anti-Harassment

Rock Valley College is committed to maintaining an educational environment free from discrimination and harassment. In accordance with applicable state and federal laws, the College prohibits all forms of discrimination and harassment, including discriminatory and/or harassing conduct by or towards any of its students, employees, vendors, officers, officials, board members volunteers, agents, or visitors on campus.

This policy's prohibitions may extend to conduct that occurs on campus, in any College related setting, or any off-campus College event or activity, such as during trips, conferences, meetings, athletic contests, and College-related social events.

The College strongly urges the reporting of all incidents of discrimination and harassment. Reports of discrimination and harassment, other than reports of sexual harassment, will be handled pursuant to this policy.

Members of the College who violate this policy will be subject to discipline, up to and including termination, expulsion, and/or permanent removal from College property.

Reference:

Implemented:

Revised:

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RVC Board Policy 2:20.010

Health and Safety Standard

Rock Valley College shall maintain a healthy learning and working environment by complying with federal, state, and local environmental health and safety standards.

The Board of Trustees authorizes the Administration to implement a procedure regarding health and safety standards.

Reference: Board Report 6616

Implemented: May 26, 2009

Revised: April 8, 2014

RVC is an equal opportunity educator and employer.



RVC Board Policy 2:20.015

Violence and Disruptive Behavior

Rock Valley College is committed to maintaining an educational environment free from violence, threats of violence, and disruptive behavior.

Violence and threats of violence include, but are not limited to, gestures or communications which a reasonable person would interpret as threatening physical harm to persons or property. Disruptive behavior is behavior which compromises the efficient and orderly operations of the College.

The College reserves the right to remove individuals from campus who are acting inconsistent with this policy. Further, individuals acting inconsistent with this policy may be subject to disciplinary action and/or criminal penalties. All members of the campus community are responsible for reporting conduct inconsistent with this Policy.

The College will take reasonable precautions to minimize the potential for workplace violence and disruptive behavior. Individuals should immediately notify the Rock Valley College Police Department of any potentially threatening, disruptive, or uncomfortable situation.

Reference: Board Report 6221

Implemented: January 25, 2005

Revised: April 8, 2014

Commented [AK20]: Move from Board Policy 3:10.070 Human Resources recommended by Robbins Schwartz attorneys

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Rock Valley College

RVC Board Policy 2:20.020

Rock Valley College Police Department

The Rock Valley College Police Department ("Police Department") is created in accordance with the Illinois Public Community College Act, 110 ILCS 805/3-42.1. The officers of the Police Department are peace officers in accordance with the Act. Therefore, they are granted the same authority as police officers in cities and sheriffs in counties, including the power to make arrests on view or warrants of violations of State statutes and city or county ordinances.

The Police Department provides service, assistance, and protection of life and property, enforces the laws of the State of Illinois, and cooperates with and assists local law enforcement agencies in accordance with applicable statutes and mutual aid agreements.

The Police Department shall maintain a procedure manual which reflects current best practices and model procedures within the law enforcement profession. Officers shall be authorized to carry weapons, including firearms. All members of the Police Department shall receive training and maintain certification in accordance with applicable statutes.

Reference: Board Report 6616

Implemented: May 26, 2009

Revised: April 8, 2014

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Rock Valley College

RVC Board Policy 2:20.030

Emergency Closing of Campus Plan

The Board of Trustees of Rock Valley College authorizes the Administration to institute an Emergency Closing of Campus Plan to maintain and enhance safety and security at the College during emergency or inclement conditions and to proactively address safety and security issues that may impact the College main campus and other [College-owned or operated facilities](#). The purpose of this plan is to present a process, which the College President or his/her designee will use to determine the need to close the College or any portion thereof. The plan shall include communication processes to notify employees and students of any closing.

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Reference: [Attorney Resolution 314](#)

Implemented: [April 8, 2014](#)

Revised:

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Deleted: March 24, 2009

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Deleted: Revised: April 8, 2014¶



RVC Board Policy 2:20.040

Emergency Response Plan Policy

The Board of Trustees of Rock Valley College shall authorize the Administration to institute an Emergency Response Plan that will protect the interest, safety and health of all employees, students and guests in the event of an emergency.

Reference: Board Report 6457

Implemented: August 28, 2007

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.050

Campus Traffic Code

The Administration is authorized to adopt and maintain procedures on vehicle registration, parking, moving regulations, and appeals.

Reference: Board Report 3246

Implemented: July 21, 1980

Revised: April 8, 2014

Commented [AK22]: Need to add 2:20.050 Campus Traffic Code to this packet. BR 3246, July 1, 1980, Revised April 8, 2014.

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Rock Valley College

RVC Board Policy 2:20.060

Office Doors / Windows

The purpose of this policy is to allow visibility into offices to promote the safety of Rock Valley College faculty, staff and students.

- I. Office doors with a single glass pane and/or upper glass pane in doors with two panes and/or walls with a door-length pane glass within three feet of the door must remain clear in accordance with the following:
 - A. Four-inch strip (or width of glass if less than 4 inches wide), from top to bottom, shall be clear of coverings of any type.
 - B. Remainder of upper glass pane may be covered with posters, curtains, etc., providing the covering is approved by the Divisional ~~Vice~~ President.
- II. Lower glass pane in two-pane doors: no coverings of any type shall be permitted.
- III. Any variation must allow clear view into an office and must be approved by the Divisional ~~Vice President~~.
- IV. No coverings of any type shall be permitted on exterior glass panes of offices.

Reference: ~~Administrative Policy~~ 231

Implemented: ~~July 1~~, 1988

Revised: April 8, 2014

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Rock Valley College

RVC Board Policy 2:20.070

Weapons / Concealed Carry

I. Statement of Purpose

Rock Valley College hereby establishes this Concealed Carry Policy (hereafter referred to as the "Policy") pursuant to the 2013 Illinois Firearm Concealed Carry Act, 430 ILCS 66/1 et seq. (the "**JFCCA**"). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry firearms or weapons on the College campus in accordance with the College's authority to promulgate rules and regulations under the **JFCCA**.

II. Implementation

Rock Valley College will have procedures to implement this policy regarding the 2013 Illinois Firearm Concealed Carry Act, 430 ILCS 66/1 et seq., and in conformance with any federal or state law.

Reference: Attorney Resolution 314.

Implemented: April 8, 2014

Revised:

RVC is an equal opportunity educator and employer.

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Commented [AK23]: Logan, COO Rick Jenks, a 30-year law enforcement officer, changed this. Is it 430 ILCS 66/1 or 66/5? Rick also moved the previous verbiage to the administrative procedures for this policy.

Commented [LS24R23]: When you use "et seq." the citation continues beyond the cited section through the rest of the statute. Here, citing to 66/1 allows us to include the title of the Act in addition to everything after in the Act, rather than just the definitional section in 66/5.

As Rick says, this is really "legal beagle," but I switched to 66/1 for consistency and to include the title.

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Deleted: <#>Persons Covered by this Policy¶
This Policy applies to all employees, students, persons conducting business, or individuals visiting the College campus, as the term "campus" is defined in this Policy. Visitors include, but are not limited to, prospective students, former students and their representatives. All persons on the College's campus are covered by this Policy.¶
Prohibited Activities¶
Weapons or Firearms¶

The College maintains a weapons and firearms-free Campus. "Campus" means the College's campus at 3301 N. Mulford Road, Rockford, Illinois and includes all sites, whether owned, leased or controlled by the College where College programs, activities and classes are held. No person covered by this Policy, unless authorized by law or specifically exempted by federal or state law or College regulation, is authorized to possess a weapon or firearm while engaged in College-related business or ...

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Moved up [2]: <#>organization property owned by the College and all College-officially- recognized organization property

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Commented [LS35]: [23] for sake of completeness, there's no note on confirmation of BR and date on this one.

Commented [AK36R35]: Confirmed approval of Attorney Resolution 314 on 4/8/2014.

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Rock Valley College

RVC Board Policy 2:20.080

Communicable Diseases

Rock Valley College places a high priority on the need to prevent the spread of chronic, communicable diseases. The College is committed to educating its staff, students, and the community about protection from and control of communicable diseases, as defined by the Illinois Department of Public Health in the Illinois Control of Communicable Diseases Code, 77 Ill. Admin. Code 690.10.

The College shall develop consistent procedures for student and employee absence due to a communicable disease as described under [Section 690.30 and](#) Section 690.200 of the Illinois Control of Communicable Diseases Code.

Reference: Board Report 6642

Implemented: August 23, 2009

Revised: April 8, 2014

Deleted: including the protocol by which the College informs the Winnebago County Health Department of such communicable disease



RVC Board Policy 2:20.090

Hazardous Materials / Hazardous Communications

Rock Valley College will develop and maintain a procedure defining appropriate hazardous material documentation, communication, and disposal in accordance with pertinent statutes and regulations.

Reference: Board Report 6618

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.100

Campus Demonstrations

Rock Valley College respects the rights of individuals to self-expression and to demonstrate that expression peacefully. The Illinois Campus Demonstrations Policy Act, 110 ILCS 10/1 [et seq.](#), establishes that the College's Administration is responsible for establishing rules and regulations for maintaining decorum and order on the campuses of the institution.

The College shall develop procedures outlining rules and regulations to maintain order on the College's campuses, ensuring that the civil rights of others are not infringed, and establishing methods to secure the reasonable operation of College activities in accordance with all applicable statutes and regulations, including but not limited to the Illinois Campus Demonstrations Policy Act.

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Reference: Board Report 6617

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.110

Campus Trespass Policy

Rock Valley College is a public institution of higher education that is generally open to the public. At the same time, the College is committed to safeguarding its students, employees and visitors, to ensuring the safe operation of College programs and activities, and to protecting College assets. In that regard, the College reserves the right to establish expectations and parameters governing visitors' presence on College property. The College further reserves the right to restrict a visitor's access to some or all College property, where the visitor fails to refrain from any conduct that may adversely affect the College's educational function or disrupt or interfere with the rights of others to pursue their education, conduct their College duties and responsibilities, or participate in the College's activities.

The Administration, in consultation with the College Police Department, shall develop procedures outlining the circumstances under which a visitor's access to or presence on College property may be restricted, and the process for issuing a no-trespass order to such visitor for a definite period of time, to be determined on a case-by-case basis.

Nothing in this Policy precludes the College from issuing a no trespass directive to a currently enrolled student pursuant to the College's existing policies and procedures governing students, including but not limited to the Student Code of Conduct and the Code of Conduct for Visitors and Guests.

Reference: Board Report 7673

Implemented: December 17, 2019

Revised:

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RVC Board Policy 2:20.120

Commented [AK39]: Previously published as 3:10.270, Article 3 Human Resources. Move to Article 2 recommended by Robbins Schwartz.

Service and Other Animals Policy

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

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

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

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

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

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

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

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Reference: Board Report 7788

Implemented: February 23, 2021

Revised:

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RVC Board Policy 2:30.010

Conducting Institutional Research

Rock Valley College will develop procedures which ensure that research conducted at, for, or through the College properly protects the rights of research participants and safeguards the College.

Reference: Board Report 6201

Implemented: October 26, 2004

Revised: April 8, 2014

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RVC Board Policy 2:30.020

Acceptable Use Policy for Information Technology Systems

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the acceptable use of Information Technology (IT) systems and resources, in order to protect the rights and privileges of the users of the IT systems, to ensure compliance with all applicable laws and regulations and to safeguard the College. All such systems shall be used only in accordance with this policy and the associated procedures. It shall be the responsibility of all users of College IT systems to be familiar with, understand and comply with this policy [and related procedures](#).

Reference: Board Report 6612

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:30.030

Computer Equipment

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the use of computer hardware and software.

Computing equipment shall be defined as, but not exclusive to, PC's, Mac's, switches, servers, blades, data projectors, computer accessories or other equipment necessary to run or access the College network. Certain guidelines, access, security and maintenance should be adhered to with this equipment.

Reference: Board Report 6643

Implemented: August 25, 2009

Revised: April 8, 2014

Commented [AK41]: BR 6643 and date confirmed.

Rock Valley College

RVC Board Policy 2:30.040

Grants Policy

A consistent process for grant acquisition and administration will be implemented to help achieve Rock Valley College strategic initiatives and standards of accountability.

Reference: Board Report 6219

Implemented: January 25, 2005

Revised: April 8, 2014

Commented [AK42]: BR 6219 is correct

Rock Valley College

RVC Board Policy 2:30.050

Rock Valley College Donations and Foundation

The Rock Valley College Foundation ("Foundation") solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College to support its educational mission. The College looks to the Foundation for funding of scholarships to support students in their pursuit of academic and career goals. Broad-based initiatives being conducted by the Foundation will support facilities improvements and will form a means of financial support for future program and facility needs.

There are many reasons advantageous to both the College and Foundation for centralizing all private donations for the benefit of the College through the Foundation.

These include:

1. The tracking and reporting of all gifts and/or pledges in compliance with the various Illinois governmental agencies, the Not-for-Profit Act, and professional fund-raising organizations of which Rock Valley is a member.
2. The issuance of the required tax deductibility information to each donor.
3. Appropriate appreciation and recognition of all donors.

Accordingly, the Board of Trustees approves and encourages the channeling of private (third-party) donations, both monetary and in-kind, to the Foundation.

Reference: Board Report 5789, 6904

Implemented: May 15, 2000; May 22, 2012

Revised: April 8, 2014

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March 27, 2012 Memorandum of Understanding
between Rock Valley College and Rock Valley
College Foundation¶
Implemented: May 15, 2000¶
May 22, 2012¶
Revised: April 8, 2014¶

Rock Valley College

RVC Board Policy 2:30.060

Cyber and Information Security Policy

The Rock Valley College (RVC) Board of Trustees authorizes the Administration to develop and implement procedures to ensure the confidentiality, integrity, and availability of RVC's information assets by providing protection against malicious or criminal actions, theft, fraud, and accidental threats, and also for responding to cyber incidents and attacks.

Cyber security and information security threats take advantage of weaknesses in technology, people, and processes in order to gain unauthorized access to the RVC network or to confidential, private, and/or proprietary information. ~~These incidents may~~ cause harm by interrupting or impairing the RVC network, disseminating or using the information, or other cyber-related attacks. RVC manages cyber security risk to safeguard its mission and protect the interest of the people whose personal information it holds.

Management of cyber security risk requires concerted effort across all of RVC and cannot be considered just an aspect of Information Technology.

Reference: Board Report 8120

Implemented: December 19, 2023

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RVC Board Policy 2:40.010

Facilities and Grounds Rental

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the acceptable use of the College Facilities and Grounds in order to encourage community organizations to use College facilities. Consistent with this position, the Board encourages use of College facilities by community groups at such times as the facilities and grounds are not required for College activities. Reservations will be considered on a first-come, first-served basis after College priorities have been satisfied. Rental requests will be handled through the Office of Facilities Planning Operations and Maintenance. The College reserves the right to deny the rental of any or all parts of the College facilities and/or grounds.

Reference: Board Report 6477

Implemented: November 27, 2007

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:40.020

College Facility Development and Preservation

Rock Valley College shall provide safe, functional, clean, economically operating and aesthetically pleasing campuses using federal, state, or local guidelines; assuring that the physical plant, buildings, as well as grounds receive the necessary care, maintenance, and repair not only to extend their useful life to the College, but also to ensure that the integrity of the appearance of campuses is maintained.

Rock Valley College Board of Trustees shall authorize the Administration to implement a procedure regarding College facility development and preservation.

Reference: Board Report 6613
Implemented: May 26, 2009
Revised: April 8, 2014

- Commented [AK44]: Need an administrative procedure for this. Assigned to Janet Taylor (use Facilities Master Plan as basis)
- Commented [LS45R44]: same procedure comment.
- Commented [AK46]: BR 6613 is correct.
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Rock Valley College

RVC Board Policy 2:40.030

Fleet Management

Rock Valley College will provide safe, economical fleet equipment to meet College maintenance and transportation needs.

Rock Valley College Board of Trustees shall authorize Administration to implement a procedure regarding fleet management.

Reference: Board Report ~~6614~~

Implemented: May 26, 2009

Revised: April 8, 2014

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Rock Valley College

RVC Board Policy 2:40.040

Shipping and Receiving

The purpose of the Rock Valley College campus-wide policy on shipping and receiving is to acknowledge that the establishment of central locations for Shipping and Receiving will best meet the requirements of the College. Rock Valley College has established central locations for the processing of inter-campus and external mailings related to the College's official business following Federal mailing guidelines.

It is the policy of the College to establish central locations for Shipping and Receiving to mitigate costs, ensure safety and meet personnel needs. Commitment to the fixed asset management policy and procedures is implemented through the Mail and Distribution Center (MDC). The MDC is a restricted service that distributes and processes the College's official mail. The College prohibits the use of MDC for personal or the private gain of employees or non-College groups. The College also prohibits the delivery of College property to any location not established by the College. Delivery and pickup by any vendor at other campus buildings is not permissible without preauthorization of the MDC.

Reference: Administrative Policy Manual 3.70.020, #194, 195

Implemented: March 8, 1982

Revised: April 8, 2014

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Commented [AK49]: OK to delete Policy 2:40.050 Mail Service.

Rock Valley College

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RVC Board Policy 2:40.050¶

Mail Service¶

Rock Valley College aims to establish central locations for the processing of inter- campus and external mailings related to the College's official business following Federal mailing guidelines. The Mail Distribution Center (MDC) is a restricted service that distributes and processes the College's official mail. The College prohibits the use of MDC for personal or the private gain of employees or non-College groups.¶

Implemented: March 24, 2009¶

Revised: April 8, 2014¶

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Implemented: March 24, 2009¶

Revised: April 8, 2014¶

Rock Valley College

RVC Board Policy 2:40.060

Disposal of Assets

Rock Valley College will follow prevailing statutes to dispose of public assets. The Board of Trustees allows the College, to the extent permitted by the prevailing statutes, to dispose of public assets which include, but are not limited to, the following categories integral to the operation or administration of the College: all equipment (scientific, office, audio visual, fitness, maintenance, communication, administrative), furniture, computers, software, vehicles, and all other items owned by the College. The Office of Business Services will facilitate the disposal procedures.

The disposal of all land, buildings, and building improvements owned or leased by the College must have Board of Trustees approval and are excluded from this Policy.

Reference: Board Report 4255

Implemented: March 21, 1988

Revised: April 8, 2014

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Commented [AK50]: BR 4255 is correct.

**Review of Athletic Turf Fundraising Agreement
Between
Rock Valley College and the Rock Valley College Foundation**

Background:

During calendar year 2025, the RVC Foundation Chief Development Officer was presented with an opportunity by College President, Howard J. Spearman, Ph.D., to fundraise for the College's three newly approved athletic turf fields. These fields will support competition and practice for RVC's baseball, softball, and soccer.

With an opportunity to secure three \$500,000 named field donors, all funds raised will be designated to the RVC Student Athlete Annual Scholarship fund to support the College's Division II student athletes.

Each field will carry a five-year naming opportunity, allowing donors to name the field for five years with pledge installments spanning the duration of the five-year commitment. Donors may choose to pay their pledge in installments spanning one to five years. After the initial five-year commitment, donors will have the opportunity to renew the named field, if applicable and approved by the College.

Please refer to the accompanying Fundraising Agreement to view the roles and duties of each party, the fee structure, and the campaign expense structure.

Recommendation:

It is recommended that the Board of Trustees approves the Rock Valley College Foundation and RVC Athletic Turf Fundraising Agreement.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Rock Valley College Foundation and RVC Athletic Turf Fundraising Agreement

Rock Valley College Foundation and RVC Athletic Turf Fundraising Agreement

Background: During calendar year 2025, the RVC Foundation Chief Development Officer was presented with an opportunity by College President, Dr. Howard Spearman, to fundraise for the College's three newly approved athletic turf fields. These fields will support competition and practice for RVC's baseball, softball, and soccer.

With an opportunity to secure three \$500,000 named field donors, all funds raised will be designated to our *RVC Student Athlete Annual Scholarship* fund to support our Division II student athletes.

Each field will carry a five-year naming opportunity to allow donors to name the field for five years with pledge installments spanning the five-year commitment. Donors may choose to pay their pledge in installments spanning one to five years. After the initial five-year commitment, donors will have the opportunity to renew the named field, if applicable and approved by the College.

Duties: The RVC Foundation will:

- Assign one primary contact responsible for the project's fundraising activities
- Work with College President to identify potential donors and community partners
- Explore and identify grant opportunities
- Explore and obtain, with RVC President, necessary approvals for external and internal naming opportunities by the Board of Trustees
- Process and steward all designated campaign gifts (i.e. acknowledgement letters, tax receipts, year-end statements)
- Designate, manage, and award funds received, as outlined within this agreement, for the purpose of athletic scholarship support. Scholarship awards may span multiple years.

The College President or designee will:

- Provide supporting data required for the creation of fundraising materials and grant applications
- Attend campaign planning and progress tracking meetings w/ Foundation staff as needed
- Assist in the securing of prospect meetings when a relationship exists between President and prospect/donor
- Attend donor visits when necessary or critical to the cultivation and solicitation process

Fee: A Reinvestment Fee of 6.00% will be assessed to all funds donated to the RVC Athletic Turf initiative as part of the Foundation's Reinvestment Fee Policy.

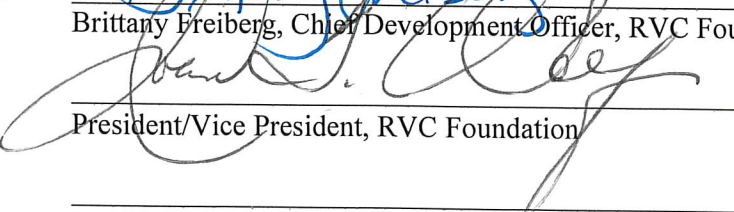
All fee revenue will be collected to reinvest in the Foundation's mission and funds shall be applied to the unrestricted funds line item of the Foundation budget in support of the operational expenses of the RVC Foundation.

Campaign Expenses: All campaign expenses to include, but not limited to: printing of campaign materials, postage, campaign events, and donor naming/signage and stewardship shall be covered by the College. Shall the cost exceed \$10,000, the RVC Foundation will request prior approval by the Board of Trustees.

Approval:


Brittany Freiberg, Chief Development Officer, RVC Foundation

9/16/25
Date Signed


President/Vice President, RVC Foundation

9/16/25
Date Signed

President, RVC

Date Signed

Chair, RVC Board of Trustees

Date Signed

Committee of The Whole Meeting

October 14, 2025



Cost Tracking

Rock Valley College Downtown Campus Budget Summary October 14, 2025

	Description	Vendor Name	Award Amount	Expensed as of June 30, 2024	Expensed as of June 30, 2025	Expensed as of September 29, 2026
	Owners Cost					
	Design Fee	DKA Architects	\$3,000,000.00	\$645,693.31	\$1,609,015.25	\$80,486.08
	CMR Fee	RJC (GR, Ins & Fee)	\$3,293,776.00	\$25,000.00	\$949,003.00	\$441,435.00
	Food service Equipment (Both Areas) FFE	TBD	\$200,000.00			
	Lab Equipment and Tools FFE	TBD	\$900,000.00			
	Office Furniture FFE	TBD	\$500,000.00			
	Technology FFE	TBD	\$750,000.00			
	Site Enabling Costs	Who				
	<u>Removal</u>					
	Utility Relocation	AT&T	\$203,692.43		\$0.00	\$78,764.30
	Utility Relocation	NICOR	\$170,000.00		\$163,652.80	N/A
	Utility Relocation	Com Ed	\$248,716.95		\$248,716.95	N/A
	Material Testing	TSC	\$125,000.00		\$49,320.75	\$10,432.50
	<u>Installation</u>					
	Utility Relocation	Com Ed	\$14,845.00		\$14,845.00	N/A
	Bid Package 1	Who				
1.0	Abatement	NES Enviromental	\$429,543.81		\$429,543.81	N/A
	Site	Midwest Enviromental	\$48,100.00		\$48,100.00	N/A
	Site	Midwest Enviromental	\$9,500.00		\$9,500.00	N/A
	Site	Helm	\$52,800.00		\$52,792.32	N/A
	Site Includes the SHPO study	Terracon	\$75,500.00		\$73,620.00	N/A
	Bid Package 2	Who				
2.0	Building Demolition	Northern Illinois Service	\$823,436.00		\$791,029.00	N/A
	Abatement - Fencing CO	NES Enviromental	\$7,347.00		\$7,347.00	N/A
	Abatement - Cameras CO	RJC	\$20,100.00		\$20,100.00	N/A
	Bid Package3	Who				
3.2	HVAC Equipment	Miller Engineering	\$3,804,800.00		\$35,660.00	\$0.00
3.3	Electrical Equipment	Helm Electrical	\$355,185.00		\$64,797.00	\$105,727.00
	Bid Package 4	Who				
4.1	Site Work	Northern Illinois Service	\$3,635,120.00		\$1,673,142.00	\$470,450.00
4.2	Structural	Ruiz Construction Systems	\$6,911,000.00		\$2,643,740.00	\$2,061,757.00

Cost Tracking Continued

	Description	Vendor Name	Award Amount	Expensed as of June 30, 2024	Expensed as of June 30, 2025	Expensed as of September 29, 2026
	Bid Package 5	Who				
5.01	Masonry	Jimmy'z Masonary Corp	\$948,000.00		\$8,944.00	\$0.00
5.02	Carpentry & Finishes	Ruiz Construction	\$3,584,000.00		\$86,198.00	\$0.00
5.03	Metal Panels, Insulation, & Framing	American Igloo	\$1,911,590.00		\$0.00	\$0.00
5.04	Roofing & Sheet Metal	HC Anderson Roofing	\$1,238,857.00		\$0.00	\$0.00
5.05	Curtain Wall, Glass & Glazing	Cardinal Glass Company	\$2,191,000.00		\$81,450.00	\$0.00
5.06	Metal Studs, Drywall, Insulation, & Ceiling	The Rockwell Group	\$2,770,800.00		\$0.00	\$34,332.00
5.07	Tile & Terrazzo	Northern IL Terrazzo and Tile	\$204,200.00		\$4,693.00	\$0.00
5.08	Resilient Flooring & Carpet	Boss Carpet	\$399,826.00		\$0.00	\$0.00
5.09	Food Service Equipment	Boelter LLC	\$145,129.00		\$0.00	\$0.00
5.10	Vehicle Lifts	Standard Industrial & Auto	\$675,000.00		\$0.00	\$0.00
5.11	Fire Protection	Nelson Fire Protection	\$216,062.00		\$0.00	\$0.00
5.12	Plumbing	Miller Engineering	\$1,706,939.00		\$275,904.00	\$119,725.00
5.13	HVAC	Miller Engineering	\$5,224,300.00		\$23,653.00	\$0.00
5.14	Electrical, Low Voltage, Technology, Audio Visual, Fire Alarm	Helm	\$6,685,700.00		\$134,800.00	\$301,059.00
	Bid Package 6					
6.10	Paint Booth	Miller Engineering	\$636,500.00		\$0.00	\$0.00
	Bid Package 7					
	Landscaping	TBD	\$150,000.00			
	Contingency		\$2,222,239.00			
	Totals		\$56,488,604.19	\$670,693.31	\$9,499,566.88	\$3,704,167.88

Total Budget & Contingency	Grant Funds (Note)		Running Total	\$13,874,428.07
BR 8245: March 25, 2025	Demo Grant	\$1,483,000.00	Percentage of Total	24.5615%
\$58,000,000.00	FY2025 E Vehicle Equipment	\$15,000.00		
Blue Highlighted items are complete	FY2025 E Vehicle Construction	\$302,500.00	Contingency Total	\$97,488.19
	FY2026 E Vehicle Equipment	\$200,000.00	Percentage of Total	4.3869%
	Total	\$2,000,500.00		

CHANGE ORDER LOG

Construction Manager at Risk - Downtown West Campus: Construction 2024-2025

Committee of the Whole: 10/14/2025

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

CHANGE ORDER LOG - Continued

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Total Expensed
PCO CCF 18	Contaminated Soils on 5/8 & 5/30: Overage on Contaminated Soils: Use for unsuitable Contaminated Soils on 5/8 & 5/23.	5/30/2025	\$ 2,670.41	\$ 2,670.41	Approved	6/10/2025	NISC Northern Illinois	\$2,161,794.51	\$ 60,444.49
PCO CCF 14	DLC & DTC ComEd New Service Costs	5/21/2025	\$ 9,326.00	\$ 9,326.00	Approved	6/12/2025	HELM Electric	\$2,152,468.51	\$ 69,770.49
PCO CCF 15	RFP #001 Floor Drain/ Floor Box Elimination	5/27/2025	\$ (3,540.00)	\$ (3,540.00)	Approved	6/12/2025	Ringland Johnson Construction	\$2,156,008.51	\$ 66,230.49
PCO CCF 17	Hand Dryers: Helm to provide the following due to no electrical connection shown on drawings: Add conduit wire and connect Hand Dryer in Bath 1210 and 1212.	5/30/2025	\$ 2,473.00	\$ 2,473.00	Approved	6/12/2025	Helm Electric	\$2,153,535.51	\$ 68,703.49
PCO CCF 019	Unsuitable Soils Sitework Allowance #1 (Remaining Balance Due) - - This PCO is for the outstanding balance due, fully exhausting Sitework Allowance #1	5/30/2025	\$ 4,416.00	\$ 4,416.00	Approved	6/18/2025	Ringland Johnson Construction	\$2,149,119.51	\$ 73,119.49
PCO CCF 020	Four Rivers Sanitation Authority (FRSA) Add for IC Permit Variance.	6/3/2025	\$ 205.00	\$ 205.00	Approved	6/18/2025	Ringland Johnson Construction	\$2,148,914.51	\$ 73,324.49
PCO CCF 16	PIC Adds on DLC & DTC (Control value indicator Code Req)	5/29/2025	\$ 12,266.22	\$ 12,266.22	approved	6/30/2025	NISC Northern Illinois Service Co	\$2,136,648.29	\$ 85,590.71
PCO CCF 022	Add for Switching DLC Pavers to Concrete Sidewalk	6/11/2025	\$ 1,539.75	\$ 1,539.75	Approved	7/11/2025	NISC Northern Illinois Service Co	\$2,133,706.54	\$ 87,130.46
PCO CCF 024	Barrier Curbs & ADA - RFI 100 Pricing Reconciliations (ADA Detectable Warning Panels)	6/17/2025	\$ 840.23	\$ 840.23	Approved	7/24/2025	NISC Northern Illinois Service Co	\$2,132,866.31	\$ 87,970.69
PCO CCF 025	Chestnut St. Entrance Apron - Owner Request for Additional Pavement Reconstruction (RHA @ Chestnut/Rockton)	6/17/2025	\$ 12,294.64	\$ 12,294.64	Approved	7/23/2025	NISC Northern Illinois Service Co	\$2,120,571.67	\$ 100,265.33
PCO CCF 028	DTC Hand Dryers connections with GFCI breakers Added	6/24/2025	\$ 3,950.00	\$ 3,950.00	Approved	7/14/2025	HELM Electric	\$2,132,698.29	\$ 104,215.33
PCO CCF 032R1	Eliminate Furring at DLC Elec Rooms	7/3/2025	\$ (2,548.00)	\$ (2,548.00)	Approved	7/23/2025	Rockwell Group	\$2,135,246.29	\$ 101,667.33

CHANGE ORDER LOG - Continued

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Total Expensed
* PCO CCF 007 REV 4	Structural ASI 001	7/17/2025	\$ 9,704.90	\$ 9,704.90	Approved	8/11/2025	Ruiz Construction Systems	\$2,125,541.39	\$ 111,372.23
* PCO CCF 021 REV1	Credit Request for Switching Cast to PVC in Autobody and Auto Lab	6/10/2025	\$ (14,626.20)	\$ (14,626.20)	Approved	8/6/2025	MILLER ENGINEERING	\$2,140,167.59	\$ 96,746.03
* PCO CCF 033 R1	Compressed Air Piping Miller Engineering to perform the following due to ASI #009: Add for compressed air piping in the DTC building.	7/9/2025	\$ 18,036.43	\$ 18,036.43	Approved	8/6/2025	MILLER ENGINEERING	\$2,122,131.16	\$ 114,782.46
* PCO CCF 034	Credit for Remove scope of furnishing and installing the phenolic panels at the soffit	7/22/2025	\$ (53,200.00)	\$ (53,200.00)	Approved	8/6/2025	AMERICAN IGLOO BUILDERS	\$2,175,331.16	\$ 61,582.46
* PCO CCF 030 R1	DTC rebar Shops: Jimmy'Z to perform the following: Step down CMU to 0'0" at Stair 2. Refer to masonry rebar shop drawings detail Z R02E.	7/2/2025	\$ 3,138.00	\$ 3,138.00	Approved	8/14/2025	Jimmy'Z Masonry	\$2,172,193.16	\$ 64,720.46
* PCO CCF 035	Helm Electric RCO 11 & 12 Deduct VFDs	7/28/2025	\$ (28,886.00)	\$ (28,886.00)	Approved	8/14/2025	Jimmy'Z Masonry	\$2,201,079.16	\$ 35,834.46
* PCO CCF 036 R1	ASI 010 Revised Scope Adjustment Cardinal Glass Company to provide labor and materials for the following: on the DTC - Changing from glass type GL10 to GL14 on Door 6100A. Approximately 48 square feet. Change from GL14 to GL10 at curtainwall elevation C includes door 6105A.	7/29/2025	\$ (1,182.00)	\$ (1,182.00)	Approved	8/14/2025	Cardinal Glass Co	\$2,202,261.16	\$ 34,652.46
* PCO CCF 037	Nicor Gas Sleeves -Northern Illinois proposes the following: Provide and install 4" PVC sleeve for Nicor Gas service at DLC & DTC (approx. 70' for DLC & approx. 90' for DTC).	8/1/2025	\$ 4,803.90	\$ 4,803.90	Approved	8/20/2025	NISC Northern Illinois Service Co	\$2,197,457.26	\$ 39,456.36
* PCO CCF 038	Storm Sewer and Grade Conflict/ Bust in DTC Lot	8/1/2025	\$ 8,551.25	\$ 8,551.25	Approved	8/20/2025	NISC Northern Illinois Service Co	\$2,188,906.01	\$ 48,007.61
* PCO CCF 039	Relocate FHV Cabinet	8/5/2025	\$ 1,478.20	\$ 1,478.20	Approved	8/20/2025	Nelson Fire Protection	\$2,187,427.81	\$ 49,485.81

CHANGE ORDER LOG - Continued

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Total Expensed
* PCO CCF 023 REV 2	ASI 033 Mechanical and Electrical Updates: Miller Plumbing and Helm Electric shall incorporate project changes (Plumbing & Electrical) differing from original basis of design; as modified/noted by the Architect of Record and Engineer of Record and as set forth in ASI #003.	6/16/2025	\$ 20,812.60	\$ 20,812.60	Approved	8/29/2025	Helm Electric and Miller Plumbing	\$2,166,615.21	\$ 70,298.41
* PCO CCF 029 Rev3	ASI #006 Per ASI – 6R1, there are changes that are being made to the location/orientation of the exterior site lighting. These changes are at no cost to the Project per standard details that are included in the Electrical Project Drawings. This zero-dollar change order is an official acknowledgement of the changes being incorporated as set forth by the Design Teams of record.	6/24/2025	\$ -	\$ -	Approved	9/16/2025	HELM Electric	\$2,166,615.21	\$ 70,298.41
* PCO CCF 040	ASI 002 - RVC Structural Ruiz to perform the following labor and materials:	8/12/2025	\$ 21,032.78	\$ 21,032.78	Approved	9/16/2025	Ruiz Construction Systems	\$2,145,582.43	\$ 91,331.19
* PCO CCF 044	ASI 016 Exterior Insulation: Changes per ASI 016	8/20/2025	\$ 3,532.00	\$ 3,532.00	Approved	9/11/2025	American Igloo, Rockwell Group	\$2,142,050.43	\$ 94,863.19
* PCO CCF 051	CE #066 - RFI #165 Adds Excavate and backfill as required to allow for concrete saw cutting. Saw cut walls of precast concrete inlets to shorten structures as required in (3) locations.	9/15/2025	\$ 2,625.00	\$ 2,625.00	Approved	9/26/2025	NISC Northern Illinois Service Co	\$2,139,425.43	\$ 97,488.19

Present and Future Status

Present

- The team continues to work on the submittals from contractors and confirms that all materials to be ordered are accurate.
- Concrete structure is being poured on the floors, and masonry block will begin installation.
- Work is beginning on Fixture, Furniture, and Equipment. Many bids will be moving forward in the next month.

Future

- The contractors will be finalizing all the exterior enclosure work before winter to allow for interior work to continue during the winter months.
- Many areas will see a large increase in work being conducted. This includes HVAC, electric, plumbing and several other trades.









Automotive Shop Area at the Downtown West Campus



East

42.27114, -89.10091

Sep 30, 2025 at 8:56:44 AM CDT



Thank You



Project: HSC 3rd Floor Buildout & 2nd Elevator - Construction 2025

Committee of the Whole: 10/14/2025

*Denotes updated information from last presentation

\$ 203,600.00

PCO Number	Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
PCO 4	CO 1	This is a Credit for the elimination of the hat channel framing behind the wood panels for the student lounge (plan), south Elevation.	6/10/2025	-\$1,007.00	-\$1,007.00	Approved	6/24/2025	STENSTROM CONSTRUCTION	\$204,607.00
PCO 5	CO 1	Provide a new Plumbing chase wall and a revised toilet to be floor-mounted in the gender-neutral restroom as indicated in Response to RFI-15 and CB No.003.	6/10/2025	\$ 1,072.00	\$ 1,072.00	Approved	6/24/2025	STENSTROM CONSTRUCTION	\$203,535.00
PCO 6	CO 1	Provide an additional Handrail at the rear of the Elevator cab as requested by the Owner.	6/10/2025	\$ 440.00	\$ 440.00	Approved	6/24/2025	STENSTROM CONSTRUCTION	\$203,095.00
PCO 7	CO 2	Provide a new Hollow Metal Frame with side lite and new wood door (LH swing) per Response to RFI-021 (Option A).	7/1/2025	\$ 2,984.00	\$ 2,984.00	Approved	7/3/2025	STENSTROM CONSTRUCTION	\$200,111.00
PCO 8	CO 2	Door swing	7/1/2025	\$ 2,977.00	\$ -	Rejected	7/3/2025	STENSTROM CONSTRUCTION	\$200,111.00
* PCO 11	CO 3	Change to fluid-applied waterproofing application to perimeter walls of elevator pit, in lieu of 15 mil vapor barriers.	8/14/2025	\$ 2,640.00	\$ 2,640.00	Approved	8/20/2025	STENSTROM CONSTRUCTION	\$197,471.00

Project: Securities Upgrade - Phase 1 - Construction 2025

Committee of the Whole: 10/14/2025

*Denotes updated information from last presentation

\$30,286.90

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
PCO 001	Zero Dollar, Change of Substantial Completion Date from 6/1 to 8/1/2025	4/9/2025	\$0.00	\$0.00	APPROVED	4/29/2025	RINGLAND JOHNSON CONSTRUCTION	\$30,286.90
PCO 002	The project required replacing the fire door slab in SSB with the updated Door Locks.	5/27/2025	\$ 2,822.89	\$ 2,822.89	APPROVED	6/9/2025	RINGLAND JOHNSON CONSTRUCTION	\$27,464.01
* PCO 003	Deduct return of unused contingency.	8/13/2025	\$ 27,464.01	\$27,464.01	APPROVED	8/29/2025	RINGLAND JOHNSON CONSTRUCTION	

Project: Bid 24-14 Exterior Stone Tuckpointing - Construction 2025

Committee of the Whole: 10/14/2025

*Denotes updated information from last presentation

Contingency Starting Balance
\$50,310.00

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
* 001	SSC and PEC PCO 001 - Additional material and labor costs to complete additional required tuckpointing identified and documented on Stairway 1, Stairway 2, and PEC. This amount will be subtracted from the Contingency.	8/8/2025	\$8,139.00	\$8,139.00	APPROVED	8/11/2025	MIKE HARRIS CONSTRUCTION	\$42,171.00
* 002	PCO 02 - SSC BRIDGE The following proposal is to remove material and labor costs for tuckpointing on the portion of stair 2 removed from the project scope in response to CB-001. The contract sum will be decreased by \$17,968.00 (Credit).	8/8/2025	\$ (17,968.00)	\$ (17,968.00)	APPROVED		MIKE HARRIS CONSTRUCTION	\$60,139.00
* 003	PCO 03 - SSC BRIDGE The following proposal includes the credit for stainless steel flashing and sealant material costs, as well as flashing and stone cap installation. Labor costs for the portion of stair two removed from the project scope in response to CB-001. The contract sum will be decreased by \$6,520.00 (Credit).	8/8/2025	\$ (6,520.00)	\$ (6,520.00)	APPROVED		MIKE HARRIS CONSTRUCTION	\$66,659.00
* 004	PCO 04 - CLII The following proposal is to material and labor costs associated with removing CLII (Alternate 3) from the project scope. The contract sum will be decreased by \$12,300.00 (Credit).	8/8/2025	\$ (12,300.00)	\$ (12,300.00)	APPROVED		MIKE HARRIS CONSTRUCTION	\$78,959.00

Personnel Report

A. Appointments

B. Departures

Stephen Donahue, English Professor, Full-Time Faculty, retirement effective December 31, 2025.

Howard J. Spearman, Ph.D.
President

ROCK VALLEY COLLEGE 2025 - AT A GLANCE CAMPUS FACILITY EVENTS						
Date	Event	Staff	Student	Athletic	Community	
October						
10/1/2025	Homecoming Week Soccer Game Tailgate - Soccer Field, 12pm	X	X		X	
10/1/2025	Women's Soccer Game - Soccer Field, 2pm	X	X	X	X	
10/1/2025	Men's Soccer Game - Soccer Field, 4pm	X	X	X	X	
10/1/2025	IACAC College Night - PEC Gym, 6pm	X	X		X	
10/2/2025	Dental Hygiene Education Booth, SSC Hub, 11am	X	X			
10/2/2025	Living at the Intersections: Student Panel - SSC Atrium, 11:30am	X	X			
10/2/2025	Homecoming Week Drive-in Movie - PKLT 01, 6pm	X	X		X	
10/02 - 10/04	Night's Dream Shakespeare Production - BST Grounds, 7:30pm	X	X		X	
10/3/2025	Night's Dream Shakespeare Production - BST Grounds, 9am & 12pm	X	X		X	
10/3/2025	RVC Invite Volleyball Tournament - PEC Gym, 12pm	X	X	X	X	
10/3/2025	Homecoming Dance - SSC Atrium, 6:30pm	X	X		X	
10/4/2025	Making Strides Against Breast Cancer - Walking Path, 8am	X	X		X	
10/4/2025	RVC Invite Volleyball Tournament - PEC Gym, 9am	X	X	X	X	
10/4/2025	Cars for CASA Fundraiser - ATC PKLT, 12pm				X	
10/5/2025	Out of the Darkness Walk - Walking Path, 10am	X	X		X	
10/5/2025	Women's Soccer Game - Soccer Field, 1pm	X	X	X	X	
10/6/2025	First Generation Speaker Series - SSC Atrium, 12pm	X	X			
10/7/2025	What's the Tea Tuesday - SSC 1124, 2pm	X	X			
10/7/2025	First Tuesday Lecture - SSC Atrium, 5:30pm	X	X		X	
10/8/2025	WEI Midterm Popcorn Pop-in - JCSM 0200, 3pm	X	X			
10/8/2025	Volleyball Game - PEC Gym, 6pm	X	X	X	X	
10/9/2025	National Manufacturing Day Student Expo - ATC, 8am	X	X		X	
10/9/2025	Banned Books Week Panel Discussion - ERC Lobby, 12pm	X	X		X	
10/9/2025	Phlebotomy Pinning Ceremony - HSC Lobby, 6pm	X	X		X	
10/11/2025	RVC Men's Basketball 2025 Jamboree - PEC Gym, 8am	X	X	X	X	
10/12/2025	RVC Women's Basketball 2025 Jamboree - PEC Gym, 7am	X	X	X	X	
10/13/2025	Midterm Mania Espresso Yourself - ERC Lobby, 11am	X	X			
10/13/2025	New Student Visit Day - SSC Atrium, 3pm	X	X			
10/14/2025	HHM Panel Discussion - SSC Atrium, 12pm	X	X			
10/15/2025	Midterm Mania Knot Today Stress - HSC Lobby, 9:30am	X	X			
10/15/2025	Banned Books Week Zine Presentation - ERC Media Corner, 11am	X	X		X	
10/15/2025	Volleyball Game - PEC Gym, 6pm	X	X	X	X	
10/16/2025	RVC Golden Eagle Family Breakfast - SSC Atrium, 8am	X	X			
10/16/2025	Midterm Mania Unleash & Release - SSC Gazebo, 11am	X	X			
10/16/2025	Domestic Violence in the LGBTQ+ Community Speaker - SSC Atrium, 1pm	X	X			
10/17/2025	Brother to Brother Conference - SSC, ERC, CLI, 9am	X	X			
10/17/2025	Phi Theta Kappa Induction Ceremony - ERC PAR, 7pm	X	X		X	
10/18/2025	Men's Soccer Game - Soccer Field, 12pm	X	X	X	X	
10/18/2025	Women's Soccer Game - Soccer Field, 2pm	X	X	X	X	
10/19/2025	Volleyball Game - PEC Gym, 12pm & 4pm	X	X	X	X	
10/21/2025	What's the Tea Tuesday - SSC 1124, 2pm	X	X			
10/22/2025	Rockford Mass Transit District Promotion - SSC Hub, 10am				X	
10/22/2025	PICU Transfer Fair - SSC Atrium, 10am	X	X		X	
10/22/2025	Rockford Anthology Speaker Event - ERC Library, 5pm	X	X		X	
10/22/2025	Men's Soccer Game - Soccer Field, 5pm	X	X	X	X	
10/22/2025	Volleyball Game - PEC Gym, 6pm	X	X	X	X	
10/23/2025	WEI Fall Career Fair - SSC Atrium, 2pm	X	X		X	
10/24/2025	Men's Soccer Game - Soccer Field, 2pm	X	X	X	X	
10/27/2025	PAIC Presents NAMI In Our Own Voice - SSC Atrium, 12pm	X	X		X	

ROCK VALLEY COLLEGE 2025 - AT A GLANCE CAMPUS FACILITY EVENTS

Date	Event	Staff	Student	Athletic	Community
October cont.					
10/29/2025	Wellness Wednesday - SSC Atrium, 1pm	X	X		
10/30/2025	DAP Club Goalball - SSC Atrium, 2pm	X	X		
10/30/2025	WEI Halloween Trunk or Treat - PKLT 01, 5pm	X	X		X
10/30/2025	Volleyball Game - PEC Gym, 6pm	X	X	X	X
10/31/2025	CEB Fall Symposium - SSC Atrium, 11:30am	X	X		
November					
10/3/2025	First Generation Speaker Series - SSC Atrium, 12pm	X	X		
11/4/2025	What's the Tea Tuesday - SSC 1124, 2pm	X	X		
11/4/2025	First Tuesday Lecture - SSC Atrium, 5:30pm	X	X		X
11/5/2025	Volleyball Game - PEC Gym, 6pm	X	X	X	X
11/6/2025	NIU Engineering @ RVC Info Session - SSC Atrium, 5:30pm	X	X		X
11/6/2025	HCCTP Graduation Ceremony - ERC PAR, 3pm	X	X		X
11/8/2025	Art in the Family Showcase - SSC Atrium, 11am	X	X		X
11/11/2025	Veteran's Day Celebration - SSC Atrium, 12pm	X	X		X
11/11/2025	Women's & Men's Basketball Games - PEC Gym, 5:30pm & 7:30pm	X	X	X	X
11/12/2025	Wellness Wednesday - SSC Atrium, 1pm	X	X		
11/14/2025	TRiO Friendsgiving Event - SSC Atrium, 11am	X	X		
11/14/2025	RVC Together in Song Winter Concert - ERC PAR, 7pm	X	X		X
11/17/2025	ALAS Appreciation Luncheon - SSC Culture Center, 12pm	X			
11/17/2025	DAP Club Goalball - SSC Atrium, 2pm	X	X		
11/18/2025	What's the Tea Tuesday - SSC 1124, 2pm	X	X		
11/19/2025	Men's Basketball Game - PEC Gym, 6pm	X	X	X	X
11/20/2025	2025 RVC Band Concert - ERC PAR, 6pm	X	X		X
11/20/2025	International Showcase - SSC Atrium, 6pm	X	X		X
11/21/2025	Women's Basketball Game - PEC Gym, 6pm	X	X	X	X
11/22/2025	Women's & Men's Basketball Games - PEC Gym, 1pm & 3pm	X	X	X	X
11/24/2025	New Student Visit Day - SSC Atrium, 12pm	X	X		
11/25/2025	Women's Basketball Game - PEC Gym, 5pm	X	X	X	X
11/25/2025	Community Orchestra Concert - ERC PAR, 7pm	X	X		X
December					
12/1/2025	First Generation Speaker Series - SSC Atrium, 12pm	X	X		
12/2/2025	What's the Tea Tuesday - SSC 1124, 2pm	X	X		
12/2/2025	Women's & Men's Basketball Games - PEC Gym, 5pm & 7pm	X	X	X	X
12/2/2025	First Tuesday Lecture - SSC Atrium, 5:30pm	X	X		X
12/3/2025	RVC Fall Jazz Concert - ERC PAR, 7pm	X	X		X
12/4/2025	DAP Club Goalball - PEC Gym, 2pm	X	X		
12/05 - 12/06	Old Towne Band Concert - ERC PAR, 7pm	X	X		X
12/6/2025	Women's & Men's Basketball Games - PEC Gym, 1pm & 3pm	X	X	X	X
12/10/2025	Winter Employee Appreciation Celebration - SSC Atrium, 2pm	X			
12/11/2025	Nursing Program Pinning Ceremony - SSC Atrium, 11am	X	X		X
12/11/2025	Phlebotomy Pinning Ceremony - HSC Lobby, 6pm	X	X		X
12/16/2025	Graphic Art Design Award Ceremony - SSC Atrium, 5:30pm	X	X		X
12/19/2025	WEI Winter Completion Ceremony - PEC Gym, 10am	X	X		X