

**Rock Valley College Board of Trustees
Community College District No. 511
3301 N. Mulford Rd, Rockford, IL 61114
REGULAR BOARD MEETING**

March 24, 2026, 5:15 p.m.

Educational Resource Center, Performing Arts Room, Room 0214

Livestreaming Link: https://www.youtube.com/channel/UCwa3Fs6l4pWAR_4iDZPTNZA
(Under home page, click on the date of the appropriate Board meeting video)

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 - Men's National Championship Bowling Team**
- F. Recess to Bond Issue Notification Act (BINA) Hearing**

BOND ISSUE NOTIFICATION ACT (BINA) HEARING

**CONDUCT OF PUBLIC HEARING CONCERNING THE INTENT OF THE
BOARD OF TRUSTEES TO SELL NOT TO EXCEED \$7,900,000 FUNDING BONDS FOR THE
PURPOSE OF THE WORKING CASH FUND**

- A. Board Chair states that a hearing is being held to receive public comments on the proposal to sell bonds of the District in an amount not to exceed \$7,900,000 for the purpose of increasing the working cash fund of the District
- B. Board Chair asks the Board for any further comments about the proposed bonds
- C. Board Chair asks the public for any written or oral testimony about the proposed bonds
- D. Board Chair asks for a motion and a second to adjourn the Hearing
- E. Adjourn BINA Hearing

G. Reconvene Regular Meeting

H. General Presentations

- 1. Sabbatical Report - Assistant Professor Moria Nagy
- 2. 2025 Rock Valley College Economic Impact Analysis

I. Approval of Minutes

- 1. February 10, 2026 Committee of the Whole Meeting
- 2. February 24, 2026 Regular Board Meeting

J. Action Items

- 1. Approve Claims Sheet (Check Register – February 2026) (BR8360)
- 2. Approve Purchase Reports
 - a. Purchase Report A – FY2026 Amendments (BR8361 - A)
 - b. Purchase Report B – FY2026 Purchases (BR8361 - B)
- 3. Approve Revised Memorandum of Understanding with RVC Foundation (BR8362)
- 4. Board Policy Manual Update: Article 3: Human Resources / First Reading (BR8363)
- 5. Authorization to Proceed with Architectural Design and Estimation for Artificial Intelligence and Virtual Reality Centers (BR8364)

K. Other Business

1. New Business
2. Unfinished Business

L. Updates/Reports

1. President's Update
2. Leadership Team Update
3. ICCTA Report
4. Trustees Comments
5. Student Trustee Report
6. RVC Foundation Liaison Report
7. Personnel Report (BR8365)
8. Freedom of Information Act (FOIA) Report

M. Date of Next Committee of the Whole Meeting: April 14, 2026, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resources Center (ERC) on the main campus.

N. Date of Next Regular and Reorganization Meeting: April 28, 2026, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resources Center (ERC) on the main campus.

O. Adjourn to Closed Session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees per Section 2 (c) (2); and/or 3) Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property per Section 2 (c) (8), all in accordance with the Illinois Open Meetings Act.

P. Reconvene Open Session

Q. Adjourn

Paul Gorski, Board Chair

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, held in the Performing Arts Room of the Educational Resource Center, 3301 North Mulford Road, Rockford, Illinois, in said Community College District at 5:15 o'clock P.M., on the 24th day of March, 2026.

* * *

The meeting was called to order by the Chair, and upon the roll being called, Paul Gorski, the Chair, and the following Trustees were physically present at said location: _____

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

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

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

At 5:15 o'clock P.M., the Chair announced that the next agenda item for the Board of Trustees was a public hearing (the "*Hearing*") to receive public comments on the proposal to sell not to exceed \$7,900,000 general obligation working cash fund bonds (the "*Bonds*") for the purpose of increasing the working cash fund of District and explained that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto.

The Chair opened the discussion and explained that the reasons for the proposed issuance of the Bonds were as follows: _____

Whereupon the Chair asked for additional comments from the Trustees of the Board of Trustees. Additional comments were made by the following:

(If no additional comments were made,
please so indicate with the word “none.”)

Written testimony concerning the proposed issuance of the Bonds was read into the record by the Secretary and is attached hereto as *Exhibit I*.

(If no written testimony was received,
please so indicate with the word “none.”)

Whereupon the Chair asked for oral testimony or any public comments concerning the proposed issuance of the Bonds. Statements were made by the following:

(If no additional statements were made,
please so indicate with the word “none.”)

The Chair then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds.

Trustee _____ moved and Trustee _____
seconded the motion that said resolution as presented and read by title be adopted.

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

Upon the roll being called, the following Trustees voted AYE: _____

The following Trustees voted NAY: _____

Whereupon the Chair declared the motion carried and the Hearing was finally adjourned.

Other business not pertinent to the conduct of the Hearing was duly transacted at said meeting.

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

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

CERTIFICATION OF MINUTES

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 24th day of March, 2026, insofar as the same relates to a public hearing concerning the intent of the Board to sell not to exceed \$7,900,000 Working Cash Fund Bonds.

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

I do further certify that notice of said public hearing was posted at least 96 hours before said public hearing at the principal office of the Board, that at least one copy of said notice was continuously available for public review during the entire 96-hour period preceding said public hearing and that attached hereto as *Exhibit B* is a true, correct and complete copy of said notice as so posted.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 24th day of March, 2026.

Secretary, Board of Trustees

EXHIBIT B

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF
THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 511, COUNTIES OF WINNEBAGO, OGLE, BOONE,
STEPHENSON, DEKALB AND MCHENRY AND STATE OF ILLINOIS
TO SELL NOT TO EXCEED \$7,900,000 WORKING CASH FUND BONDS**

PUBLIC NOTICE IS HEREBY GIVEN that Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the "*District*"), will hold a public hearing on the 24th day of March, 2026, at 5:15 o'clock P.M. The hearing will be held in the Performing Arts Room of the Educational Resource Center, 3301 North Mulford Road, Rockford, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in an amount not to exceed \$7,900,000 for the purpose of increasing the working cash fund of the District.

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

DATED the 24th day of February, 2026.

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

The Lived Experiences of LGBTQIA+ Science Students in Community College Regarding Their Science Identity and Sense of Belonging

By Moria Nagy (she/her)



Thank you!

- Sabbatical Committee**
- Rock Valley College Administration**
- The RVC Board of Trustees**
- Dean Kym Blanchard and the Life Sciences Department**



Problem and Statement of Purpose

- LGBTQIA+ community college students' science identity and sense of belonging is low, causing low entry into STEM majors and fields.
- This study addressed the lived experiences of LGBTQIA+ students in science courses at multiple mid-western community colleges regarding their science identity and sense of belonging.



Project Accomplishments

- Successful recruitment of 11 participants across 3 community colleges
- Collection of data via interviews, focus group and visual artifacts.
- Four major themes regarding participant experiences



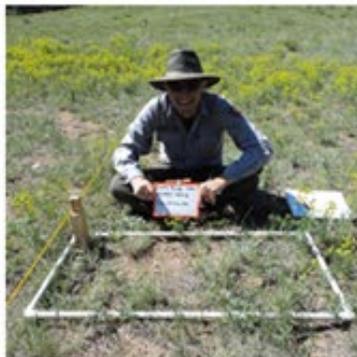
Findings: Theme 1

- A strong and diverse sense of self composed of:
 - Formative experiences in relation to science
 - Internal identity of biological sex, gender, sexuality, **science identity** and other characteristics
 - External identity of biological sex, gender, race/ethnicity, disability, position and status



Findings (1): Science Identity

Charley image 1



Findings: Theme 2

- Science interests rooted in motivation
 - **Motivations** (required courses, low cost, helping)
 - Courses or topics taken (Life sciences, Physical sciences, Engineering)
 - Interests in science
 - Not interested in science
 - Future plans (healthcare, research, other)



Findings(2): Motivations



Findings: Theme 3

- Feeling a strong sense of belonging
 - **Representation** (instructors, curriculum, student clubs)
 - People creating safe spaces (instructors, peers, counselors or administrators)
 - Advice from participants



Findings (3): Representation

- Apollo: “He's really the first person that's ever looked at me and said that I belonged in science. That I was allowed to take up space, that I was allowed to break barriers and be seen and just enjoy it.”
- Jasmine: “...also made sure to give us an example of plants that are self-seeding. They can do it by themselves... I think that when it came to like, you know, being somebody who identifies as LGBTQ, I found a sense of, like a sense of ease in that.”



Findings: Theme 4

- Not feeling a sense of belonging
 - Non-representation from people (faculty, peers, scientists)
 - **Non-representation from curriculum**
 - Feelings of discomfort
 - Feeling unsafe



Findings (4): Non-Representation from Curriculum

- Jocelyn on gender: “I guess, whenever you think about things so binary, obviously, it gets lost in translation that I also make sperm as a trans woman”.
- Apollo on biological sex: “And then the videos, even that we were watching, it was only classified as X is female, and Y is male. There was nothing else”.
- Jasmine on sexuality: “Or the argument that is presented like, well, you couldn’t have done that without a man, though. Or you couldn’t have done that without the way biology is supposed to work”.



Discussion: Phenomena Connections

- Need for fostering both science identity and sense of belonging
- Increasing one can positively impact the other (Rainey et al., 2018)
- Complications for both due to LGBTQIA+ identity



Alignment to RVC Strategic Plan

- Plan Pilar II: Exceptional Educational Opportunities

- Goal #2: “Improve student readiness, academic success, and sense of belonging.”

- This study will find and address deficiencies in sense of belonging.

- Pillar IV: Cultural Excellence and Belonging

- Goal #1: “Improve the campus culture by establishing cultural competence, trust, a sense of belonging among employees and learners, and accessibility to working and learning environments and the information within them.”

- This study will inform inclusive course design.



Expected Project Outcomes

- 2025-2027
- IRB approved research conducted and published in peer reviewed journals
- Findings shared within the college
- Research informed course design workshops: Upcoming “Small changes, big impact: Creating inclusive learning and work environments”.
- Research incorporated into Safe Zone Training: Upcoming April trainings
- Further collaboration with Office of Cultural Excellence and Belonging (Climate Survey Results)
- First Tuesday Lecture May 5th

- 2025-2030
- Application to NSF 2-Year Faculty Learning Grant through SABER
- Additional similar studies to follow
- Culture of college transformed and collaboration with other Community Colleges



Thank you!
Questions?





2025 ECONOMIC IMPACT ANALYSIS

Board of Trustees Regular Meeting
March 24, 2026

Heather Snider, Vice President of Institutional
Effectiveness & Communications

ABOUT RVC

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

MISSION STATEMENT

Rock Valley College empowers students and community through lifelong learning.

VISION STATEMENT

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

THE FOUR PILLARS

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



EXECUTIVE SUMMARY: PROCESS

- RVC engaged in an iterative process with Region 1 Planning Council
- Data Sources
 - Rock Valley College
 - U.S. Census Bureau
 - Quarterly Workforce Indicators
 - Postsecondary Employment Outcomes (PSEO) dataset
 - General Services Administration
 - Regional Economic Models, Inc (REMI)
 - Bureau of Economic Analysis (BEA)
 - Bureau of Labor Statistics (BLS)
 - U.S. Census Bureau

EXECUTIVE SUMMARY: FINDINGS

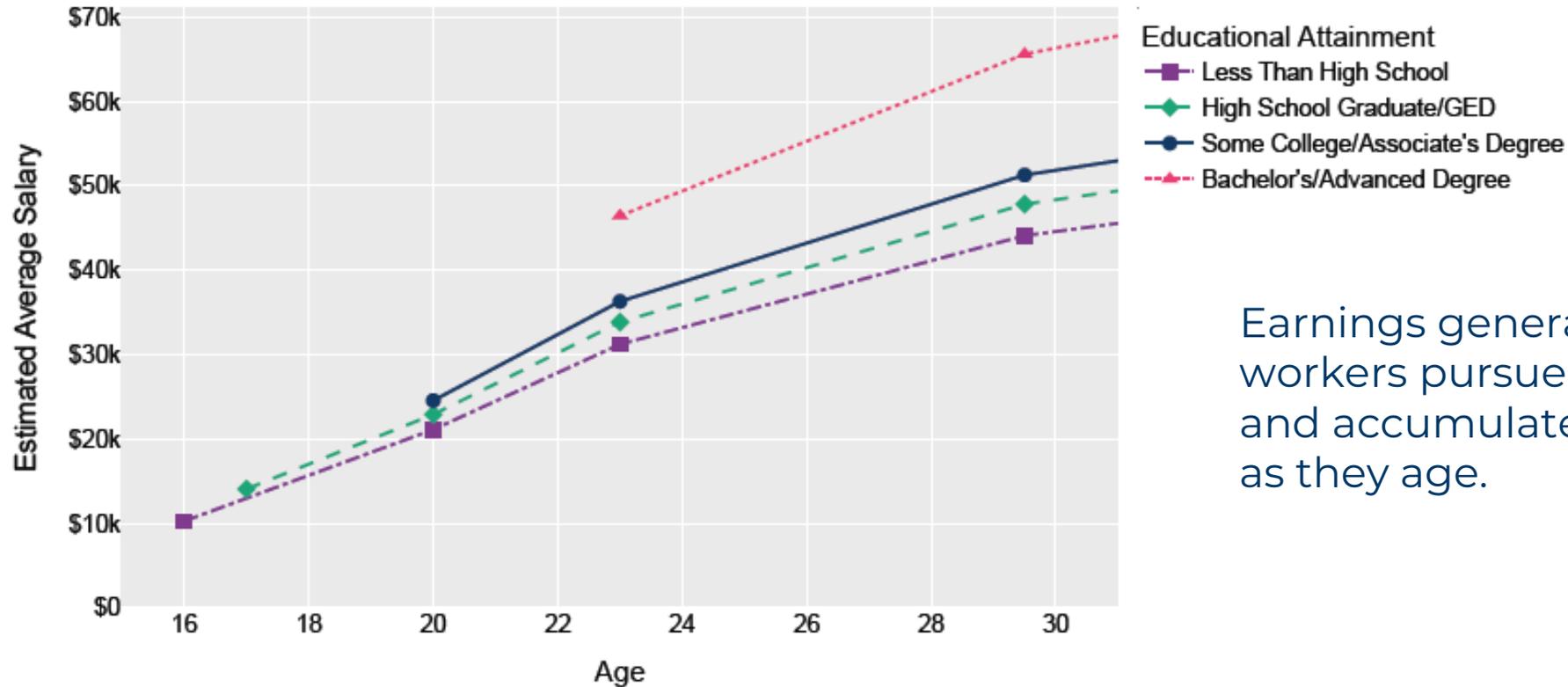
Student Return on Investment

- The average benefit cost ratio for programs studied was 1.39.
- In 2026, each graduating class from 2021 to 2025 has between \$7.9M and \$11.4M in excess income that can be spent on goods and services in the region.
- Students who start at RVC save:
 - \$32,000 when transferring to a public 4-year
 - \$78,900 when transferring to a private 4-year
- Earning a GED at RVC increases earnings and opens educational pathways.

Regional Economic Impact

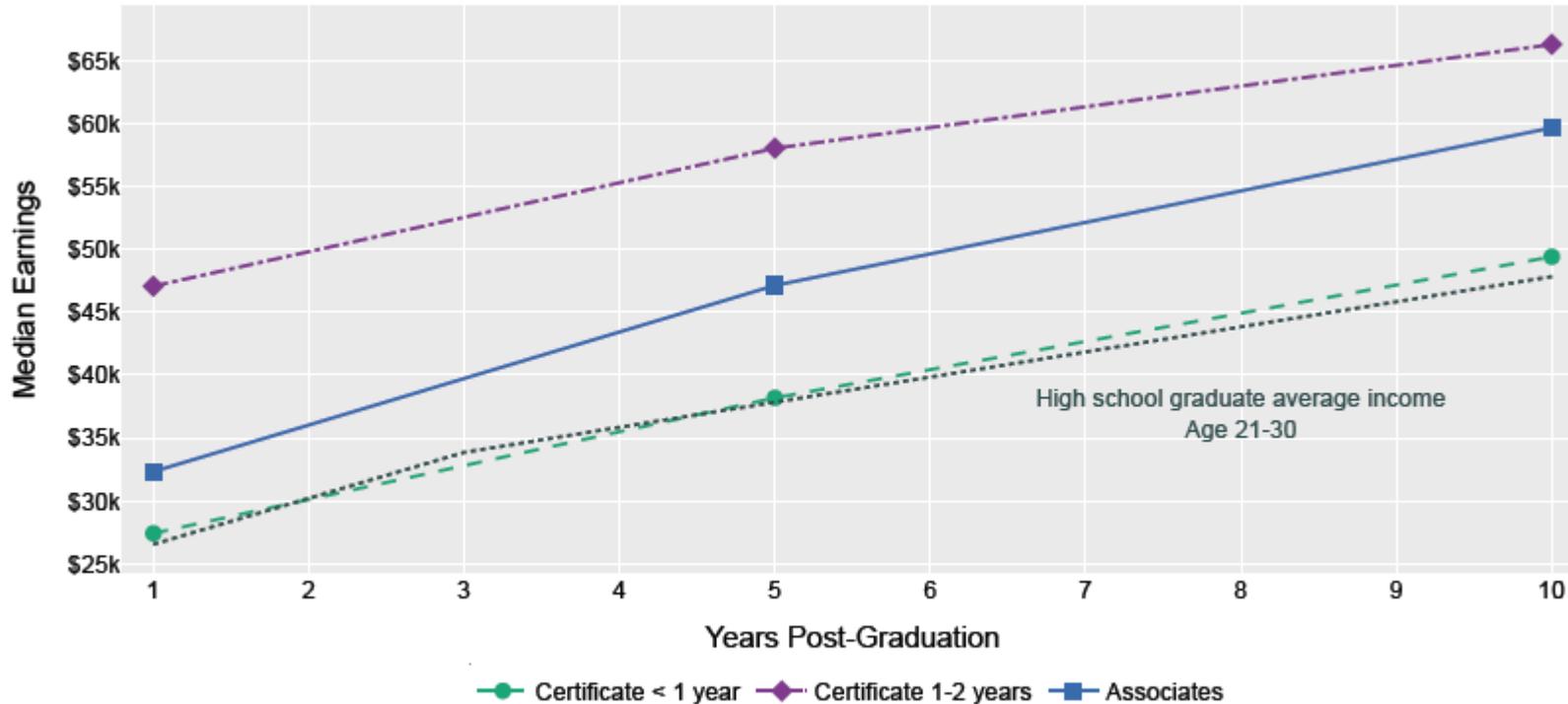
- The RVC student body contributes over \$100 million to the regional economy.
- Attendees at RVC-hosted events spent \$2.82 million dollars.
- Economic footprint (multiplier effects of spending)
 - \$130M Gross Domestic Product
 - \$96M Regional Personal Income
 - 1,200 jobs
 - 610 workers in the labor force
- Downtown West
 - Construction Phase - \$10.9M in industry output, \$5.9M in GDP, creation of 55 jobs
 - Campus Opening – 300 additional residents, 180 additional workers in the labor force, \$6M in additional personal income

SALARY PROGRESSION BY AGE & EDUCATION LEVEL IN THE REGION



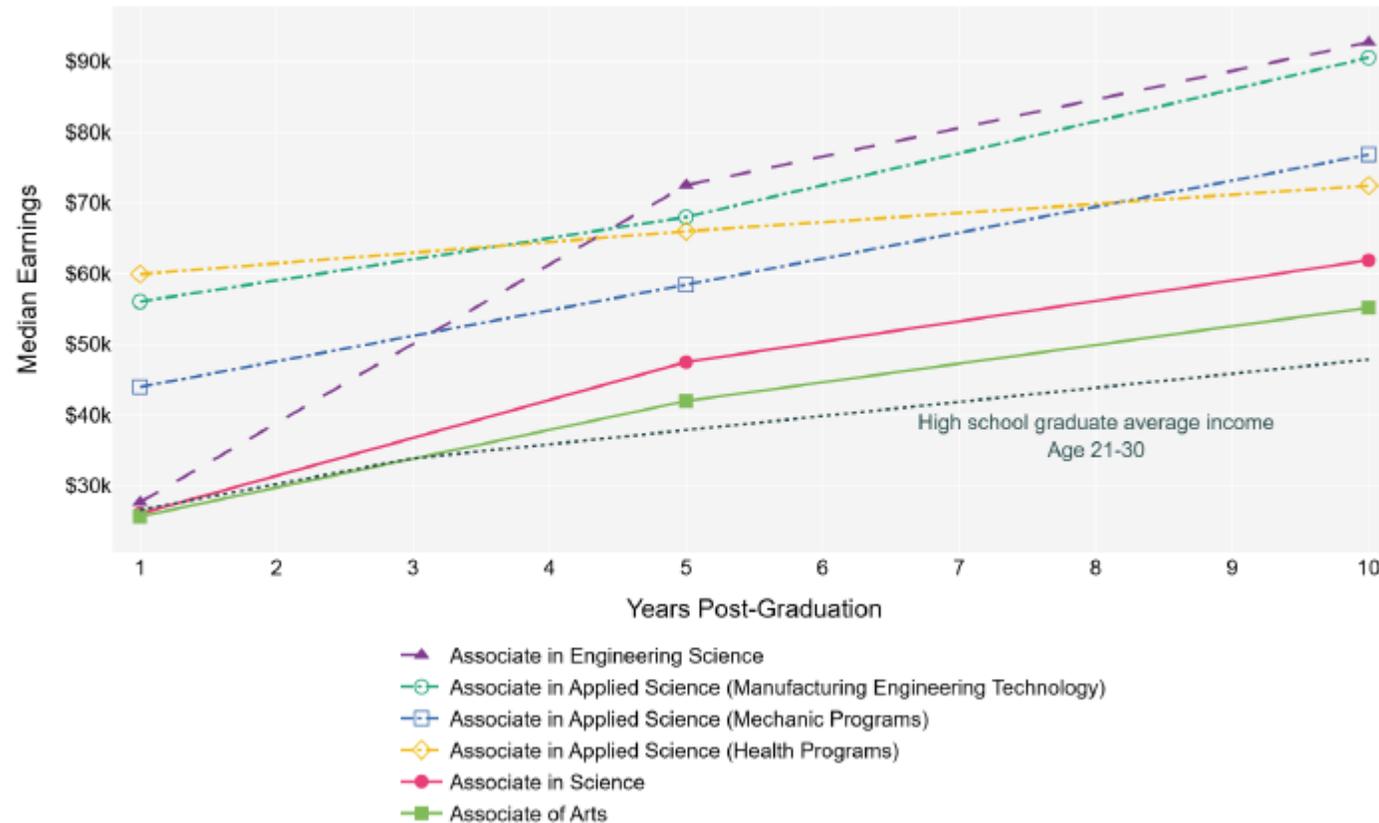
Earnings generally increase as workers pursue further education and accumulate work experience as they age.

STUDENT RETURN ON INVESTMENT (ROI): EARNINGS OF RVC CERTIFICATE AND ASSOCIATE DEGREE GRADUATES



- Associate degree and one-to-two-year certificate holders earn more than high school graduates at all points
- Certificates of less than one year create pathways to further education and training

STUDENT RETURN ON INVESTMENT (ROI): EARNINGS OF RVC ASSOCIATE DEGREE GRADUATES BY AREA OF STUDY

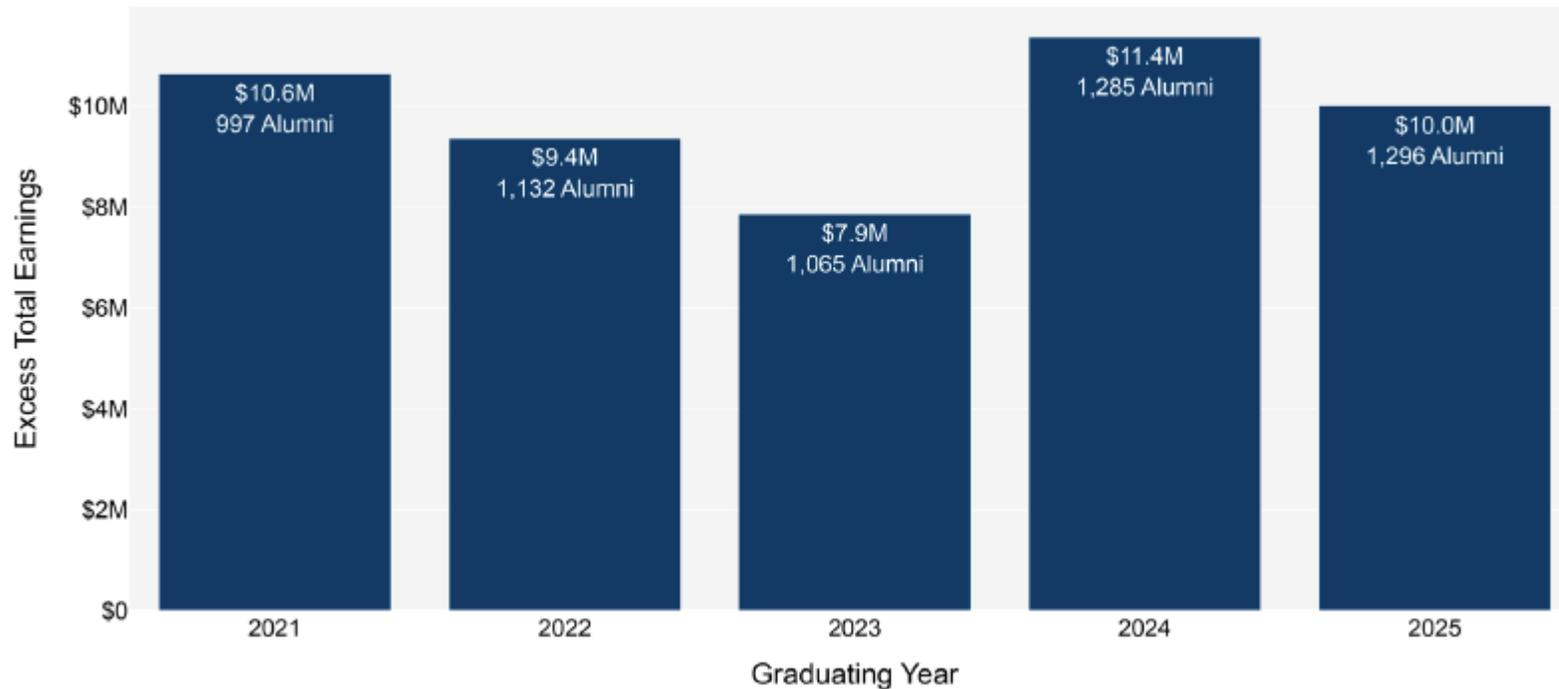


- Degree types in order of earnings:
 - Associate in Engineering Science (AES)
 - Associate of Applied Science (AAS)
 - Associate in Science (AS)
 - Associate of Arts (AA)
- AA and AS degrees are designed for transfer
- AES degrees are designed for workforce preparation

STUDENT RETURN ON INVESTMENT (ROI): BENEFIT-COST ANALYSIS OF RVC PROGRAMS

- Benefit-cost ratios represent the first ten years after program completion.
- Average benefit-cost ratio is **1.39**, indicating a positive return on investment.
- Benefit-cost ratios range from **0.95 to 1.78** for the programs studied.
- Short-term certificates in the engineering/engineering-related technologies/technicians category have the highest benefit-cost ratio.
- Programs with the lowest benefit-cost ratios prepare students for longer academic programs designed to result in additional returns on investment (e.g., a bachelor's degree).

STUDENT RETURN ON INVESTMENT (ROI): PROJECTED 2026 EXCESS EARNINGS OF RVC ALUMNI

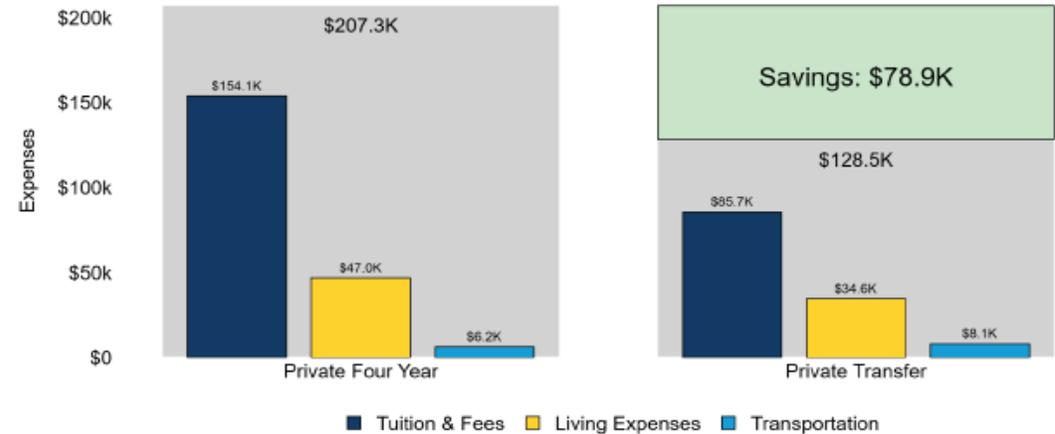
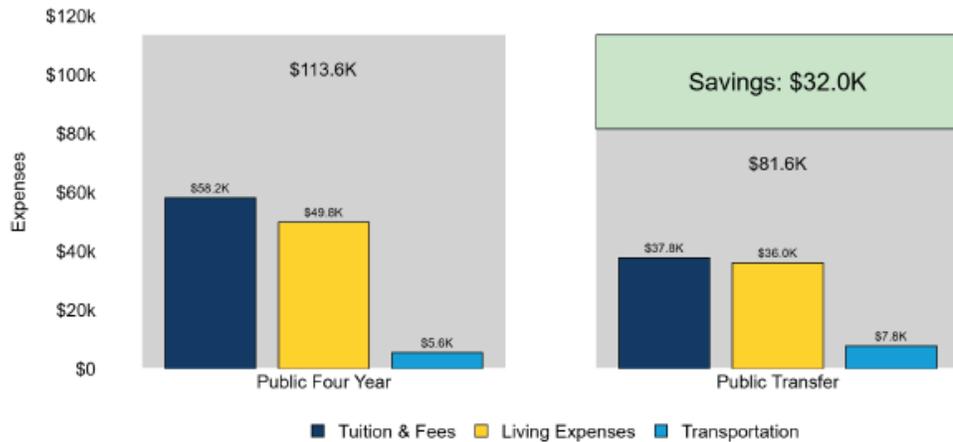


- Excess alumni personal income is the collective amount earned beyond what would have been earned with only high school diplomas.
- Excess alumni income benefits the economy as additional expenditure on goods and services.

SAVINGS FOR STUDENTS TRANSFERRING TO RVC

A student who transfers to a **public 4-year** institution is projected to save about **\$32,000** for their total cost of a bachelor's degree.

A student who transfers to a **private 4-year** institution is projected to save about **\$78,900** for their total cost of a bachelor's degree.



IMPACT OF EARNING A GED AT RVC

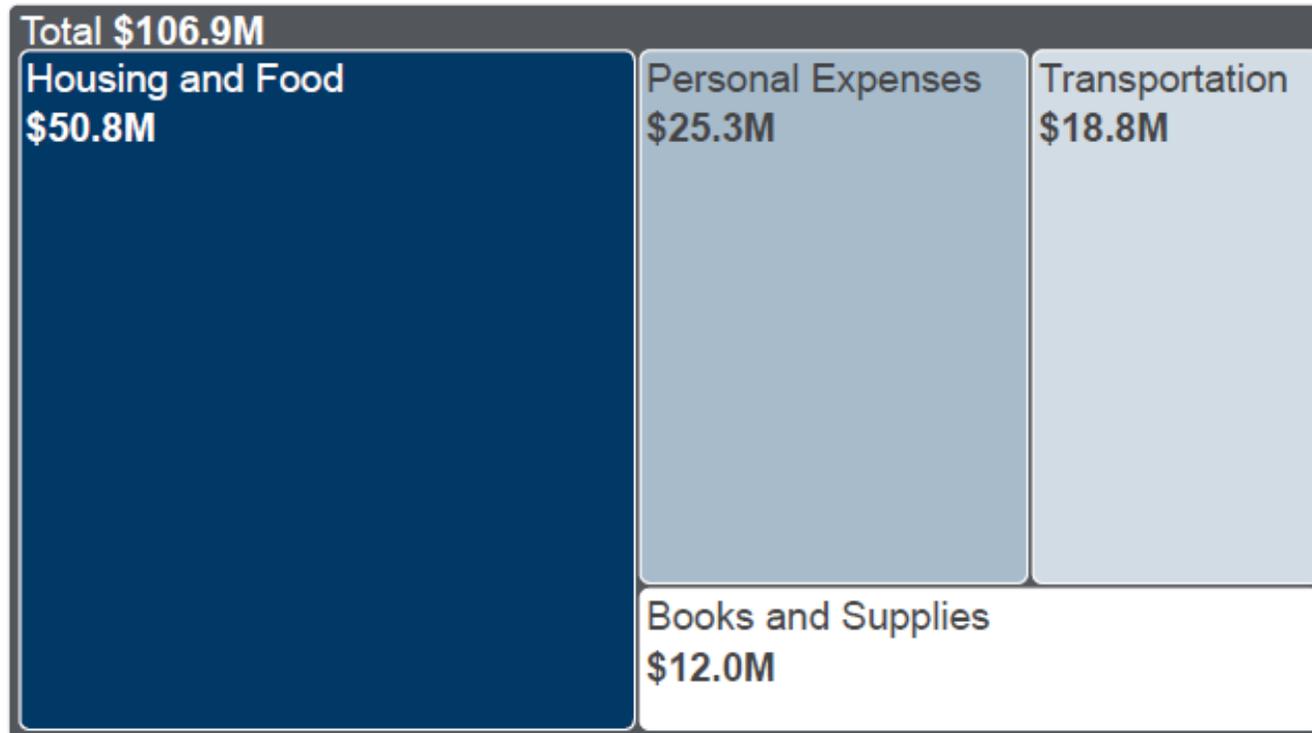
Excess cumulative earnings of GED graduates over no high school degree

Age when GED Obtained	Excess cumulative earnings to age 60
25	\$126,490
35	\$79,002
45	\$28,960

- The earlier the student gets their GED, the more excess cumulative income they earn.
- GED obtainment opens pathways to additional education.

REGIONAL ECONOMIC IMPACT

RVC STUDENT BODY SPENDING BY CATEGORY IN 2025

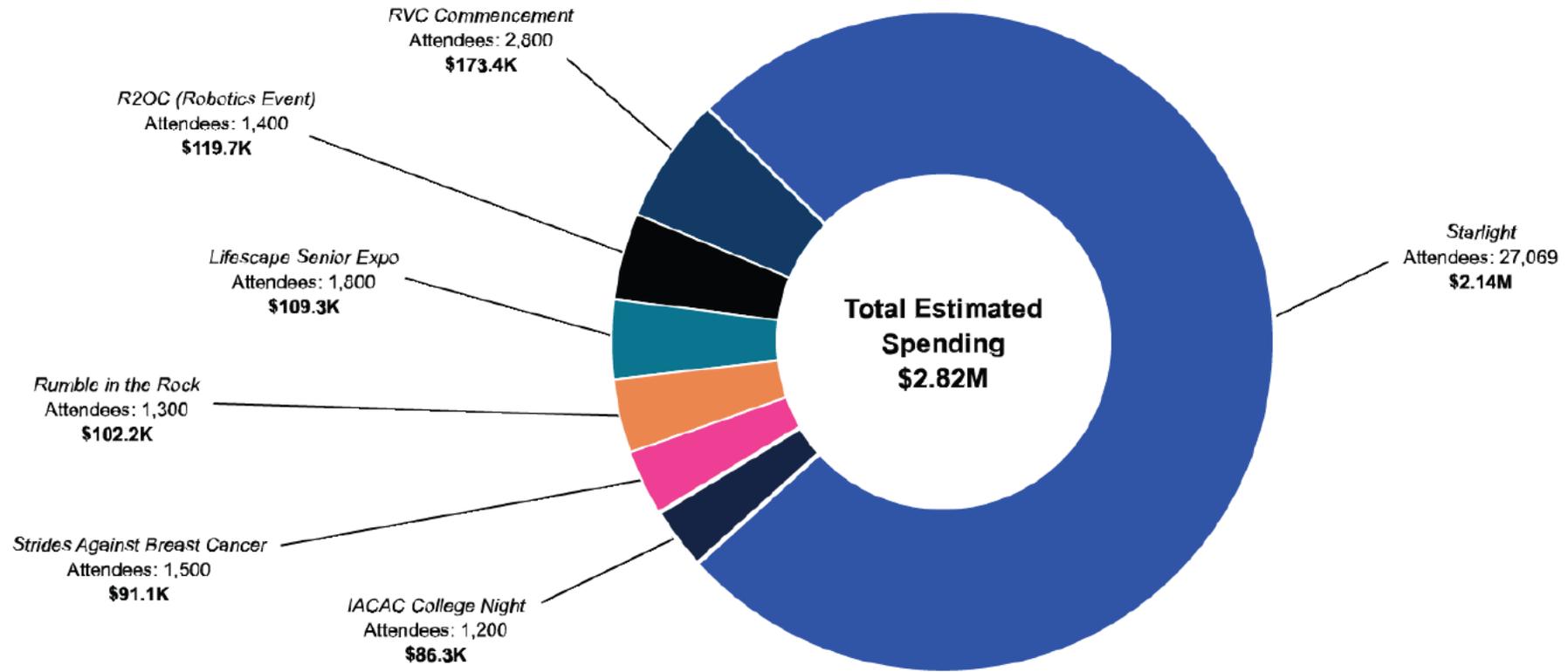


The RVC student body contributes over \$100 million to the regional economy.

REGIONAL ECONOMIC IMPACT

VISITOR SPENDING IN THE REGION

FOR THE TOP RVC-HOSTED EVENTS



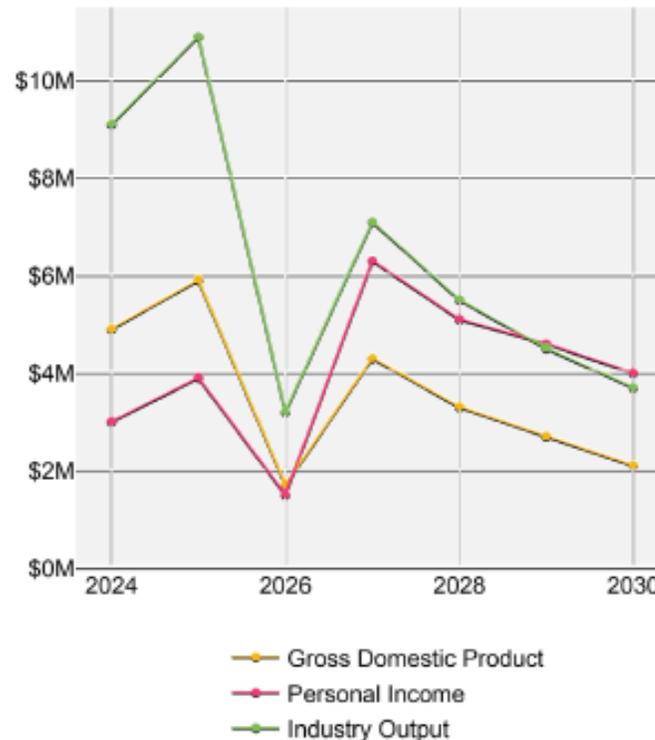
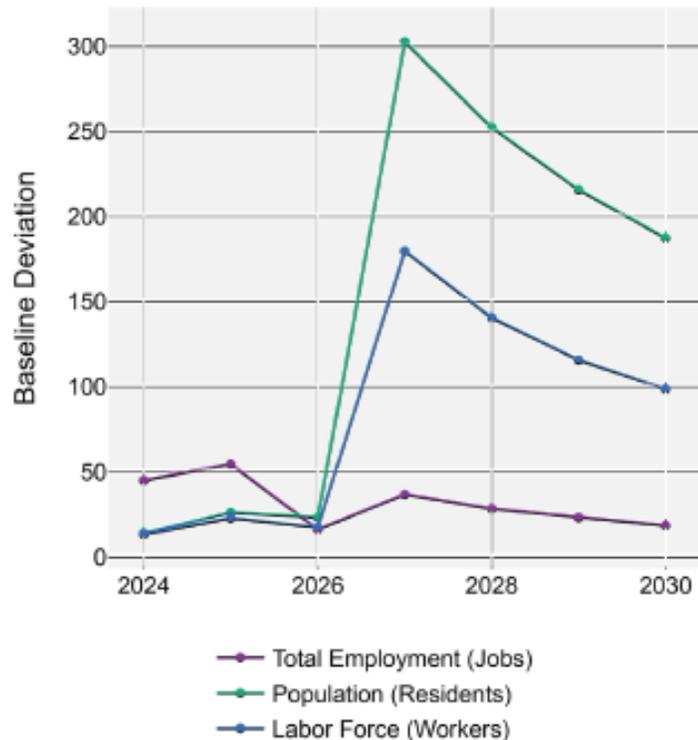
MACROECONOMIC IMPACTS OF RVC: ECONOMIC FOOTPRINT

REMI Model Inputs	Value
Capital Investments	\$7.6M
Facility Maintenance and Utilities	\$4M
Employees	637 Employees

REMI Model Outputs	Value
Gross Domestic Product	\$130M
Industry Output	\$210M
Personal Income	\$96M
Total Employment	1,200 Jobs
Labor Force	610 Workers
Population	770 Residents

MACROECONOMIC IMPACTS OF RVC: DOWNTOWN WEST INVESTMENT

Forecasted regional economic impact of Downtown West



- 2025 peak represents investments made during the construction phase
- 2027 peak represents the impact of opening in the 2026-2027 academic year
- Impacts moderate through 2030

QUESTIONS?

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

Rock Valley College

2025 Rock Valley College Economic Impact Analysis



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This report has been prepared by the Region 1 Planning Council (R1) Community Impact and Economic Development Teams

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Executive Summary

Rock Valley College (RVC) is a leading provider of postsecondary education for adults and a crucial driver of a more educated workforce in the Northern Illinois region. By serving 10,000 students annually through a range of affordable degree and certificate programs, and an additional 6,000 people through workforce training and community and continuing education, RVC's presence has a significant economic impact on the region. For example, after graduation, RVC alumni receive a positive return on investment (ROI) in their early careers and beyond, in turn generating millions of additional personal income per graduating class. This report provides a detailed, quantitative analysis of the impacts of RVC's operations, student body, and alumni on the regional economy.¹

The *Student Returns on Educational Investment (ROI)* section quantifies the benefits of an RVC education by comparing the projected career earnings of an RVC graduate to a worker with a high school degree. These post-graduation earnings are based on actual RVC alumni earnings from the Postsecondary Employment Outcomes (PSEO) dataset. For this analysis, the ROI is calculated across all of RVC's associate degree programs and many of its certificate programs. The analysis shows that an RVC education has an average benefit-cost ratio of 1.39, taken over all the programs of study featured in this report, with the most profitable programs having a benefit-cost ratio of 1.78. This means that for every dollar of cost, the programs generate \$1.78 in realized benefits for these students. Moreover, each recent graduating class is projected to generate \$7.9 million to \$11.4 million more in total personal income compared to their high school graduate counterparts in 2026.

The *Regional Economic Impact of RVC* section details an analysis on the local economic impacts of RVC'S operations, spending by RVC's current student body, and spending by visitors at the college's top-attended events in the past year. A comprehensive regional forecasting model is used to estimate the value of RVC's contributions to the economy. The results show that RVC's economic footprint includes 1,200 jobs, 600 workers in the labor force, and \$130 million in Gross Domestic Product (GDP).

A capital investment analysis is also presented that forecasts the economic impacts of the investment in the Downtown West campus in Rockford. The construction phase generates an immediate boost of \$10.9 million in industry output and \$5.9 million in GDP. Once the campus opens, it is projected to attract 300 new residents to the region, add 180 new workers to the labor force, and add \$6 million additional personal income to the region in 2027.

1 The "primary region" referenced throughout this report refers to the Northern Illinois counties of Winnebago, Boone, and Ogle, where 95% of RVC's student body resides.

Student Returns on Educational Investment (ROI)

Rock Valley College (RVC) offers a diverse array of associate degrees, certificates, and workforce training programs that yield significant returns on investment (ROI) for its graduates. The associate degree programs provide a foundation of general education courses whose credits are easily transferable toward a bachelor's or advanced degree at other institutions. Additionally, RVC provides a broad range of high-demand Career and Technical Education (CTE) programs in the form of the Associate of Applied Science degrees and certificates, several of which can be taken tuition-free under the Workforce Empowerment Initiative (Rock Valley College, n.d.-a). Finally, RVC offers essential adult education programs, including resources to help individuals pass the Illinois General Educational Development (GED) exam.

This section quantifies the economic benefits of these educational investments for prospective RVC students. The analysis compares the earnings of RVC graduates across these various program offerings to the earnings of workers in the region with only a high school degree, providing a comprehensive measure of post-graduation ROI.

Salary progression by age & education level in the region

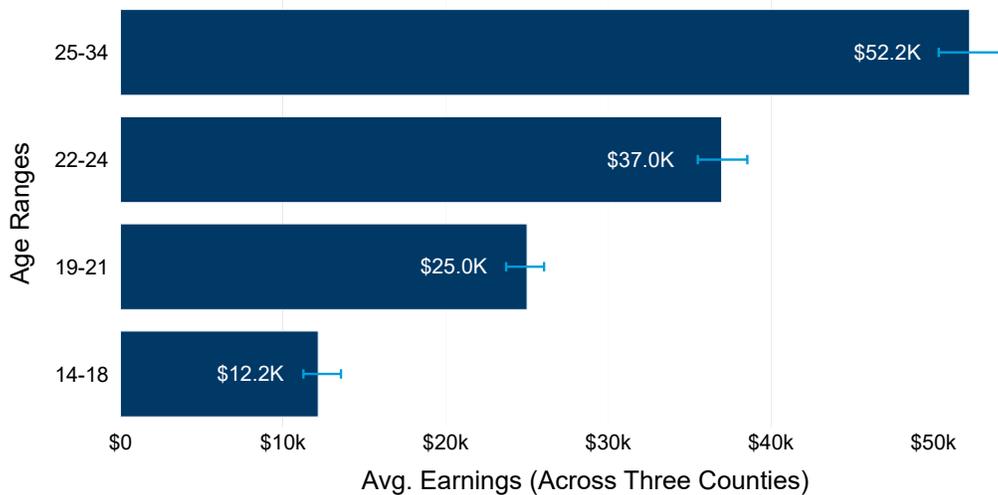
To establish a quantitative context for the Student ROI analysis, Figures 1.1 and 1.2 show the primary region's average annual earnings categorized by educational level and age, respectively (U.S. Census Bureau, Quarterly Workforce Indicators/QWI, 2025). As is typical of labor markets, earnings generally increase as workers pursue further education and accumulate work experience as they age. For example, the 25–34 age group earns a higher average salary, likely because this demographic concurrently benefits from a higher proportion of workers with postsecondary degrees and more years of work experience. For this analysis, the age groupings (14–18, 19–21, 22–24, and 25–34) were purposely selected to represent the early career stages spanning the first ten to twelve years following secondary education.

Figure 1.1: Regional earnings by education level²



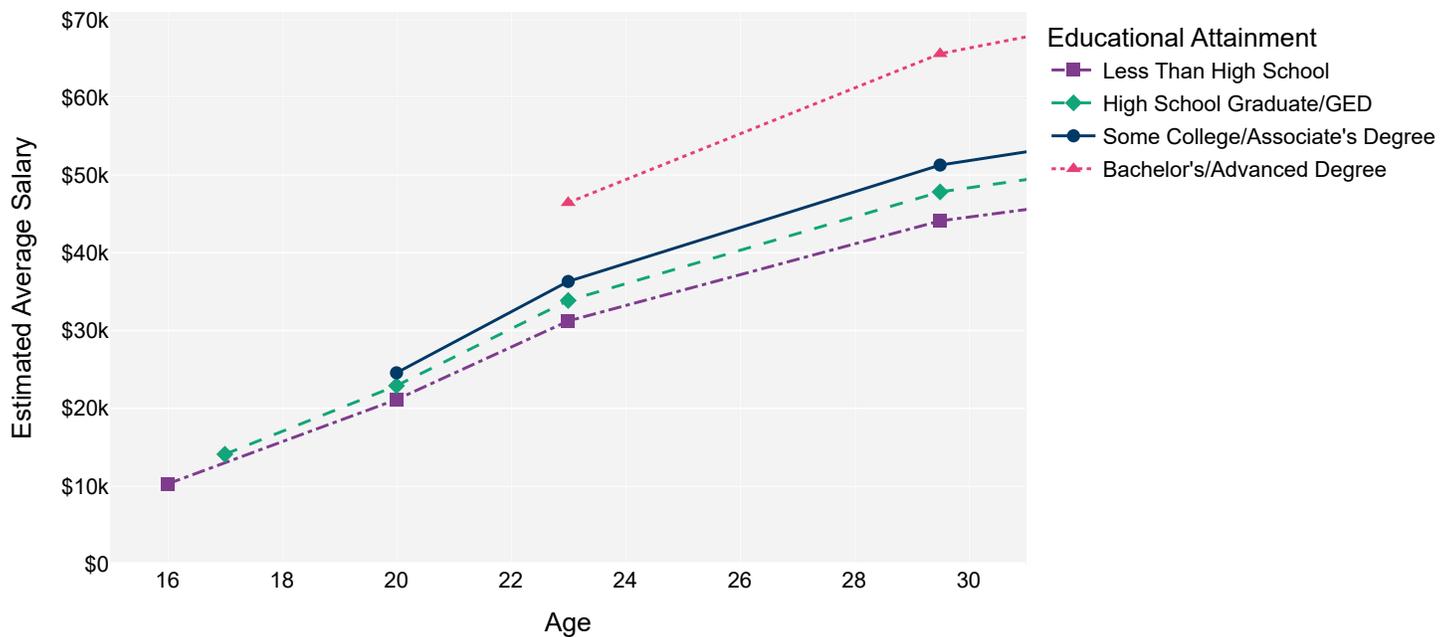
² Values in Figures 1.1 and 1.2 were averaged over four quarters of the year 2023 in the three primary counties.

Figure 1.2: Regional earnings by age group



The foundational, contextual data points from the QWI noted above form the basis in the construction of salary progression curves of primary region workers, which are presented in Figure 1.3.³ The figure shows projected salary progression as a function of age, segmented by educational attainment. As this report specifically examines the early career returns on educational investments for RVC graduates, the figure focuses on ages 16 to 30. The salary progression curve for the high school graduate is an important point of comparison for alumni salary to calculate the overall net benefit of attending RVC, which is the focus of the following section.

Figure 1.3: Salary progression curves derived from QWI data



³ In short, each age group salary was scaled by the ratio of each education group salary to the overall education average. The result is a set of salaries by age group and education (e.g., Some College/Associate's Degree from ages 25-34), where the mean salary across all education groups matches the original QWI average salary for that age group.

Student Return on Investment (ROI) for RVC postsecondary programs

The potential to earn a higher salary is a common incentive to pursue postsecondary education. This section highlights the actual earnings of RVC alumni up to ten years after graduation, showcasing which of RVC's associate degrees and certificates offer the most financial reward for their respective costs. As noted, the return on investment analysis compares the cumulative earnings of these degrees and certificates to the earnings of full-time workers with only a high school level of education. The results demonstrate a positive return on educational investment across all programs, meaning pursuing the educational offerings at RVC is predicted to be worthwhile for the average prospective student, as opposed to simply joining the workforce.

Salary progression of RVC alumni

Actual earnings of RVC alumni are summarized in Figure 1.4, from the Postsecondary Employment Outcomes (PSEO) dataset (U.S. Census Bureau, 2025b). This dataset tracks the earnings of RVC alumni (from the 2001–2020 cohorts) one, five, and ten years post-graduation, linking their realized career earnings directly to their original areas of study at RVC. Figure 1.4 presents the median earnings across all areas of study, segmented into three categories: associate degrees (solid line) and certificates (dash lines), which are further divided based on estimated completion time (less than one year vs. one to two years). The specific programs highlighted in this report are also listed in Table 1.1. These include all of the associate degrees offered at RVC and featured certificates in the Career and Technical Education programs.

Figure 1.4: Earnings of RVC certificate and associate degree graduates, all programs

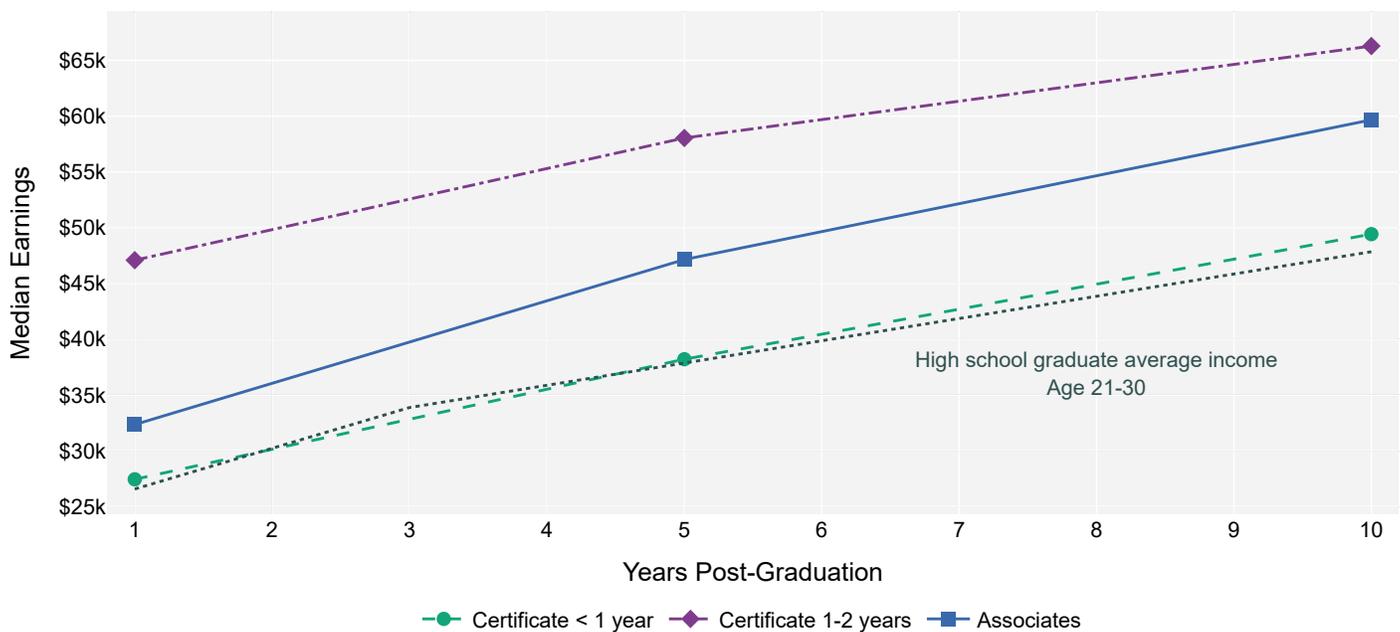


Table 1.1: Rock Valley College programs of study (degrees, certificates, and workforce training)

Associate Degrees	Long Certificates (1-2 years)	Short Certificates (<1 year)
<ul style="list-style-type: none"> • Associate of Arts (AA) • Associate in Science (AS) • Associate in Applied Science (AAS) • Associate in Engineering Science (AES) 	<ul style="list-style-type: none"> • Advanced Welding • Advanced Mechatronics • Aviation Maintenance • Airframe Technician • Powerplant Technician • Automotive Technician 	<ul style="list-style-type: none"> • CAD • CNC • Basic Quality • Certified Manufacturing Associate • Truck Driver Training/Commercial Driver’s License • Industrial Welding • Fundamentals of Mechatronics • Nursing Aide • Phlebotomy Technician • Automotive Maintenance and Light Repair

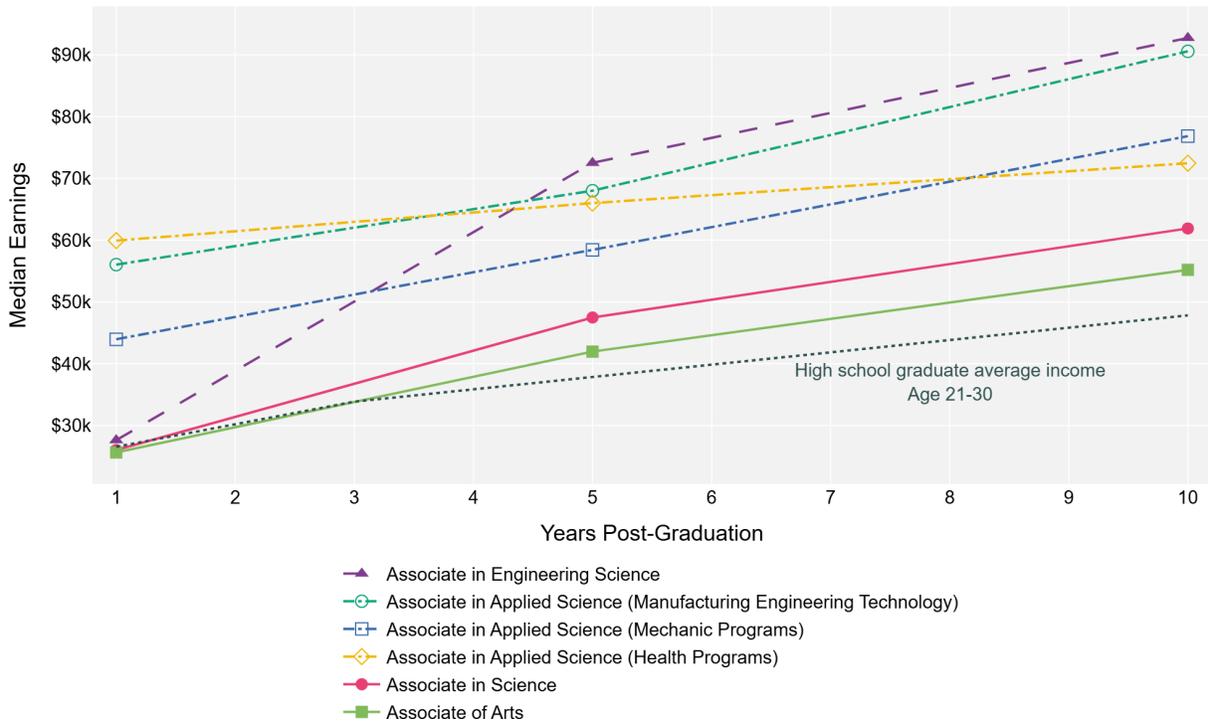
Note that a perhaps unexpected result of Figure 1.4 is that associate degree holders from RVC are not the highest earners out of the alumni: instead, certificates that take one-to-two years of study have higher median earnings than peers with an associate’s degree. As shown in Table 1.1, these certificates consist of the Advanced Welding program and programs that fall under the Vehicle Maintenance and Repair Technologies/Technicians (see Table 2.2) category in the PSEO dataset, both of which are estimated to be relatively profitable ventures to pursue at RVC.

Figure 1.4 also includes an earnings curve for high school graduates for comparison, which was derived from the QWI dataset previously. Because this earnings curve is a function of age, ages 21 to 30 were selected to be a comparison point to associate degree alumni.⁴ It is clear that associate degree and one-to-two-year certificate holders earn more than high school graduates at similar points in their careers. However, the high school graduate earnings curve nearly overlaps the earnings curve for alumni who hold a less than one-year length certificate. While it is true that shorter certificates have less ROI compared to longer study programs, comparing this curve to the high school earnings curve directly is not strictly fair. Certificate holders earn higher salaries earlier in their careers, as certificates are shorter in length compared to the full degree programs. Additionally, the shorter length certificates are often avenues for RVC students to have enough training to be employed in skilled and in-demand occupations, while also serving as foundational education for further training in an advanced program.

Next, Figure 1.5 focuses on the earnings of RVC associate degree alumni broken down by area of study. In this figure, earnings associated with each area of study are depicted from least to most profitable: Associate of Arts (AA), Associate in Science (AS), Associate in Applied Science degrees segmented into different areas of study, and finally, Associate in Engineering Science (AES). The comparison earnings curve for a high school graduate is also shown in this figure. Nearly all associate degree types earn more than the high school degree worker in the first year post-graduation, except for the AA/AS degrees. Nevertheless, AS degree holders begin to earn more than their high school graduate peers by two years after graduation, and AA degree holders begin to earn more after three years post-graduation.

⁴ Only one age range was selected as a comparison point to simplify the analysis. In reality, students can start their program of study at any age and point in their careers. Data from RVC shows that 45% of students are in the age 17–20 age range, and 22% are in the 21–24 age range. See also Table 2.1.

Figure 1.5: Earnings of RVC associate degree graduates by program⁵



In terms of profitability, the order of these associate degrees can be explained by the purposes of the associate degree: AA/AS degrees are designed to consist of credits that count as general education or core credits when transferred to a four-year bachelor’s degree. In contrast, AAS degrees are designed to develop a specific skill set that enables direct entry into the workforce after obtaining the degree, rather than transferring to another institution. AES degrees provide both incentives for students: AES prepares students to be engineering technicians—a high-paying position only needing an associate’s degree—as well as prepares students for a bachelor’s degree in engineering.

The quantitative analysis presented thus far in the Student ROI section can be used to develop a benefit-cost evaluation metric for each of the programs of study offered at RVC, which highlights the expected monetary incentive to pursue an RVC education.

Benefit-Cost analysis of RVC programs

The PSEO dataset allows for the calculation of projected cumulative earnings from one to ten years after the degree or certificate is earned. The cumulative earnings are the main factors in the Benefit part of the Benefit-Cost evaluation. On the other hand, the main factors in the Cost—or more specifically, the opportunity cost—portion are the cost of education including tuition, fees, books, and supplies, as well as the forgone income that the student would have received by entering the work force full-time right after graduating high school. In return, after graduating from RVC, the alumni should expect to surpass their high school degree counterparts in cumulative income. The formula for the Benefit-Opportunity Cost ratio is therefore defined as:

$$\left\{ \frac{\textit{Benefit}}{\textit{Opportunity Cost}} \right\}_i = \frac{\textit{Cumulative Income}_i}{\textit{Forgone Income}_i + \textit{Education Cost}}$$

⁵ AAS Mechanic Programs include Automotive Service Technology and Aviation Maintenance Technology. Specific AAS degrees that fall under the Other category are listed in Table 1.2

The i subscript represents each different RVC program of study being evaluated. The components of the formula are defined as:

- Cumulative Income is the sum of the **ten-year cumulative earnings after graduation**—calculated from the PSEO dataset—and since most students enrolled at RVC are part-time, a small amount of part-time wages earned during their study period are added. The ten-year cumulative earnings are the largest factors in the numerator.
- Forgone Income is the **cumulative earnings of a high school graduate peer**, taken from the salary curves derived from the QWI dataset. Forgone Income is the largest factor in the denominator.
 - Students pursuing an associate degree are determined to have the most forgone income as they spend the longest time studying. The forgone income for pursuing an associate degree is \$426,275.
 - The forgone income for pursuing a longer length certificate is \$415,021.
 - The forgone income for pursuing a shorter length certificate is \$368,654. This reflects the earlier entrance into the workforce for these graduates.
- Education Cost is the sum of **tuition and fees** for the student’s chosen program of study at RVC and the cost of **books and supplies**. This is a smaller factor in the benefit-opportunity cost ratio—however, it is a significant up-front investment.
 - The program cost (tuition and fees) varies among RVC programs, which is determined by the number of credits required to complete the program. A varying portion of credits are also eligible to be charged with an additional Career and Technical Education fee. Associate degrees typically cost about \$10,000. The least expensive program featured is the Nursing Aide certificate at \$1,183, while the most expensive are the Dental Hygiene AAS at \$12,914, and Aviation Maintenance Certificate at \$12,844. Finally, tuition and fees represent values for in-district students, where “in-district” is defined as living in specific communities within the primary region (Rock Valley College, n.d.-b).
 - The cost of books and supplies is estimated to be about \$800 per semester for the Fall 2024–Spring 2025 school year (Rock Valley College, 2024). It is assumed that a student pursuing an associate degree takes four semesters to finish their studies. For certificate students, it is assumed that they spend three semesters for longer certificates, and one semester for shorter certificates. However, for a non-credit program such as Truck Driver Training/Commercial Driver’s License (CDL), no books and supplies expenses are assumed.

Thus, Table 1.2 shows the ten-year cumulative earnings after graduation and the calculated benefit-cost ratio for the featured RVC programs. They are presented in order of highest to lowest benefit-cost ratio. Also shown in this table are the connections between the RVC-named programs and the PSEO degree types and areas of study.

Table 1.2: Projected ten-year cumulative income and benefit-cost variable for RVC programs

PSEO Category	Degree Type	RCV Programs Included	10-Year Cumulative Earnings	Benefit-Cost Variable
Engineering/Engineering-Related Technologies/Technicians	Certificate < 1 year	<ul style="list-style-type: none"> CNC Certificate Basic Quality Certificate Certified Manufacturing Associate Certificate CAD Certificate Fundamentals of Mechatronics Certificate 	\$657,312	1.78
Industrial Production Technologies/Technicians	Associates	<ul style="list-style-type: none"> Manufacturing Engineering Technology AAS 	\$717,890	1.68
Precision Metal Working	Certificate 1-2 years	<ul style="list-style-type: none"> Advanced Welding Certificate 	\$686,954	1.66
Registered Nursing, Nursing Administration, Nursing Research and Clinical Nursing	Associates	<ul style="list-style-type: none"> Nursing Associate Degree 	\$703,181	1.65
Engineering	Associates	<ul style="list-style-type: none"> Mechatronics AAS* 	\$674,268	1.58
Engineering, General	Associates	<ul style="list-style-type: none"> Associate in Engineering Science* 	\$673,631	1.58
Health Professions and Related Programs	Associates	<ul style="list-style-type: none"> Medical Assistant AAS 	\$664,203	1.56
Precision Metal Working	Certificate < 1 year	<ul style="list-style-type: none"> Industrial Welding Certificate 	\$559,192	1.52
Vehicle Maintenance and Repair Technologies/Technicians	Certificate 1-2 years	<ul style="list-style-type: none"> Automotive Technician Certificate Aviation Maintenance Certificate Airframe Technician Certificate Powerplant Technician Certificate 	\$601,451	1.45
Allied Health Diagnostic, Intervention, and Treatment Professions	Associates	<ul style="list-style-type: none"> Respiratory Care AAS 	\$605,865	1.42
Vehicle Maintenance and Repair Technologies/Technicians	Associates	<ul style="list-style-type: none"> Automotive Service Technology AAS Aviation Maintenance Technology AAS 	\$603,370	1.42
Dental Support Services and Allied Professions	Associates	<ul style="list-style-type: none"> Dental Hygiene AAS 	\$606,592	1.42
Ground Transportation	Certificate < 1 year	<ul style="list-style-type: none"> Truck Driver Training* 	\$484,700	1.31
Engineering/Engineering-Related Technologies/Technicians	Certificate 1-2 years	<ul style="list-style-type: none"> Advanced Mechatronics Certificate* 	\$536,213	1.31
Communications Technologies/Technicians and Support Services, Computer and Information Sciences and Support Services Family and Consumer Sciences/Human Sciences Homeland Security, Law Enforcement, Firefighting and Related Protective Services Business, Management, Marketing, and Related Support Services	Associates	<ul style="list-style-type: none"> Graphic Arts Technology AAS Computers & Information Systems AAS Early Childhood Education AAS Criminal Justice AAS Accounting AAS 	\$507,088	1.20
Vehicle Maintenance and Repair Technologies/Technicians	Certificate < 1 year	<ul style="list-style-type: none"> Automotive Maintenance and Light Repair Certificate 	\$433,706	1.17
Biological and Physical Sciences	Associates	<ul style="list-style-type: none"> Associate in Science 	\$464,497	1.11
Liberal Arts and Sciences, General Studies and Humanities	Associates	<ul style="list-style-type: none"> Associate of Arts 	\$418,604	1.00
Health Professions and Related Programs	Certificate < 1 year	<ul style="list-style-type: none"> Phlebotomy Technician Certificate 	\$351,939	0.96
Practical Nursing, Vocational Nursing and Nursing Assistants	Certificate < 1 year	<ul style="list-style-type: none"> Nursing Aide Certificate 	\$348,497	0.95

* Data for RVC alumni unavailable, earnings in table are based on alumni from all institutions in Illinois

Ranked at the top of Table 1.2 are the Engineering-Related Technologies short-length certificates, followed by the Manufacturing Engineering Technology AAS, which also falls under the broader Engineering-Related Technologies category. The short-length Engineering-Related Technologies certificates ranking at the top of this table demonstrates how the benefit-cost variable complements the actual earnings data in the decision of what program to study at RVC. The shorter length certificates in the Engineering-Related Technologies category rank the highest due to a combination of relatively high cumulative earnings (about \$660,000) and also the lower opportunity cost in both program cost and earlier entrance into the workforce. This results in a benefit-cost ratio of 1.78, which is 0.1 higher than the second ranked program in Table 1.2.

Emphasis should be placed on the fact that the benefit-cost analysis presented here focuses on early career earnings and return on investment, due to limited PSEO data. What is not captured in Table 1.2 is the return on investment beyond ten years, which will favor higher levels of educational attainment.

A related example is that in Table 1.2, the Vehicle Maintenance and Repair Technologies/Technicians Associate degrees rank two below their corresponding long-length certificates, with a difference in benefit-cost variable of only 0.03. This is likely due to the higher average cost of the associate degree and longer study period. However, the benefit of an associate degree is a broader educational foundation and a degree credential that can also lead to higher-paying management roles as that individual progresses in their career. Additionally, while the PSEO dataset categorizes Aviation and Automotive programs together, there may be a wage gap between the two program categories.

Programs that rank the lowest in Table 1.2 have a hidden benefit not captured by the benefit-cost variable: these courses are typically taken in preparation for a longer course of study that will lead to higher returns on investment in the future. For example, the AA/AS degrees are designed to be transferable to bachelor's degree programs, which can significantly increase salary after completion, as shown in Figures 1.1 and 1.3. As another example, at the bottom of Table 1.2 is the Nursing Aide certificate; however, this credential also serves as a prerequisite for further career advancement in pursuing the Nursing Associate degree, which ranks 4th in Table 1.2 with a benefit-cost ratio of 1.65.

Overall, the average benefit-cost ratio of the programs in Table 1.2 is 1.39, indicating that RVC graduates on average will earn more over a 10-year period after graduation than if they decided not pursue the course of study at RVC and enter the workforce full-time after high school. Thus, the return on investment for an RVC education will be positive for most students, particularly in early-career earnings, providing further incentive to pursue postsecondary education at RVC.

Alumni total personal income

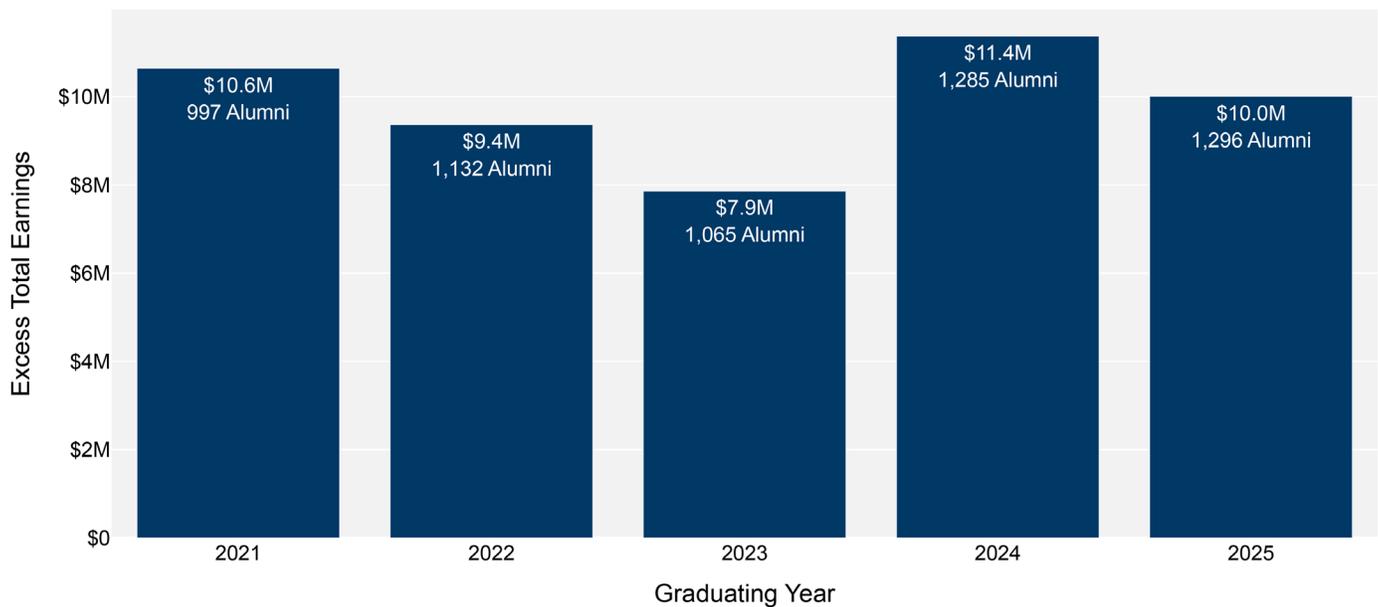
This analysis also seeks to examine the macroeconomic impact of RVC alumni earnings: excess personal income as a result of their educational investment, which in turn benefits the economy as additional expenditure on goods and services in the region.

To quantify this impact, the total projected alumni earnings for the year 2026 are calculated using the number of graduates from 2021 to 2025 for each program (as presented in Table 1.2), in conjunction with the alumni salary progression curves previously derived from the PSEO dataset. Crucially, these total earnings are then reduced by the salaries these workers would have earned with only a high school diploma, as determined from the QWI-derived salary progression curves also presented earlier. The resulting statistic represents the total personal income earned in excess—the additional disposable income directly attributable to the investment in an RVC education—which subsequently increases the regional expenditure on goods and services.

The calculated statistic also factors in the rate at which workers leave the region over time after graduation. The PSEO dataset also measures the movement of graduates to different regions and states.⁶ One year after graduation, approximately 80% of RVC alumni are projected to remain in the primary region, which decreases to 73% five years post-graduation. One national study has also shown that 72% of graduates of public 2-year institutions remain in the same metropolitan area after graduation (Conzelmann et al., 2023).

The total excess personal income earned by RVC alumni in the region, estimated for the year 2026 is shown in Figure 1.6 for each graduating class of RVC. Also shown are the estimated numbers of alumni remaining in the region. Each graduating class will contribute between \$7.9 million and \$11.4 million in excess earnings, part of which will be spent on additional goods and services in the region. Fluctuations year over year result from differences in the number of students graduating and the variation in which RVC programs they have completed. The class of 2024 is projected to earn the most within the primary region due to a combination of a larger cohort, higher retention rate being a more recent graduating class, and increased earnings a few years after graduating. The amount of excess earnings by the oldest classes counteracts the effect of the reduced retention rate of alumni. This again reinforces the lasting benefits of an RVC education.

Figure 1.6: Projected 2026 excess earnings of RVC alumni in the primary region

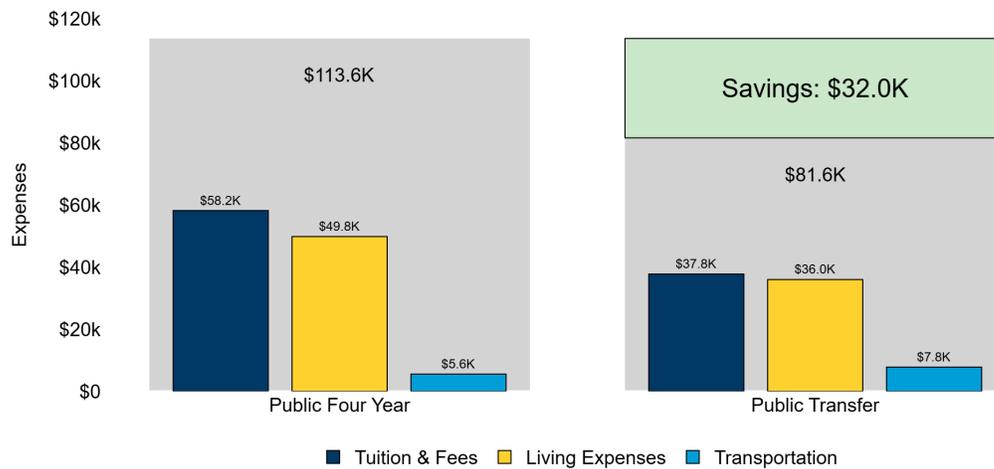


Savings for students transferring from RVC

By offering the beginnings of a post-secondary education, RVC bridges a monetary gap for primary region students who may wish to eventually pursue a bachelor’s or advanced degree. RVC students primarily save on their overall education costs through lower tuition per credit hour and the opportunity to live at home instead of paying for room and board. Figure 1.7 compares the estimated cost of a bachelor’s degree (four-year) education, where one student attends a public Illinois institution for all four years, and the other student attends RVC for two years and transfers to a public institution.

⁶ The PSEO dataset only measures the retention rate of alumni in the home state of the university or college, e.g., for RVC alumni, the PSEO measures the retention rate to Illinois. The primary region retention rate calculated in this report is determined by multiplying the PSEO retention rate by the 95% of RVC students who live in the primary region. Thus, the primary region retention rates estimated in this report are considered upper limits.

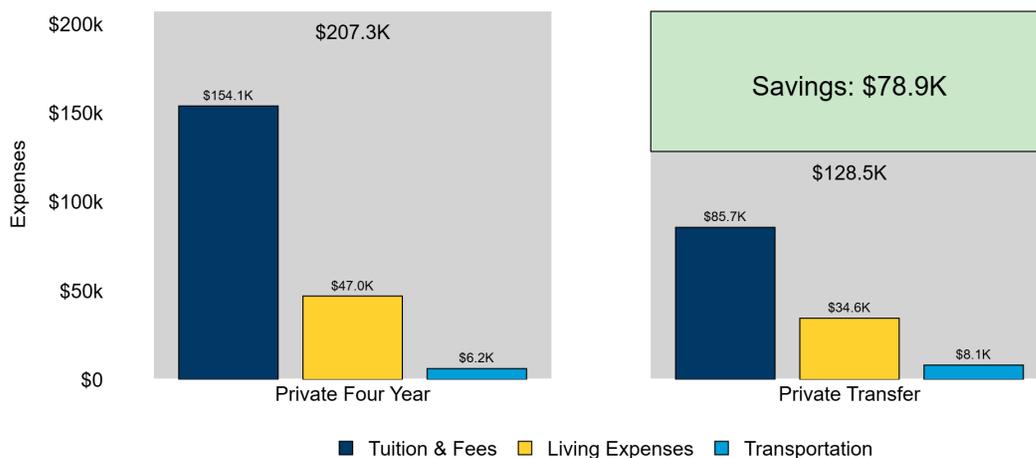
Figure 1.7: Cost of education comparison between a student who attends 4 years of a public university vs. an RVC student who later transfers to a 4-year public institution



The public institutions referred to in this figure comprise the most common Illinois public institutions RVC students transfer to: Northern Illinois University, Illinois State University, Western Illinois University, Southern Illinois University, and the University of Illinois, Urbana-Champaign.⁷ Using the number of students who transfer to each institution as weights, an average cost of education was calculated for the categories of tuition & fees, living expenses, and transportation.⁸ A student who transfers from RVC to a public institution is projected to save about \$32,000 for their total cost of a bachelor’s degree, compared to a student who attends a public institution for all four years.

Figure 1.8 replicates the calculations in Figure 1.7, but utilizes data from the most common private institutions to which RVC students transfer. The largest factor in the cost of education is now tuition, which is significantly higher for private institutions. The private institutions behind the data are Rockford University, Upper Iowa University, and Judson University. A student who transfers their credits is projected to save approximately \$78,900. The results of this analysis show that students who plan to transfer their credits earned at RVC to a bachelor’s degree benefit the most from the affordable in-district tuition rate.

Figure 1.8: Cost of education comparison between a student who attends 4 years of a private university vs. an RVC student who later transfers to a 4-year private institution



7 Cost of attendance data for each institution comes from their respective public websites.

8 Living expenses for public and private institutions assumes that the student lives in an on-campus dormitory, with a meal plan. This also lowers the cost of transportation. Living expenses for RVC students will be discussed in Section 2 of this report.

These cost comparisons do not take into account financial aid, which is offered not only at Rock Valley College, but at the public and private universities that students transfer to from RVC. For example, students in the Rockford Promise program benefit greatly from tuition scholarships to Rock Valley College, Northern Illinois University, and Rockford University. In addition, RVC students in programs covered by the Workforce Empowerment Initiative or other grants do not pay tuition.

Impact of earning a GED at RVC

As RVC is a key driver in the development of a more educated local workforce, it also serves the adult population who wish to complete their secondary education. On average, 326 students were enrolled in the Adult Basic/Secondary Education Program each year over the past four years, and an average of 91 students graduated from the program annually. One major benefit of this program is its free cost for all potential students.

An analysis was conducted to examine the impact of earning a GED on a worker’s cumulative income in subsequent years after obtaining the GED. From Figure 1.1, the percent increase from the average salary of a worker in the primary region with no high school degree to the average salary of a worker with a high school degree is 8.5%.

The salary curves in Figure 1.3 for a worker with and without a high school degree were calculated up to age 60. When comparing workers with and without a high school diploma, high school completers earn about \$170,000 more than those without a high school degree from ages 18-60.

Table 1.3 presents three scenarios to demonstrate the excess cumulative earnings to age 60 of a GED graduate compared to a worker with no high school degree. To model the opportunity cost, the GED graduate was assumed to work part-time during their studies and earn 75% of their annual income at the no high school education level (GED students may take classes while working full-time or part-time, and may take one to several semesters of classes in order to prepare for the exam). The earlier the student gets their GED, the more cumulative income they earn at the high school equivalent education level. After high school equivalency is obtained, a worker qualifies for more and better job opportunities. Post-secondary educational programs are also made available, which an individual can seamlessly continue at Rock Valley College, particularly the short-length certificates designed for students to enter the workforce with relevant skills and education within one year of training. Obtaining a GED also qualifies students for financial aid when they enter postsecondary education.

Table 1.3: Excess cumulative earnings of GED graduates over no high school degree

Age When GED Obtained	Excess Cumulative Earnings to Age 60
25	\$126,490
35	\$79,002
45	\$28,960

Regional Economic Impact of RVC

Rock Valley College’s impact on the regional economy not only includes the increased earnings from a more educated workforce, but also spending in the primary region by the college’s several thousands of enrolled students as they attend classes. The college’s economic impact also extends beyond educating the workforce: the campus serves as a host to events where bursts of local spending can occur when visitors gather, and RVC spends millions of dollars locally to sustain their large-scale operations, thereby stimulating economic development.

RVC spends, on average, \$4 million for facilities and maintenance, \$7.6 million on capital investments, and employs 637 faculty and staff annually. RVC’s economic footprint in the primary region is quantified by using the aforementioned operational spending as inputs to a comprehensive regional economic model. Another regional model is presented that forecasts the impacts of the investment into the Downtown West campus, set to open in Rockford in 2026.

Spending in the region by the RVC student body

A less obvious, yet robust contributor to the primary region’s economy is the student body spending as a result of attending RVC. In 2025, student enrollment was 9,689 students. Table 2.1 gives a brief overview of the demographics of the 2025 student body relevant to this section.

Table 2.1: Demographics of the RVC student body in 2025

Student Group	Number	Percentage of Total
Full-Time Enrollment	2,615	27.0%
Part-Time Enrollment	7,074	73.0%
Dependent Status	1,257	13.0%
Independent Status	965	10.0%
Unknown Dependency	7,467	77.0%
Under Age 25	6,772	69.9%
25 and Older	2,917	30.1%
Live in Primary Region	9,156	94.5%
Total Enrollment	9,689	100%

As nearly 95% of enrolled students live in the primary three-counties region, much of their spending while taking classes at RVC contributes to the local economy. In addition to tuition, students spend on housing, food, transportation, books, supplies, and personal expenses. Rock Valley College (2024) recommended an annual budget for these cost categories, which was used in conjunction with the enrollment demographics in Table 2.1 to calculate the total estimated spending by students (excluding tuition) living in the primary region for the year 2025; the results are presented in Figure 2.1.

Figure 2.1: RVC student body spending by category in 2025



From Table 2.1, the majority of students enrolled at RVC are enrolled part-time. On average, part-time students take on 75% of the capacity full-time students take. This factor is used in the calculations of transportation, books and supplies, and personal expenses for the part-time student body.

The cost of attendance takes into account varying student situations: living at home as a dependent/independent, or living off-campus (RVC does not offer residence halls). A large percentage of students have an unknown dependency status. Therefore, it is assumed that individuals under the age of 25 typically live at home, while those over 25 live independently.

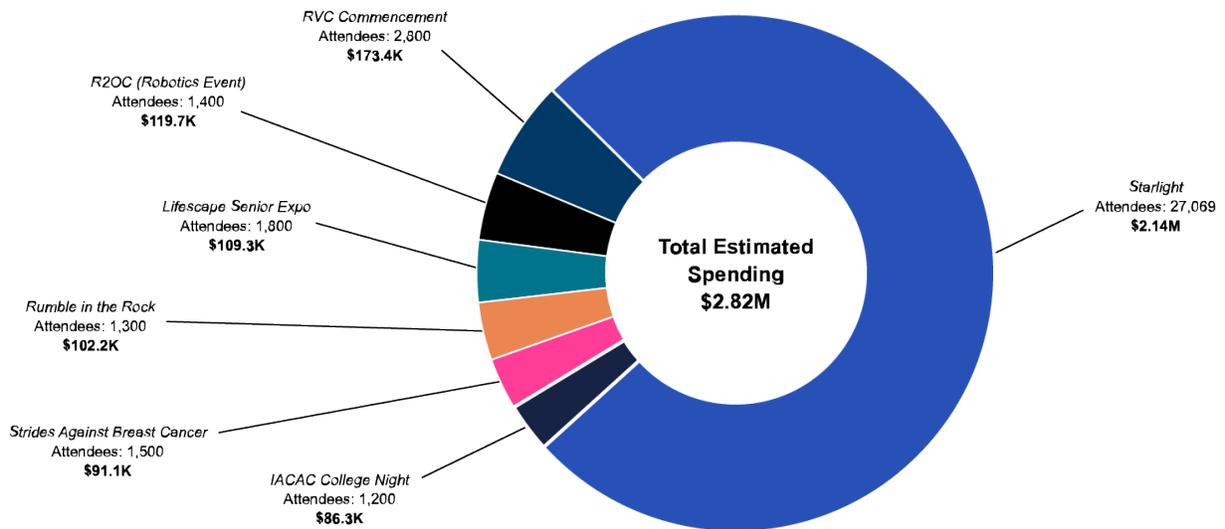
As RVC serves nearly 10,000 enrolled students, with 95% of them living in the primary region, the student body is a large contributor to spending in the region, shown by the tens of millions they spend in each cost of attendance category.

Visitor spending in the region for top RVC-hosted events

While RVC's primary economic role is to provide education to the workforce, its campus also serves as a host to events that draw in visitors from the primary region and beyond, attracting many visitors from outside the region. Visitor spending is a smaller, but nevertheless important, factor in the local economy, and spending increases gradually as events are hosted throughout the year. Starlight Theatre—hosting outdoor shows at RVC since 1967—attracts the most visitors and generates most of the event revenue for the college. Additionally, RVC also organizes events for sports, charities, and college, business, and organizational fairs.

Figure 2.2 shows the number of attendees at top RVC-hosted events in 2025 and the estimated spending that occurred in the primary region as a result of each event. Spending is assumed to include the cost of meals and incidentals (General Services Administration, 2025), merchandise (Rock Valley College Bookstore, n.d.), and fuel. IACAC College Night, R2OC, Rumble in the Rock, and RVC Commencement are also assumed to have a small portion of non-local visitors, and the price of lodging (GSA, 2025) is included in the spending for each non-local visitor. Spending from non-local visitors only accounts for 3% of the total in Figure 2.2. Tickets are also included in visitor spending for relevant events: Starlight, Rumble in the Rock, and R2OC.

Figure 2.2: Estimated spending by visitors to top RVC-hosted events in 2025



Macroeconomic impacts of RVC: economic footprint and Downtown West

The focus of Section 2 of this report builds up to the overall analysis of RVC’s economic contributions that are ancillary to educating the workforce. Student and visitor spending have been discussed, but also the college itself is an economic entity that spends millions of dollars annually for its operations, maintenance, and expansion.

In order to measure RVC’s economic impact in the primary region, RVC’s contributions: employees, capital expenditure, and facility spending, are used as inputs into a comprehensive regional economic model developed by Regional Economic Models, Inc. (REMI). The model consists of a standard regional control, which is based on data collected for the primary region from multiple sources, including the Bureau of Economic Analysis (BEA), Bureau of Labor Statistics (BLS), and the U.S. Census Bureau. REMI utilizes these data sources to create a comprehensive economic baseline—henceforth, the standard regional control will be referred to as the “baseline”—that accurately depicts the region’s current industrial structure, employment patterns, demographic trends, and inter-industry relationships.

This baseline is then extended into an economic forecast, assuming current trends continue without major deviations driven by policy interventions or structural changes. Annual projections are calculated for macroeconomic indicators such as Gross Domestic Product (GDP), industry output, total personal income, employment, labor force, and population in the region. As of this report, the baseline is based on data up to 2023, and thus it implicitly includes RVC’s current contributions to the regional economy. This baseline model provides the standard against which RVC’s presence—or the impact when the college invests in its expansion—can be measured.

The REMI software takes as input changes to the baseline model: examples include industry sales, consumer spending, or employment numbers, and these changes can be specified by industry. These inputs essentially modify the equilibrium state of the economy for a specified period of time. The REMI software calculates new annual projections for the macroeconomic indicators, simulating how the economy would dynamically respond to these changes and reach a new equilibrium. Two regional models are presented in this section: one designed to measure the economic footprint of RVC’s operations, and another to assess the projected economic impact of RVC’s Downtown West campus investment.

Economic footprint of RVC

Table 2.2 presents the inputs used to modify the baseline model as a means to measure RVC’s regional economic footprint, focusing on its operational spending. The model inputs consist of RVC’s average annual spending in capital investments, facility maintenance, and utilities (\$11.6 million in total going into sales in the relevant industries), and the average number of RVC’s employees (637).

The REMI software then takes these contributions and calculates RVC’s value-add to the primary region through several macroeconomic indicators. The calculations account for the economic value of RVC’s employees and the multiplier effects of spending: where initial spending circulates throughout the regional economy, supporting additional jobs and income. The results of the model are values that represent what RVC directly contributes to the local economy: notably, RVC’s contributions include \$130 million to GDP, \$96 million to total regional personal income, 1,200 jobs, and 610 workers in the labor force.

Table 2.2: Measure of RVC’s economic footprint⁹

REMI Model Inputs	Value
Capital Investments	\$7.6M
Facility Maintenance and Utilities	\$4M
Employees	637 Employees

REMI Model Outputs	Value
Gross Domestic Product	\$130M
Industry Output	\$210M
Personal Income	\$96M
Total Employment	1,200 Jobs
Labor Force	610 Workers
Population	770 Residents

Downtown West campus investment

The Downtown West investment analysis details the projected economic impacts of RVC’s Downtown West campus in Rockford. This regional model incorporates both the initial capital expenditure for the construction of the new campus, which would generate immediate construction-sector activity. The increase in construction activity in Rockford affects the rest of the primary region (Winnebago, Boone, and Ogle counties), and also interconnected industries such as materials, manufacturing, and skilled trades, thus generating a boost in the overall regional economy. The model then accounts for the economic impact once the campus is open for operations, adding additional faculty and students, as well as the associated student spending these enrollments generate. By comparing this economic expansion model to the baseline, the analysis quantifies both the one-time construction stimulus and the sustained annual economic benefits of increased enrollment.

⁹ Definitions:

Industry Output vs Gross Domestic Product: Industry Output measures total revenue from production, including intermediate inputs (goods used to create other goods). Gross Domestic Product (GDP) totals only the final goods and services produced.

Total Employment: The number of jobs in the region—in this case, the number of jobs in the region supported by RVC’s operational spending.

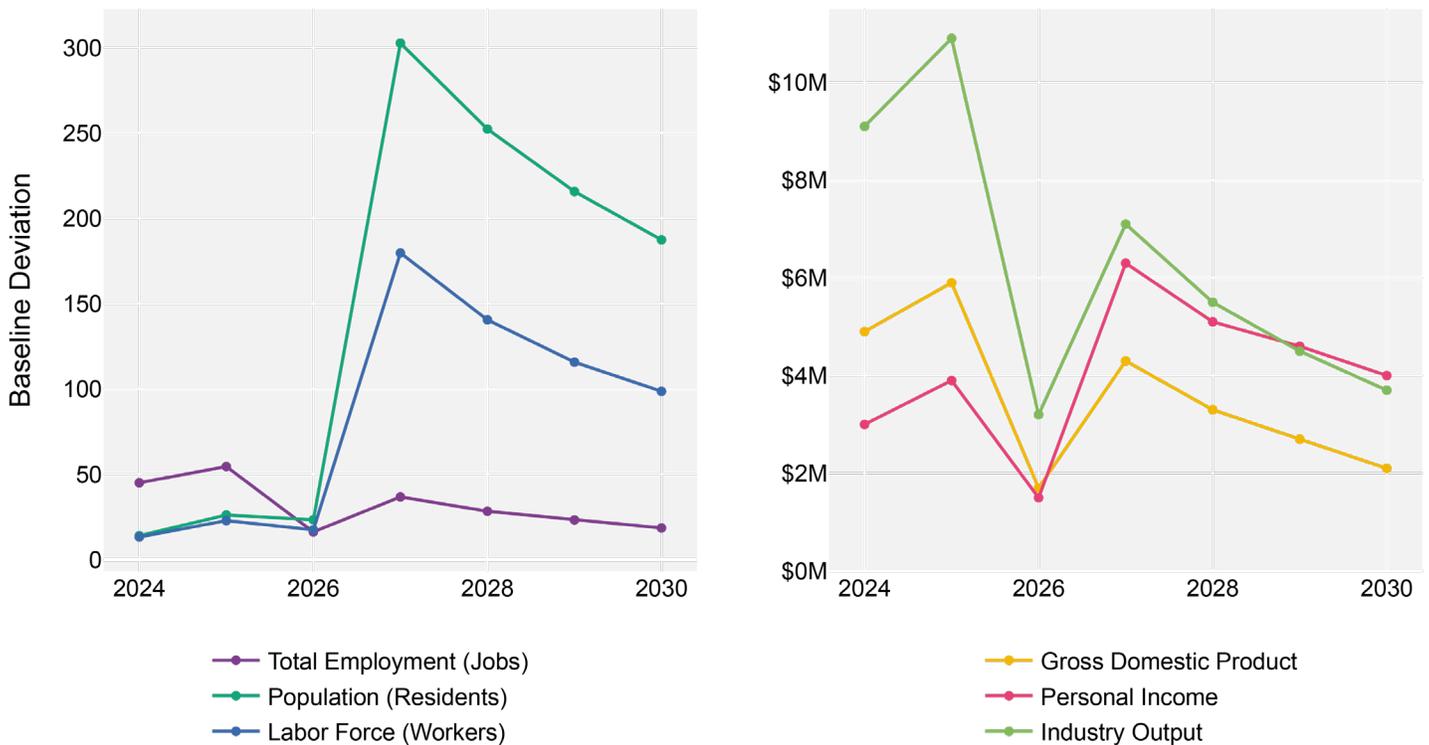
Labor Force: The number of people working or actively seeking work. Here, it is the number of workers in the region due to RVC’s economic presence.

Population: The number of people living in the region—here, it is the number of people who live in the region due to RVC’s economic presence.

The inputs into the expansion model begin with the \$13.9 million investment for the construction of the campus, occurring from 2024–2026. Once the campus opens for the 2026–2027 academic year, 12 additional employees are expected to be hired and student enrollment is projected to increase by 367 students, consisting of postsecondary, workforce training, and adult education students. These new students will also spend in the primary region on education, transportation, books, and school supplies.

The economic forecast as the result of this expansion is presented in Figure 2.3, showing the change of several macroeconomic indicators relative to the baseline. The most substantial benefits occur during the construction phase and initial years after opening. Two peaks are present in both panels of Figure 2.3: the 2025 peak represents the impact of the \$12 million spent during the construction phase in 2024–2025, and the 2027 peak represents the impact of Downtown West’s opening for the 2026–2027 academic year, increasing RVC’s faculty and students, with additional spending by the new students in the primary region. The trough that occurs in the year 2026 represents the substantial decrease in initial economic spending as the construction phase ends and the transition period before Downtown West officially opens, creating another economic boost in 2027. However, as the REMI model accounts for general equilibrium adjustments over time—including increased competition for labor, potential substitution effects where some students would have attended RVC regardless of the downtown location, and broader market dynamics—the impacts moderate through 2030.

Figure 2.3: Forecasted regional economic impact of the Downtown West campus



The economic peak in 2025 notably includes \$10.9 million in industry output, \$5.9 million in GDP, and the creation of 55 jobs, while the 2027 peak includes 300 additional residents, the labor force growing by 180 workers, and \$6 million additional personal income in the region. While the trends in the economic indicators level off as the regional economy fully adjusts to the expanded capacity, the analysis shows that strategic investments like the downtown campus can generate significant short-term construction stimulus and attract additional enrollment growth, especially among populations who benefit from improved geographic access to higher education.

Conclusion

Rock Valley College is a key economic presence in the Northern Illinois region: the college is a driver of a more educated local workforce, and its operational spending leaves a significant footprint in the regional economy. Graduates receive a positive return on investment from their education at RVC that generates several millions of dollars in personal income for each alumni cohort. This report also highlighted the college's direct economic contributions, including expenses such as capital investments and facility upkeep, but also its indirect contributions, including the large amount of spending in the region by the student body. The Downtown West campus large capital investment is projected to provide two boosts to the primary region's economy during its construction phase and when the campus opens to students. The results of this economic impact analysis has shown that Rock Valley College is an integral entity in the economic development of the region.

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Rock Valley College

Rock Valley College

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rockvalleycollege.edu



Region 1 Planning Council

127 N. Wyman St. Ste 100

Rockford, IL 61101

(815) 319-4180

r1planning.org

**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, February 10, 2026**

MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, February 10, 2026, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Board Chair Paul Gorski.

Roll Call

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

Mr. Paul Gorski
Mr. Robert (Bob) Trojan
Ms. Kristen Simpson
Dr. Jenna Goldsmith

The following Trustees were absent from the roll call: Mr. John Nelson, Ms. Gloria Cardenas Cudia, Ms. Crystal Soltow, and Mr. Isiah Blake.

Also present: Dr. Howard J. Spearman, President (attended via Zoom); Dr. Keith Barnes, Vice President of Cultural Excellence and Belonging; 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; Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; 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 Joseph Perkoski, Robbins Schwartz.

Board Member Attendance by Means Other than Physical Presence

Trustee Robert (Bob) Trojan made a motion, seconded by Trustee Kristen Simpson, to allow Trustee John Nelson to participate in the meeting via teleconference. The motion was approved by a unanimous roll call vote. Trustee Nelson entered the meeting via telephone.

Communications and Petitions

Trustee Gorski reported receipt of correspondence from the City of Dixon, Illinois, regarding Stillman Valley financial actions. The document was forwarded to Vice President Ellen Olson.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the January 13, 2026, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Trustee Gorski stated that the agenda was adjusted to address Purchase Reports A, B, and C early in the meeting.

Finance Discussion: Board Liaison Trustee Cardenas Cudia

1. Purchase Reports

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

Purchase Report A – FY2026 Amendments

A. Car Rental Services – (Participant Travel – Athletics)

1.	Enterprise Rent-A-Car	Rockford, IL	\$ 15,000.00*(1)
			Not to Exceed

Trustee Nelson asked whether we have used Enterprise Rent-A-Car before. Ms. Olson responded that when charter buses are unavailable or for smaller teams, rental vans are more cost-effective.

Purchase Report B – FY2026 Purchases

A. Instructional Equipment – (Capital Instructional Equipment – IBT Grant)

1.	Advanced Training Systems (ATS)	St. Petersburg, FL	\$ 101,050.00*(1)
	Simulator Experts	Oceanside, CA	\$116,570.00

B. Sprinkler System Maintenance – (Maintenance Services – Boiler House)

2.	Automatic Fire Systems	Rockford, IL	\$ 28,000.00*(2)
			Not to Exceed

C. Online Workforce Training – (Vendor Training Alliances – (Continuing Ed Center)

3.	Cengage Learning, Inc.	Independence, KY	\$ 35,000.00*(3)
			Not to Exceed

D. Captioning Display – (Capital Foundation Grant – Theatre Program)

4.	SVL Productions	Cherry Valley, IL	\$ 68,000.00*(4)
			Not to Exceed

E. Downtown West Commissioning – (Professional Services – Downtown West Project)

5.	CERx Solutions, LLC	Montgomery, IL	\$ 69,626.00*(5)
			Not to Exceed
	IMEG	Rockford, IL	\$ 89,250.00
	Primera	Chicago, IL	\$ 151,200.00

Trustee Nelson inquired about items A, B, and C. Discussion ensued.

Purchase Report C – FY2026 Purchases

A. Handrail Improvements – (Other Capital Outlay – Starlight Theatre)

1.	NKP Metals, LLC	Chicago, IL	\$ 51,346.00*(1)
			Not to Exceed
	Sjostrom and Sons	Rockford, IL	\$ 325,041.00

Trustee Nelson asked whether any grievances had been filed regarding NKP Metals, LLC, and prevailing wage payments. Vice President Jenks said he was not aware of any.

2. Fund Transfer Request for Classroom Building II (CLII)

Vice President Olson stated that to partially fund the additional CLII project expense, it is recommended that \$1,000,000 be transferred from Other Post-Employment Benefit Liability (OPEB) (Fund 19) to Restricted Capital (Fund 03).

3. Resolution Calling for Bond Issue Notification Act Public Hearing Working Cash Bonds, Not to Exceed \$7,900,000

A resolution was noted calling for a Bond Issue Notification Act (BINA) public hearing on March 24, 2026, to receive public comments on the proposal to sell bonds to the Rock Valley College District in an amount not to exceed \$7.9 million for the purpose of the working cash fund.

4. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through January 31, 2026. Total operating cash is \$21,336,130. Total operating cash and investments are \$103,628,934. The operating cash and investments have changed by <\$269,515> since December 31, 2025. Total capital funds are \$65,476,101. Since December 31, 2025, the change in capital funds has been <\$5,961,322.> Ms. Olson stated that the total operating cash and investment funds were 96.45% of the FY2026 operating budget. Ms. Olson also stressed that the negative figure for Illinois Bank and Trust (IBT)/UMB of <\$430,739> was due to a general ledger timing issue related to outstanding checks, not to an overdrawn account.

5. Fiscal Year (FY) 2026 Second Quarter Vital Signs

Ms. Olson presented the FY 2026 Second Quarter Vital Signs. Ms. Olson stated that Operating Funds (Fund 01 and 02) revenue is \$41.3 million as of December 31, 2025, representing 59.61% of the budget and 71.94% excluding SURS on Behalf. The state government is running behind budget, and RVC is expected to fall short by approximately \$1.6 million (13.8%). As Ms. Olson mentioned previously at the January 27, 2026, Regular Board meeting, state appropriations will continue to perform behind budget expectations. As a reminder, other sources include the employee retention tax credit RVC received in August 2025, for \$3.8 million, and if RVC excludes that from the number, RVC will still place at 65% of the budget excluding the SURS on Behalf as of December 31, 2025.

Operating expenses were \$23.1 million as of December 31, 2025, representing 35.24% of the budget and 43.04% excluding SURS on Behalf. Ms. Olson stated that expenses are projected to be at or below budget right now for the fiscal year.

Vice President Olson said that payroll is running under budget due to unfilled positions, and medical claims are running 11.70% ahead of budget, largely due to high service costs and a spike in claims in December 2025. Trustee Trojan asked whether Ms. Olson anticipated an increase in medical claims, and Ms. Olson stated that she did and would continue to monitor them.

6. *Informational Only – FY 2026 Purchase Report Second Quarter Update (\$10k-\$25k)

The FY2026 Purchase Report for the second quarter was included in the packet for purchases between \$10,000 and \$25,000.

Operations Discussion: Board Liaison Trustee Trojan

1. Classroom Building II (CLII) Update

Trustee Gorski requested an update on CLII before getting into the Downtown West Update. Mr. Jenks, vice president of operations, stated that there is currently no physical update as the project is awaiting the finalization of financing and approvals to move funds into the PTMA account for the Capital Development Board (CDB) to proceed.

2. Downtown West Update

Mr. Jenks explained that Architect's Supplemental Instructions (ASIs) are formal documents used by architects to issue minor, no-cost, and time-neutral changes or clarifications to construction documents. Examples include correcting dimensions, detailing material finishes, clarifying construction details, replacing sheet revisions, and modifying layout details to avoid conflicts. Vice President Jenks said there were nine pending ASIs, of which six have been fixed. As of this afternoon, a seventh one was resolved. Mr. Jenks said the remaining two are expected to be completed within two weeks. Management is working to get the project back on schedule. Discussion ensued.

3. Change Order Update

Vice President Jenks discussed the following change orders:

- **Athletic Soccer Fields:** a change order for \$3,795 was approved for two 8-foot gates to allow maintenance equipment access. The project remains on schedule.
- **Health Sciences Center (HSC) Buildout/Elevator:** A recent change order was added for a divider curtain system in room 3254 to assist with instructional privacy. While the project is under budget, the elevator installation is delayed due to vendor resource issues and product unavailability.
- **Tuckpointing-Phase II-Turret:** \$39,800; Labor and material to remove concrete pad.

4. Personnel Report

Mr. Jenks discussed the February 2026 Personnel Report. There is a placeholder for the Executive Director of Institutional Design. Interviews are currently underway for this full-time position. A recommendation is expected at the Regular Board Meeting on February 24, 2026.

Trustee Trojan inquired about the Foundation position. Dr. Terrica Huntley, vice president of human resources, replied that the new fundraising position was approved two weeks ago and is currently in the "job analysis" phase. Due to the complexities of onboarding a brand-new role, it may take 2–4 weeks to post.

5. RVC Events Calendar

Mr. Jenks discussed the February 2026 RVC Events Calendar. Black History Month, State of the College Town Hall, and the ICTM Mathematics Competition were highlighted.

6. *Informational Only – FY 2026 Personnel Second Quarter Report

The FY26 Second Quarter Human Resources report was provided for informational purposes.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Goldsmith

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, provided an update on current enrollment metrics, noting that figures have remained relatively stable since the last report. Spring enrollment is currently 1.6% ahead of last year, and 9% ahead of the budget, and 5% ahead of the "stretch goal." Total Academic Year enrollment is 3.6% ahead of last year and 8% ahead of the budget. Upcoming important dates are Summer registration opens on March 2, 2026, and Fall registration begins the week of March 16, 2026.

Trustee Trojan asked why spring enrollment is lower than fall enrollment; VP Snider clarified that spring enrollment is historically lower, though anomalies can occur due to adult education cycles.

2. Workforce Development Metrics Update

Dr. Hansen Stewart, vice president of career and technical education (CTE) and workforce connection, reviewed the second annual comparative analysis of non-credit workforce programs. Truck Driver Training's revenue fell from \$675,000 to \$488,000 and maintained a 93% completion rate despite funding delays for student grants.

Computer Numerical Control (CNC) machining increased revenue to \$42,000 in FY 2025, and completion rates jumped from 62% to 80% due to a new support coordinator.

Collision Repair's revenue reached \$71,500, and achieved a 100% completion rate; however, job placement dropped to 67% due to a need for greater technical skills.

Tech Works is a specialized accelerated training program focused on advanced manufacturing, particularly CNC programming, set-up, and operations. The program provides job-readiness coaching and initiatives for underserved populations, including those in the Winnebago County Jail. Revenues for the Tech Works program increased to \$54,000, and enrollment is steady at approximately 53 students; non-completions are primarily due to inmate releases.

Trustee Trojan shared the history of the "Tech Works" program, noting John Lundeen created it. He suggested honoring John Lundeen's legacy by potentially renaming a facility or seeking branding opportunities.

Trustee Gorski debated the term "profit." Trustee Gorski challenged Dr. Stewart's use of "net revenue," arguing that true profit calculations should include overhead, bond debt, and facility maintenance, not just direct program expenses.

3. *Informational Only – Faculty Tenure Update

Dr. Amanda Smith, vice president of academic affairs, provided a list of faculty entering tenure.

New Business/Unfinished Business

There was no new or unfinished business.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on Tuesday, February 24, 2026, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on Tuesday, March 10, 2026, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

Adjourn

At 6:23 p.m., a motion was made by Trustee Simpson, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje.

Dr. Jenna Goldsmith, Secretary

Paul Gorski, Chairman

**Rock Valley College Board of Trustees
Illinois Community College District No. 511
3301 Mulford Road, Rockford, IL, 61114
Educational Resource Center, Performing Arts Room, Room 0214
Regular Meeting
February 24, 2026, 5:15 p.m.**

MINUTES

Call to Order

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened in the Performing Arts Room (PAR), Room 0214, in the Educational Resource Center (ERC) on the main campus on Tuesday, February 24, 2026. Board Chair Paul Gorski called the meeting to order at 5:15 p.m.

Roll Call

Mr. Paul Gorski

Ms. Gloria Cardenas Cudia

Dr. Jenna Goldsmith

Mr. Robert (Bob) Trojan

Mr. John Nelson arrived at 5:23 p.m.

Ms. Crystal Soltow (by phone)

Mr. Isiah Blake, Student Trustee

The following trustees were absent at roll call: Trustee Kristen Simpson

A motion was made by Trustee Trojan, seconded by Trustee Cudia, to allow Trustee Crystal Soltow to attend the meeting by phone. The motion was approved by a unanimous roll call vote.

Also in Attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President of Academic Affairs/Chief Academic Officer; Ellen Olson, Vice President of Finance/Chief Financial Officer; Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Terrica Huntley, Vice President of Human Resources; Dr. Hansen Stewart, Vice President of Career Technical Education and Workforce Development; Mr. Rick Jenks, Vice President of Operations; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Keith Barnes, Vice President of Cultural Excellence; Ms. Ann Kerwitz, Assistant to the President; Ms. Carly Diciolla, Assistant to the President; Ms. Tracy Luethje, Executive Assistant to the Chief Operations Officer; Attorney Joe Perkoski, Robbins Schwartz.

Board Member Attendance by Means Other Than Physical Presence

Trustee Crystal Soltow attended the meeting by phone.

Communications and Petitions (Public Comment)

There were no communications, petitions, or public comments.

Recognition of Visitors

Dr. Amanda Smith announced the newly tenured faculty, which included: Mr. Matthew Cole, Automotive Technology; Ms. Samantha Flygare, Respiratory Care Program; Mr. Jonathan Cole Regnery, Mathematics; and Anthony Schiassi, Aviation Maintenance Technology.

Adjourn to Closed Session

At 5:25 p.m., Trustee Trojan made a motion, seconded by Trustee Nelson, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees per Section 2 (c) (2), all in accordance with the Illinois Open Meetings Act.

Reconvene Open Session

At 6:20 p.m., a motion was made by Trustee Nelson, seconded by Trustee Cudia, 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.

General Presentations

There were no general presentations.

Approval of Minutes

A motion was made by Trustee Trojan, seconded by Trustee Cudia, to approve the minutes of the January 13, 2026, Committee of the Whole meeting, the January 27, 2026, Regular Board of Trustees meeting, and the January 31, 2026, Special Board Retreat meeting. There was no discussion. The motion was approved by a unanimous roll call vote.

Action Items

1. BR8355 – Claims Sheet (Check Register – January 2026)

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheet from the Ellucian check register for the period from January 1, 2026, to January 31, 2026. The total is \$7,728,748.71.

A motion was made by Trustee Trojan, seconded by Trustee Blake, to approve BR8355. There was no discussion. The motion was approved by a unanimous roll call vote.

2a. BR8356-A – Purchase Report A – FY2026 Amendments

The Board Report reads in part: It is recommended that the Board of Trustees approves the items marked with an asterisk on Purchase Report A – FY2026 Amendments.

A motion was made by Trustee Cudia, seconded by Trustee Nelson, to approve Board Report 8356-A. Discussion ensued. Airgas USA, LLC was added since the February 10, 2026 Committee of the Whole meeting, which includes an increase in gas consumables for the Welding Programs Lab. The motion was approved by a unanimous roll call vote.

2b. BR8356-B – Purchase Report B – FY2026 Purchases

The Board Report reads in part: It is recommended that the Board of Trustees approves the items marked with an asterisk on Purchase Report B – FY2026 Purchases.

A motion was made by Trustee Trojan, seconded by Trustee Cudia, to approve Board Report 8356-B. Discussion ensued. The Iconic Building, which houses the Adult Education and Immigration and Refugee Programs, has been sold to Urban Equity Properties. They have renamed the building the Rockford News Tower. This additional cost is an extension of rent through August 2026. The motion was approved by a unanimous roll call vote.

2c. BR8356-C – Purchase Report C – FY2026 Purchases

The Board Report reads in part: It is recommended that the Board of Trustees approves the item marked with an asterisk on Purchase Report C – FY2026 Purchases.

A motion was made by Trustee Cudia, seconded by Trustee Nelson, to approve Board Report 8356-C. Vice President Ellen Olson provided clarification on the dollar amount. There was no discussion. The motion was approved by a unanimous roll call vote.

3. BR8357 – Resolution Calling for Bond Issue Notification Act Public Hearing Working Cash Bonds Not to Exceed \$7,900,000

The Board Report reads in part: It is recommended that the Board of Trustees approves the resolution calling for the Bond Issue Notification Act (BINA) Public Hearing to receive public comments on the proposal to sell bonds to the Rock Valley College District in an amount not to exceed \$7,900,000 for the purpose of the working cash fund. **Attorney Reviewed.**

A motion was made by Trustee Nelson, seconded by Trustee Blake, to approve Board Report 8357. There was no discussion. The motion was approved by a unanimous roll call vote.

4. BR8358– Fund Transfer Request for Classroom Building II

The Board Report reads in part: It is recommended that the Board of Trustees approves the College administration to transfer \$1,000,000 from Other Post-Employment Benefit Liability (Fund 19) to Restricted Capital (Fund 03) to partially fund the additional increase for the Classroom Building II project.

A motion was made by Trustee Nelson, seconded by Trustee Cudia, to approve Board Report 8358. There was no discussion. The motion was approved by a unanimous roll call vote.

Other Business

1. **New Business-** no new business to report
2. **Unfinished Business-** no unfinished business to report

Updates/Reports

1. President Update

Dr. Spearman updated trustees on various topics:

- Attended the 2026 Scouting America Legacy Service Luncheon; began Black History Month with Rock Valley College’s (RVC) Ebony Breakfast; participated in the Association of Community College Trustees (ACCT) Legislative Summit in Washington, D.C.; traveled to Springfield, IL for Governor Pritzker’s State of

the State address; connected with legislators outside of RVC's district with the help of Dr. Litesa Wallace from LITE Strategies.

- RVC will hold its annual Town Hall meeting on Wednesday, February 25, 2026, online and in the Student Atrium.
- Congratulations to Dr. Amanda Smith, Chief Academic Officer, for completing the Aspen Rising Presidential Fellowship.

2. Leadership Update

- Dr. Keith Barnes- Women's History Month is in March; RVC will attend the "Women of Achievement" YWCA Leadership Luncheon on Monday, March 2, 2026; from February 16 – March 6, students are invited to complete the Viewfinder Culture Survey, and they can choose to enter a drawing for a tuition waiver; Illinois Community College Board (ICCB) recognized African American Board of Trustee members and Presidents on Facebook during Black History Month; RVC will conclude Black History Month with a presentation on 100 years of Black culture and innovation.
- Dr. Patrick Peyer- thank you to Dr. Elaine Dussard, Executive Director for Trio Federal Programs, for organizing and hosting the National Trio Day event on Saturday, February 21, 2026; Trio students participated in breakout sessions and also wrote letters to Congress thanking legislators for their continued support; Men's and Women's Basketball will be participating in the regional tournament at the end of February.
- Dr. Terrica Huntley provided a follow-up on a question asked at the February 10, 2026, Committee of the Whole meeting regarding the new RVC Foundation position; the Coordinator of Fund Development and Engagement position has been posted, and Human Resources will follow up with the Board when the position has been filled.
- Vice President Heather Snider gave the enrollment update: spring enrollment is 2% ahead of last year, 10% ahead of budget, and 5% ahead of the stretch goal; spring headcount is higher than fall headcount because dual credit courses taught at the high schools are recorded in the spring; when Summer II, Fall, Winterim and Spring are combined, FY26 year-to-date credit hour enrollment is 4% ahead of last year, 8% ahead of budget, and 3% ahead of the stretch goal.
- Dr. Hansen Stewart announced that RVC will be hosting the Workforce Collaborative on Thursday, March 19, 2026, from 7:30 – 11:30 a.m. in the Student Atrium; RVC has invited local manufacturers and industry partners; trustees should contact Ann or Dr. Spearman if they plan to attend.
- Vice President Rick Jenks reported that the RVC police have been working to hire a new officer and sergeant for the Downtown campus; the RVC Starlight Theater will begin their auditions on Thursday, February 26; for the Downtown West project, eight of the nine Architect Special Instructions (ASI) have been cleared and this has allowed contractors to return to construction so deadlines can be met.
- Dr. Amanda Smith spoke about how the College has implemented a software solution for syllabus management; RVC will host the Regional Academic Challenge in Engineering and Science (ACES) on Friday, February 27, and the Illinois Council

of the Teachers of Mathematics High School Mathematics contest on Saturday, February 28.

3. Illinois Community College Trustee Association (ICCTA) Report- Trustee John Nelson reported on topics discussed during the executive board meeting in Washington D.C., namely that the Community College Baccalaureate is unlikely to pass this year due to lack of funds; the next ICCTA meeting will be held on March 20-21, 2026, at Moraine Valley Community College in Palos Hills, IL.

4. Trustee Comments

- Trustee Bob Trojan commented that the College celebrated the 10th anniversary of the NIU-RVC Baccalaureate Program, and over 100 graduates have entered the workforce over the last decade.
- Trustee John Nelson attended the ACCT Legislative Summit in Washington, D.C., where he attended a seminar on pending legal issues, including free speech on community college campuses.
- Trustee Jenna Goldsmith recognized Maria and the library staff for assisting a visiting author in gaining access to rare materials.
- Chairman Paul Gorski acknowledged the passing of Reverend Jesse Jackson, civil rights activist; also, the College submitted an application for an Equity and Inclusion award to be presented at a summer ICCTA conference.
- Trustee Crystal Soltow talked about her experience at the ACCT Legislative Summit in Washington, D.C., and her realization that people go to great lengths to have their voices heard; she enjoyed fellowship with passionate people who support community colleges.
- Trustee Gloria Cudia noted that her findings during the Legislative conference aligned with state-level reports given by Jim Reed, ICCTA Executive Director.

5. Student Trustee Report- Student Trustee, Isiah Blake, reported on his attendance at the ACCT Legislative Summit from February 8-11, 2026; he highlighted the importance of Workforce PELL Grants for short-term certificates and child care support; he will share these ideas with the RVC Student Government Association (SGA); on March 6, he will be participating in a student committee to prepare for Student Lobby Day in Springfield, IL on April 16.

6. RVC Foundation Liaison Report- Trustee Bob Trojan stated that in April, the RVC Foundation will host the CEO Challenge, with a goal of raising \$100,000; the RVC Foundation is accepting scholarship applications until April 1, 2026; \$900,000 is available for those scholarships.

7. Personnel Report (BR8359)- Information only; the Personnel Report was accepted as presented with no questions.

8. Freedom of Information Act (FOIA) Report- The FOIA Report was accepted as presented with no questions.

Adjourn to Closed Session

At 7:16 p.m., Trustee Trojan made a motion, seconded by Trustee Nelson to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as

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

Reconvene Open Session

At 8:00 p.m., a motion was made by Trustee Nelson, seconded by Trustee Cudia, 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 Meeting

The next Committee of the Whole meeting will be held on March 10, 2026, at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

The next Regular Board of Trustees meeting will be held on March 24, 2026, at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

Adjournment

At 8:00 p.m., a motion was made by Trustee Cudia, seconded by Trustee Blake, to adjourn the Regular meeting. The motion was approved by a unanimous roll call vote.

Submitted by Carly A. Diciolla

Dr. Jenna Goldsmith, Secretary

Paul Gorski, Board Chair

Claims Sheet

Recommendation:

It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from February 1, 2026 to February 28, 2026.

The total is \$5,591,804.63.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Bank Code: IP UMB Bank Accts Payable
GL Account No: 01-00000-11293

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0042524	02/05/26	Recon	0512575	Margaret S. Adams	V0604046	02/02/26		150.00		150.00
								150.00		150.00
E0042525	02/05/26	Recon	0525576	Diego A. Aguilar Enrique	V0604259	02/05/26	B0012710	520.00		520.00
								520.00		520.00
E0042526	02/05/26	Recon	0247791	Bradley J. Bach	V0604253	02/05/26		190.00		190.00
								190.00		190.00
E0042527	02/05/26	Recon	0293447	Melissa M. Blanco	V0604082	02/02/26		680.00		680.00
								680.00		680.00
E0042528	02/05/26	Recon	0418081	Elizabeth A. Brown	V0604153	02/03/26		500.00		500.00
								500.00		500.00
E0042529	02/05/26	Recon	0204802	Yvonne M Busker	V0604111	02/03/26		25.35		25.35
								25.35		25.35
E0042530	02/05/26	Recon	0566834	Benjamin T. Chantry	V0604260	02/05/26	B0012706	520.00		520.00
								520.00		520.00
E0042531	02/05/26	Recon	0544193	Aidan S. Cruz	V0604123	02/03/26		150.00		150.00
								150.00		150.00
E0042532	02/05/26	Recon	0298683	Jason H. Dahle	V0604248	02/05/26		190.00		190.00
								190.00		190.00
E0042533	02/05/26	Recon	0535177	Indanasha S. DruceJones	V0604269	02/05/26	B0012708	520.00		520.00
								520.00		520.00
E0042534	02/05/26	Recon	0534249	Dana N. Frihart	V0604125	02/03/26		150.00		150.00
								150.00		150.00
E0042535	02/05/26	Recon	0563337	Bryan G. Gutierrez	V0604268	02/05/26	B0012712	416.00		416.00
								416.00		416.00
E0042536	02/05/26	Recon	0342237	Manie Jo Homan	V0604196	02/04/26		522.88		522.88
					V0604234	02/05/26		9,182.27		9,182.27

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								9,705.15		9,705.15
E0042537	02/05/26	Recon	0543851	Jason L. Jackson	V0604256	02/05/26	B0012726	442.00		442.00
								442.00		442.00
E0042538	02/05/26	Recon	0343199	Samarah T. Jones	V0604052	02/02/26		150.00		150.00
								150.00		150.00
E0042539	02/05/26	Recon	0548956	Bailey Kenney	V0604089	02/02/26		190.00		190.00
								190.00		190.00
E0042540	02/05/26	Recon	0315106	Stephanie R. Lacny	V0604170	02/03/26		106.50		106.50
								106.50		106.50
E0042541	02/05/26	Recon	0565219	David Manriquez-Jimenez	V0604265	02/05/26	B0012704	416.00		416.00
								416.00		416.00
E0042542	02/05/26	Recon	0526383	Connor Mason	V0604264	02/05/26	B0012707	520.00		520.00
								520.00		520.00
E0042543	02/05/26	Recon	0215877	Kahlie M. Meinert	V0604084	02/02/26		680.00		680.00
								680.00		680.00
E0042544	02/05/26	Recon	0063722	Jennifer Lynn Morgan	V0604138	02/03/26		29.00		29.00
								29.00		29.00
E0042545	02/05/26	Recon	0561146	Day K. Paw	V0604258	02/05/26	B0012705	520.00		520.00
								520.00		520.00
E0042546	02/05/26	Recon	0531638	Alejandra Rodriguez	V0604131	02/03/26		150.00		150.00
								150.00		150.00
E0042547	02/05/26	Recon	0567809	Edgar Sanchez	V0604261	02/05/26	B0012711	520.00		520.00
								520.00		520.00
E0042548	02/05/26	Recon	0572842	Erick R. Santoyo	V0604262	02/05/26	B0012702	416.00		416.00
								416.00		416.00

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E0042549	02/05/26	Recon	0545724	Peyton M. Sarsany	V0604050	02/02/26		150.00		150.00
								150.00		150.00
E0042550	02/05/26	Recon	0425109	Greyson Solache	V0604134	02/03/26		150.00		150.00
								150.00		150.00
E0042551	02/05/26	Recon	0469194	Daniel West	V0604055	02/02/26		190.00		190.00
								190.00		190.00
E0042552	02/05/26	Recon	0429636	Ella M. Yates	V0604094	02/02/26		53.65		53.65
								53.65		53.65
E0042553	02/05/26	Recon	0293392	A-1 Dry Cleaners & Laund	V0604092	02/02/26	B0012266	271.33		271.33
								271.33		271.33
E0042554	02/05/26	Recon	0289529	Airgas USA, LLC	V0604187	02/04/26	B0012486	1,319.43		1,319.43
								1,319.43		1,319.43
E0042555	02/05/26	Recon	0295853	Automatic Fire Systems	V0604037	01/30/26	B0012454	310.00		310.00
					V0604038	01/30/26	B0012454	643.00		643.00
								953.00		953.00
E0042556	02/05/26	Recon	0306865	BSN Sports LLC	V0603892	01/27/26	B0012311	155.66		155.66
								155.66		155.66
E0042557	02/05/26	Recon	0289599	C D W Government Inc	V0603975	01/29/26	B0012239	3,362.06		3,362.06
					V0604021	01/30/26	P0052219	62.04		62.04
								3,424.10		3,424.10
E0042558	02/05/26	Recon	0306006	Cintas Corporation	V0603888	01/27/26	B0012469	291.79		291.79
					V0604175	02/03/26	B0012410	36.01		36.01
								327.80		327.80
E0042559	02/05/26	Recon	0562376	CIT Trucks, LLC	V0604099	02/02/26	B0012495	7,703.88		7,703.88
								7,703.88		7,703.88
E0042560	02/05/26	Recon	0527498	Clearly Communications	V0604220	02/04/26	B0012241	3,044.84		3,044.84
								3,044.84		3,044.84

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E0042561	02/05/26	Recon	0567103	Colours Inc	V0603858	01/27/26	B0012435	475.38		475.38
								475.38		475.38
E0042562	02/05/26	Recon	0583178	CompTIA, Inc.	V0604231	02/05/26	P0052274	1,952.00		1,952.00
								1,952.00		1,952.00
E0042563	02/05/26	Recon	0289720	Fisher Scientific Compan	V0604059	02/02/26	B0012258	39.07		39.07
								39.07		39.07
E0042564	02/05/26	Recon	0382984	Garda CL Great Lakes Inc	V0604180	02/04/26	B0012255	542.09		542.09
								542.09		542.09
E0042565	02/05/26	Recon	0289724	Grainger Industrial Supp	V0603576	01/21/26	B0012468	108.39		108.39
					V0603856	01/27/26	B0012468	199.48		199.48
					V0603941	01/28/26	P0052378	1,095.44		1,095.44
					V0604103	02/03/26		1,095.44		1,095.44
					V0604105	02/03/26		1,095.44		-1,095.44
					V0604193	02/04/26	B0012468	36.13		36.13
								1,439.44		1,439.44
E0042566	02/05/26	Recon	0283967	Greater Rockford Airport	V0604090	02/02/26	B0012588	942.36		942.36
								942.36		942.36
E0042567	02/05/26	Recon	0289733	Health Care Service Corp	V0603076	01/08/26	B0012505	1,049,426.08		1,049,426.08
								1,049,426.08		1,049,426.08
E0042568	02/05/26	Recon	0334253	Helm Service	V0604174	02/03/26	B0012488	4,046.00		4,046.00
								4,046.00		4,046.00
E0042569	02/05/26	Recon	0292589	ICCTA	V0604224	02/04/26	P0052383	45.00		45.00
								45.00		45.00
E0042570	02/05/26	Recon	0312745	J.W. Pepper & Son, Inc.	V0603360	01/14/26	B0012403	32.00		32.00
								32.00		32.00
E0042571	02/05/26	Recon	0305907	Johnson Controls Fire Pr	V0603624	01/22/26		152.11		-152.11
					V0603625	01/22/26		742.90		-742.90
					V0604271	02/05/26	B0012450	8,019.60		8,019.60
								7,124.59		7,124.59

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E0042572	02/05/26	Recon	0289792	Johnstone Supply of Rock	V0603155	01/12/26	B0012451	41.01		41.01
					V0603158	01/12/26	B0012451	9.68		9.68
					V0603516	01/20/26	B0012451	258.99		258.99
					V0603518	01/20/26	B0012451	17.08		17.08
					V0603577	01/21/26	B0012451	79.35		79.35
					V0603604	01/22/26	B0012451	42.06		42.06
					V0603864	01/27/26	B0012451	124.90		124.90
					V0603874	01/27/26	B0012451	1,544.15		1,544.15
					V0603875	01/27/26	B0012451	186.33		186.33
					V0603876	01/27/26	B0012451	316.25		316.25
					V0603976	01/29/26	B0012451	16.30		16.30
					V0604117	02/03/26	B0012451	147.56		147.56
								2,783.66		2,783.66
E0042573	02/05/26	Recon	0406960	K.K. Stevens Publishing	V0603589	01/22/26	B0012497	23,405.64		23,405.64
								23,405.64		23,405.64
E0042574	02/05/26	Recon	0289875	Midland Paper	V0603163	01/12/26	B0012390	505.64		505.64
					V0603500	01/20/26	B0012390	883.87		883.87
					V0603503	01/20/26	B0012390	578.18		578.18
								1,967.69		1,967.69
E0042575	02/05/26	Recon	0289877	Midwest Library Service	V0603190	01/13/26	B0012307	296.34		296.34
					V0603194	01/13/26	B0012307	327.89		327.89
								624.23		624.23
E0042576	02/05/26	Recon	0562310	Ms. Catherine's LLC	V0604062	02/02/26	P0052397	178.00		178.00
								178.00		178.00
E0042577	02/05/26	Recon	0289807	MSC Industrial Supply Co	V0603506	01/20/26	B0012481	7,249.99		7,249.99
								7,249.99		7,249.99
E0042578	02/05/26	Recon	0334255	National Association for	V0604225	02/04/26	P0052430	8,300.00		8,300.00
								8,300.00		8,300.00
E0042579	02/05/26	Recon	0292570	Pearson VUE	V0604067	02/02/26	B0012656	5,400.00		5,400.00
								5,400.00		5,400.00
E0042580	02/05/26	Recon	0557607	Seps Inc	V0603342	01/14/26	B0012618	1,852.49		1,852.49
					V0603343	01/14/26	B0012618	1,002.38		1,002.38
					V0603344	01/14/26	B0012618	814.14		814.14
					V0603526	01/20/26	B0012618	1,786.55		1,786.55

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								5,455.56		5,455.56
E0042581	02/05/26	Recon	0331852	Robbins Schwartz	V0604230	02/04/26	B0012635	33,485.08		33,485.08
								33,485.08		33,485.08
E0042582	02/05/26	Recon	0463520	Scott's RV, Truck & Auto	V0603778	01/26/26	P0052384	1,349.50		1,349.50
								1,349.50		1,349.50
E0042583	02/05/26	Recon	0313631	Sherwin-Williams	V0603180	01/12/26	B0012424	105.43		105.43
								105.43		105.43
E0042584	02/05/26	Recon	0548991	SMG Security Holdings LL	V0603893	01/27/26	B0012283	912.45		912.45
								912.45		912.45
E0042585	02/05/26	Recon	0563567	Speedy Metals LLC	V0603607	01/22/26	B0012396	1,209.70		1,209.70
								1,209.70		1,209.70
E0042586	02/05/26	Recon	0290049	Steiner Electric	V0603022	01/07/26	B0012393	115.56		115.56
					V0603164	01/12/26	B0012393	439.71		439.71
								555.27		555.27
E0042587	02/05/26	Recon	0305911	Stratus Networks	V0604219	02/04/26	B0012251	4,507.50		4,507.50
								4,507.50		4,507.50
E0042588	02/05/26	Recon	0527254	Surya Chandra Yoga LLC	V0603591	01/22/26	P0052372	1,200.00		1,200.00
								1,200.00		1,200.00
E0042589	02/05/26	Recon	0485992	Townsquare Media Rockfor	V0604122	02/03/26	B0012347	5,750.00		5,750.00
								5,750.00		5,750.00
E0042590	02/05/26	Recon	0369266	The Workforce Connection	V0604027	01/30/26	P0052409	488.53		488.53
								488.53		488.53
E0042620	02/12/26	Recon	0291383	Avery D. Johnson	V0604558	02/11/26		72.50		72.50
								72.50		72.50
E0042621	02/12/26	Recon	0336132	Matthew Jones	V0604438	02/10/26		680.00		680.00
								680.00		680.00

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E0042622	02/12/26	Recon	0548956	Bailey Kenney	V0604556	02/11/26		190.00		190.00
								190.00		190.00
E0042623	02/12/26	Recon	0113687	Jerry Labuy	V0604425	02/10/26		36.00		36.00
					V0604440	02/10/26		136.54		136.54
								172.54		172.54
E0042624	02/12/26	Recon	0440426	Erica C. Matthews	V0604557	02/11/26		61.18		61.18
								61.18		61.18
E0042625	02/12/26	Recon	0321520	Nickolas D. McKinney	V0604437	02/10/26	B0012686	760.00		760.00
								760.00		760.00
E0042626	02/12/26	Recon	0112382	Ellen Olson	V0604617	02/12/26		2.75		2.75
								2.75		2.75
E0042627	02/12/26	Recon	0524755	Dafne Perez-Acosta	V0604356	02/06/26		32.63		32.63
								32.63		32.63
E0042628	02/12/26	Recon	0274895	Joana M. Rosas Moreno	V0604353	02/06/26		100.78		100.78
								100.78		100.78
E0042629	02/12/26	Recon	0378906	ABC Catering, LTD	V0604453	02/10/26	P0052447	728.90		728.90
								728.90		728.90
E0042630	02/12/26	Recon	0490601	Atmosphere Commercial In	V0604415	02/10/26	P0052386	1,080.35		1,080.35
								1,080.35		1,080.35
E0042631	02/12/26	Recon	0289535	Batteries Plus	V0603887	01/27/26	B0012425	91.80		91.80
								91.80		91.80
E0042632	02/12/26	Recon	0571745	Sallyport Commercial Fin	V0604044	02/02/26		14,559.41		14,559.41
					V0604274	02/05/26		181.89		181.89
					V0604591	02/12/26	P0052452	6,415.75		6,415.75
								21,157.05		21,157.05
E0042633	02/12/26	Recon	0578643	Burris Equipment Co	V0604436	02/10/26	B0012448	1,034.48		1,034.48
								1,034.48		1,034.48

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E0042634	02/12/26	Recon	0289599	C D W Government Inc	V0604042	01/30/26	P0052392	39.93		39.93
					V0604068	02/02/26	P0052396	853.14		853.14
					V0604424	02/10/26	P0052390	2,083.40		2,083.40
					V0604427	02/10/26	P0052390	544.90		544.90
							3,521.37		3,521.37	
E0042635	02/12/26	Recon	0289664	Carquest Auto Parts	V0604351	02/06/26	B0012431	21.98		21.98
								21.98		21.98
E0042636	02/12/26	Recon	0505526	Castle Branch, Inc	V0604448	02/10/26	B0012584	300.00		300.00
								300.00		300.00
E0042637	02/12/26	Recon	0583215	Charles P. Lauman Co., I	V0604195	02/04/26	P0052307	4,468.47		4,468.47
								4,468.47		4,468.47
E0042638	02/12/26	Recon	0306006	Cintas Corporation	V0604047	02/02/26	B0012469	291.79		291.79
					V0604164	02/03/26	B0012469	44.20		44.20
					V0604524	02/11/26	B0012410	36.01		36.01
							372.00		372.00	
E0042639	02/12/26	Recon	0310222	Constellation New Energy	V0604435	02/10/26	B0012498	112,181.73		112,181.73
								112,181.73		112,181.73
E0042640	02/12/26	Recon	0395409	DeKalb Implement Company	V0604022	01/30/26	B0012413	589.29		589.29
								589.29		589.29
E0042641	02/12/26	Recon	0463480	EBM, Inc.	V0604450	02/10/26	B0012500	2,387.00		2,387.00
								2,387.00		2,387.00
E0042642	02/12/26	Recon	0296839	Elsevier	V0604502	02/11/26	B0012615	2,350.00		2,350.00
								2,350.00		2,350.00
E0042643	02/12/26	Recon	0293314	Flinn Scientific Inc	V0604061	02/02/26	B0012257	515.16		515.16
								515.16		515.16
E0042644	02/12/26	Recon	0313940	Grey House Publishing	V0604217	02/04/26	P0052424	323.00		323.00
								323.00		323.00
E0042645	02/12/26	Recon	0334253	Helm Service	V0604413	02/10/26	B0012558	15,511.00		15,511.00

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								15,511.00		15,511.00
E0042646	02/12/26	Recon	0559902	The Honors Program LLC	V0604266	02/05/26	P0052410	490.00		490.00
								490.00		490.00
E0042647	02/12/26	Recon	0308253	IL Federation of Teacher	V0604443	02/13/26		3,889.44		3,889.44
					V0604547	02/13/26		516.46		516.46
								4,405.90		4,405.90
E0042648	02/12/26	Recon	0289766	Johnson Controls Inc	V0604393	02/09/26	B0012397	2,106.00		2,106.00
					V0604405	02/10/26	B0012491	7,603.00		7,603.00
								9,709.00		9,709.00
E0042649	02/12/26	Recon	0305006	Kurzweil Education, Inc.	V0603642	01/23/26	P0052365	2,200.00		2,200.00
								2,200.00		2,200.00
E0042650	02/12/26	Recon	0289877	Midwest Library Service	V0603560	01/21/26	B0012307	34.94		34.94
					V0603561	01/21/26	B0012307	265.02		265.02
					V0603564	01/21/26	B0012307	231.92		231.92
					V0603567	01/21/26	B0012307	72.66		72.66
					V0603569	01/21/26	B0012307	148.93		148.93
								753.47		753.47
E0042651	02/12/26	Recon	0584143	Mobile Communications Am	V0604608	02/12/26	B0012281	370.00		370.00
								370.00		370.00
E0042652	02/12/26	Recon	0562310	Ms. Catherine's LLC	V0604346	02/06/26	P0052336	354.00		354.00
								354.00		354.00
E0042653	02/12/26	Recon	0578077	Napa Auto Parts	V0603507	01/20/26	B0012531	55.56		-55.56
					V0603523	01/20/26	B0012531	53.86		53.86
					V0603532	01/20/26	B0012531	53.86		53.86
					V0603599	01/22/26	B0012531	62.94		62.94
								115.10		115.10
E0042654	02/12/26	Recon	0482618	OPN, Inc	V0604614	02/12/26	B0012489	9,509.33		9,509.33
					V0604615	02/12/26	B0012489	16,714.78		16,714.78
								26,224.11		26,224.11
E0042655	02/12/26	Recon	0516667	P&H Electric Corp.	V0604602	02/12/26	B0012506	108,304.20		108,304.20
								108,304.20		108,304.20

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E0042656	02/12/26	Recon	0298332	Paper Recovery Service C	V0603867	01/27/26	B0012514	170.00		170.00
								170.00		170.00
E0042657	02/12/26	Recon	0298696	R J Bowers Distributors	V0603399	01/15/26	B0012383	349.00		349.00
								349.00		349.00
E0042658	02/12/26	Recon	0301150	Rock River Times Inc	V0603502	01/20/26	B0012439	18.37		18.37
								18.37		18.37
E0042659	02/12/26	Recon	0296696	Rock Valley Publishing,	V0603501	01/20/26	B0012440	47.50		47.50
					V0603657	01/26/26	B0012440	49.88		49.88
								97.38		97.38
E0042660	02/12/26	Recon	0290049	Steiner Electric	V0603575	01/21/26	B0012393	494.70		494.70
								494.70		494.70
E0042661	02/12/26	Recon	0300469	Stericycle Inc	V0604165	02/03/26	B0012405	96.76		96.76
								96.76		96.76
E0042662	02/12/26	Recon	0578683	Team Reil, Inc	V0604228	02/04/26	B0012582	33,284.56		33,284.56
								33,284.56		33,284.56
E0042663	02/12/26	Recon	0478605	Welders Supply Company	V0603498	01/20/26	B0012511	385.86		385.86
					V0603499	01/20/26	B0012511	49.25		49.25
								435.11		435.11
E0042664	02/12/26	Recon	0304446	WIFR-TV23	V0604080	02/02/26	B0012353	1,490.00		1,490.00
								1,490.00		1,490.00
E0042665	02/12/26	Recon	0502975	Windstar Lines, Inc	V0604366	02/09/26	P0052282	1,751.00		1,751.00
								1,751.00		1,751.00
E0042666	02/12/26	Recon	0369266	The Workforce Connection	V0604389	02/09/26	P0052453	117.87		117.87
								117.87		117.87
E0042667	02/12/26	Recon	0494981	YBP Library Services	V0603505	01/20/26	B0012330	78.81		78.81
								78.81		78.81

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E0042672	02/19/26	Recon	0564938	David Brost	V0604679	02/16/26		190.00		190.00
								190.00		190.00
E0042673	02/19/26	Recon	0160547	Thomas R. Clark	V0604719	02/17/26		1,896.11		1,896.11
								1,896.11		1,896.11
E0042674	02/19/26	Recon	0559621	Tracy Coggins	V0604718	02/17/26		7.99		7.99
								7.99		7.99
E0042675	02/19/26	Recon	0448063	Casey L. Dahlberg	V0532049	08/04/22		46.80		46.80
								46.80		46.80
E0042676	02/19/26	Recon	0315106	Stephanie R. Lacny	V0604819	02/18/26		134.34		134.34
								134.34		134.34
E0042677	02/19/26	Recon	0289529	Airgas USA, LLC	V0604168	02/03/26	B0012534	204.79		204.79
					V0604171	02/03/26	B0012534	371.88		371.88
								576.67		576.67
E0042678	02/19/26	Recon	0547048	Associated Bank	V0604605	02/12/26		159.16		159.16
								159.16		159.16
E0042679	02/19/26	Recon	0332450	Austin Mechanical Sales	V0604202	02/04/26	B0012542	183.25		183.25
					V0604203	02/04/26	B0012542	142.33		142.33
								325.58		325.58
E0042680	02/19/26	Recon	0295853	Automatic Fire Systems	V0604420	02/10/26	B0012454	245.00		245.00
								245.00		245.00
E0042681	02/19/26	Recon	0289535	Batteries Plus	V0604205	02/04/26	B0012425	413.90		413.90
								413.90		413.90
E0042682	02/19/26	Recon	0571745	Sallyport Commercial Fin	V0604189	02/04/26		76,742.76		76,742.76
					V0604190	02/04/26	P0052420	2,609.55		2,609.55
					V0604343	02/06/26	P0052437	1,595.85		1,595.85
					V0604592	02/12/26	P0052452	972.15		972.15
								81,920.31		81,920.31
E0042683	02/19/26	Recon	0289599	C D W Government Inc	V0604559	02/11/26	P0052418	65.17		65.17

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								65.17		65.17
E0042684	02/19/26	Recon	0289661	Carolina Biological Supp	V0604214	02/04/26	B0012317	8.82		8.82
					V0604729	02/17/26	B0012317	57.06		57.06
								65.88		65.88
E0042685	02/19/26	Recon	0386849	CollegeSource Inc	V0604649	02/13/26	P0052498	5,499.92		5,499.92
								5,499.92		5,499.92
E0042686	02/19/26	Recon	0310222	Constellation New Energy	V0604669	02/16/26	B0012498	5,577.13		5,577.13
					V0604670	02/16/26	B0012498	1,677.60		1,677.60
								7,254.73		7,254.73
E0042687	02/19/26	Recon	0578538	Corpro Visual	V0604832	02/18/26	P0051670	2,066.80		2,066.80
								2,066.80		2,066.80
E0042688	02/19/26	Recon	0490500	Destination Travel Netwo	V0604188	02/04/26	B0012632	125.00		125.00
								125.00		125.00
E0042689	02/19/26	Recon	0463480	EBM, Inc.	V0604222	02/04/26	B0012500	73,980.97		73,980.97
								73,980.97		73,980.97
E0042690	02/19/26	Recon	0117682	Ellucian Company LLC	V0602216	12/10/25	B0012296	21,583.00-		-21,583.00
					V0604720	02/17/26	B0012296	29,045.00		29,045.00
					V0604721	02/17/26	B0012296	300.00		300.00
								7,762.00		7,762.00
E0042691	02/19/26	Recon	0289708	Fastenal Co	V0604200	02/04/26	B0012368	243.60		243.60
								243.60		243.60
E0042692	02/19/26	Recon	0289720	Fisher Scientific Compan	V0604708	02/17/26	B0012258	141.60		141.60
								141.60		141.60
E0042693	02/19/26	Recon	0289724	Grainger Industrial Supp	V0604419	02/10/26	B0012468	147.08		147.08
								147.08		147.08
E0042694	02/19/26	Recon	0289733	Health Care Service Corp	V0604242	02/05/26	B0012505	641,520.31		641,520.31
								641,520.31		641,520.31

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E0042695	02/19/26	Recon	0321964	Henry Schein Inc	V0604600	02/12/26	B0012335	23.98		23.98
					V0604640	02/13/26	B0012335	372.67		372.67
								396.65		396.65
E0042696	02/19/26	Recon	0511140	HSA Bank	V0604607	02/12/26		80.83		80.83
E0042697	02/19/26	Recon	0563412	Hulu LLC	V0604874	02/19/26	B0012349	13,770.11		13,770.11
					V0604877	02/19/26	B0012349	13,770.11-		-13,770.11
								0.00		0.00
E0042698	02/19/26	Recon	0312745	J.W. Pepper & Son, Inc.	V0603936	01/28/26	B0012403	32.00		32.00
E0042699	02/19/26	Recon	0289791	Jo Daviess Carroll Caree	V0604036	01/30/26	B0012597	50.00		50.00
E0042700	02/19/26	Recon	0305907	Johnson Controls Fire Pr	V0604821	02/18/26	B0012450	3,842.35		3,842.35
					V0604822	02/18/26	B0012450	1,010.34		1,010.34
								4,852.69		4,852.69
E0042701	02/19/26	Recon	0581707	Lite Strategies LLC	V0604876	02/19/26	P0052535	5,500.00		5,500.00
E0042702	02/19/26	Recon	0558551	Lively Inc	V0604606	02/12/26		141.67		141.67
E0042703	02/19/26	Recon	0296711	Meridian	V0604406	02/10/26	P0052466	75.00		75.00
E0042704	02/19/26	Recon	0289875	Midland Paper	V0603872	01/27/26	B0012390	904.89		904.89
					V0603873	01/27/26	B0012389	4,752.00		4,752.00
								5,656.89		5,656.89
E0042705	02/19/26	Recon	0289877	Midwest Library Service	V0603877	01/27/26	B0012307	94.85		94.85
					V0603878	01/27/26	B0012307	121.24		121.24
					V0603880	01/27/26	B0012307	230.25		230.25
					V0603881	01/27/26	B0012307	253.55		253.55
					V0603883	01/27/26	B0012307	78.46		78.46
					V0603884	01/27/26	B0012307	49.76		49.76

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					V0603886	01/27/26	B0012307	42.00		42.00
								870.11		870.11
E0042706	02/19/26	Recon	0293902	Morse Electric, Inc.	V0604702	02/17/26	B0012715	40,500.00		40,500.00
								40,500.00		40,500.00
E0042707	02/19/26	Recon	0527111	Moss Enterprises	V0604590	02/12/26	P0052494	1,550.00		1,550.00
					V0604597	02/12/26	P0052497	1,800.00		1,800.00
								3,350.00		3,350.00
E0042708	02/19/26	Recon	0562310	Ms. Catherine's LLC	V0604786	02/18/26	P0052518	1,829.00		1,829.00
								1,829.00		1,829.00
E0042709	02/19/26	Recon	0289807	MSC Industrial Supply Co	V0603646	01/23/26	B0012415	401.66		401.66
								401.66		401.66
E0042710	02/19/26	Recon	0289897	National Safety Council	V0600675	11/11/25	P0052081	65.00		65.00
								65.00		65.00
E0042711	02/19/26	Recon	0289881	Nicholson Hardware	V0603977	01/29/26	B0012430	54.33		54.33
					V0604700	02/16/26	B0012430	57.42		57.42
								111.75		111.75
E0042712	02/19/26	Recon	0557607	Seps Inc	V0603889	01/27/26	B0012618	1,455.15		1,455.15
								1,455.15		1,455.15
E0042713	02/19/26	Recon	0581862	Primary Arms, LLC	V0603848	01/26/26	P0052369	1,567.22		1,567.22
								1,567.22		1,567.22
E0042714	02/19/26	Recon	0305833	Ringland Johnson Constru	V0604631	02/13/26	B0012576	146,000.00		146,000.00
								146,000.00		146,000.00
E0042715	02/19/26	Recon	0301150	Rock River Times Inc	V0603981	01/29/26	B0012439	19.19		19.19
								19.19		19.19
E0042716	02/19/26	Recon	0551079	Rocket Industrial Inc	V0603865	01/27/26	B0012502	8,392.10		8,392.10
								8,392.10		8,392.10

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								780.00		780.00
E0043901	02/26/26	Recon	0565250	April Mendoza	V0606254	02/25/26	B0012703	520.00		520.00
								520.00		520.00
E0043902	02/26/26	Recon	0567251	Caven R. Morin	V0606150	02/24/26		26.06		26.06
								26.06		26.06
E0043903	02/26/26	Recon	0411495	Mathew Oakes	V0604924	02/20/26		42.49		42.49
								42.49		42.49
E0043904	02/26/26	Recon	0561146	Day K. Paw	V0606264	02/25/26	B0012705	668.85		668.85
								668.85		668.85
E0043905	02/26/26	Recon	0567809	Edgar Sanchez	V0606262	02/25/26	B0012711	776.75		776.75
								776.75		776.75
E0043906	02/26/26	Recon	0572842	Erick R. Santoyo	V0606261	02/25/26	B0012702	617.50		617.50
								617.50		617.50
E0043907	02/26/26	Recon	0352940	Amanda T. Smith	V0605765	02/24/26		71.00		71.00
								71.00		71.00
E0043908	02/26/26	Recon	0292364	Wascher, Stephanie E.	V0606176	02/25/26		450.79		450.79
								450.79		450.79
E0043909	02/26/26	Recon	0574802	Patrick Wimp	V0606323	02/26/26	P0052561	1,000.00		1,000.00
								1,000.00		1,000.00
E0043910	02/26/26	Recon	0468853	Adventure Safari Network	V0604788	02/18/26	P0052514	794.25		794.25
								794.25		794.25
E0043911	02/26/26	Recon	0573411	AE Tools Holdings, LLC	V0604417	02/10/26	P0052332	8,551.98		8,551.98
								8,551.98		8,551.98
E0043912	02/26/26	Recon	0289529	Airgas USA, LLC	V0606240	02/25/26	B0012486	1,010.42		1,010.42
					V0606268	02/25/26	B0012486	629.31		629.31
					V0606269	02/25/26	B0012486	681.28		681.28
					V0606270	02/25/26	B0012486	638.15		638.15

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								2,959.16		2,959.16
E0043913	02/26/26	Recon	0547048	Associated Bank	V0606317	02/26/26		159.16		159.16
								159.16		159.16
E0043914	02/26/26	Recon	0330843	Association Specialty Co	V0604560	02/11/26	P0052327	260.93		260.93
					V0604561	02/11/26	P0052326	1,546.50		1,546.50
								1,807.43		1,807.43
E0043915	02/26/26	Recon	0490601	Atmosphere Commercial In	V0604629	02/13/26	B0012650	13,791.34		13,791.34
					V0604948	02/23/26	B0012650	47,960.69		47,960.69
								61,752.03		61,752.03
E0043916	02/26/26	Recon	0332450	Austin Mechanical Sales	V0604418	02/10/26	B0012542	1,673.96		1,673.96
								1,673.96		1,673.96
E0043917	02/26/26	Recon	0292649	B & H Photo Video	V0604707	02/17/26	P0052434	2,314.94		2,314.94
								2,314.94		2,314.94
E0043918	02/26/26	Recon	0540637	Ballard Engineering	V0604943	02/23/26	B0012638	6,497.00		6,497.00
					V0604944	02/23/26	B0012638	5,200.00		5,200.00
								11,697.00		11,697.00
E0043919	02/26/26	Recon	0289535	Batteries Plus	V0604945	02/23/26	B0012425	45.90		45.90
								45.90		45.90
E0043920	02/26/26	Recon	0571745	Sallyport Commercial Fin	V0604275	02/05/26		511,746.03		511,746.03
								511,746.03		511,746.03
E0043921	02/26/26	Recon	0584033	BrightSight Speakers	V0604963	02/23/26	P0052539	3,750.00		3,750.00
								3,750.00		3,750.00
E0043922	02/26/26	Recon	0289599	C D W Government Inc	V0604352	02/06/26	P0052421	65.17		65.17
								65.17		65.17
E0043923	02/26/26	Recon	0289661	Carolina Biological Supp	V0604710	02/17/26	B0012317	82.11		82.11
								82.11		82.11
E0043924	02/26/26	Recon	0289664	Carquest Auto Parts	V0606155	02/25/26	B0012528	44.99		44.99

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					V0606162	02/25/26	B0012528	110.16		110.16
								155.15		155.15
E0043925	02/26/26	Recon	0306006	Cintas Corporation	V0604447	02/10/26	B0012469	291.79		291.79
					V0606166	02/25/26	B0012410	36.01		36.01
								327.80		327.80
E0043926	02/26/26	Recon	0562376	CIT Trucks, LLC	V0604925	02/20/26	B0012495	7,703.88		7,703.88
								7,703.88		7,703.88
E0043927	02/26/26	Recon	0434811	Compansol Analysis & Sol	V0604940	02/23/26	P0052436	1,890.00		1,890.00
								1,890.00		1,890.00
E0043928	02/26/26	Recon	0289720	Fisher Scientific Compan	V0604706	02/17/26	B0012258	320.77		320.77
					V0604941	02/23/26	B0012314	269.91		269.91
					V0606084	02/24/26	B0012314	1.00		1.00
								591.68		591.68
E0043929	02/26/26	Recon	0293339	Fitzgerald Equipment Com	V0606177	02/25/26	B0012530	206.00		206.00
					V0606180	02/25/26	B0012530	254.75		254.75
					V0606181	02/25/26	B0012530	321.65		321.65
					V0606183	02/25/26	B0012530	261.00		261.00
					V0606260	02/25/26	B0012530	639.44		639.44
								1,682.84		1,682.84
E0043930	02/26/26	Recon	0390408	Gallagher Benefit Servic	V0606313	02/26/26	B0012565	5,763.25		5,763.25
								5,763.25		5,763.25
E0043931	02/26/26	Recon	0334253	Helm Service	V0606147	02/24/26	B0012488	335.00		335.00
					V0606148	02/24/26	B0012488	976.97		976.97
								1,311.97		1,311.97
E0043932	02/26/26	Recon	0321964	Henry Schein Inc	V0604846	02/19/26	B0012335	246.69		246.69
					V0604847	02/19/26	B0012335	357.16		357.16
								603.85		603.85
E0043933	02/26/26	Recon	0511140	HSA Bank	V0606320	02/26/26		80.83		80.83
								80.83		80.83
E0043934	02/26/26	Recon	0521304	Hudl	V0606165	02/25/26	P0052553	631.50		631.50

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								631.50		631.50
E0043935	02/26/26	Recon	0308253	IL Federation of Teacher	V0606158	02/27/26		3,889.44		3,889.44
					V0606227	02/27/26		516.46		516.46
								4,405.90		4,405.90
E0043936	02/26/26	Recon	0393103	J. J. Keller & Associate	V0604404	02/10/26	P0052463	2,003.20		2,003.20
								2,003.20		2,003.20
E0043937	02/26/26	Recon	0294460	Jim Coleman LTD.	V0604780	02/18/26	P0052496	1,626.90		1,626.90
								1,626.90		1,626.90
E0043938	02/26/26	Recon	0524793	Kanopy Inc	V0604079	02/02/26	B0012329	1,080.00		1,080.00
								1,080.00		1,080.00
E0043939	02/26/26	Recon	0503017	Laminating & Binding Sol	V0604226	02/04/26	P0052379	264.48		264.48
								264.48		264.48
E0043940	02/26/26	Recon	0296381	Liebovich Steel	V0604161	02/03/26	P0052422	1,692.50		1,692.50
								1,692.50		1,692.50
E0043941	02/26/26	Recon	0558551	Lively Inc	V0606318	02/26/26		141.67		141.67
								141.67		141.67
E0043942	02/26/26	Recon	0289875	Midland Paper	V0604675	02/16/26	B0012390	399.07		399.07
								399.07		399.07
E0043943	02/26/26	Recon	0289877	Midwest Library Service	V0604277	02/05/26	B0012307	123.04		123.04
					V0604278	02/05/26	B0012307	82.23		82.23
					V0604279	02/05/26	B0012307	122.55		122.55
					V0604280	02/05/26	B0012307	190.05		190.05
					V0604281	02/05/26	B0012307	208.08		208.08
					V0604282	02/06/26	B0012307	157.28		157.28
					V0604283	02/06/26	B0012307	45.57		45.57
					V0604285	02/06/26	B0012307	24.86		24.86
					V0604336	02/06/26	B0012307	104.68		104.68
					V0604337	02/06/26	B0012307	173.01		173.01
					V0604338	02/06/26	B0012307	336.51		336.51
					V0604340	02/06/26	B0012307	326.71		326.71
					V0604386	02/09/26	B0012307	43.15		43.15
					V0604387	02/09/26	B0012307	20.75		20.75
					V0604388	02/09/26	B0012307	20.75		20.75

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					V0604451	02/10/26	B0012307	11.61		11.61
					V0604454	02/10/26	B0012307	18.68		18.68
					V0604455	02/10/26	B0012307	190.51		190.51
					V0604457	02/10/26	B0012307	24.50		24.50
								2,224.52		2,224.52
E0043944	02/26/26	Recon	0289807	MSC Industrial Supply Co	V0604065	02/02/26	P0052268	659.61		659.61
					V0604237	02/05/26	B0012415	109.02		109.02
								768.63		768.63
E0043945	02/26/26	Recon	0578077	Napa Auto Parts	V0604236	02/05/26	B0012433	50.33		50.33
					V0604241	02/05/26	B0012531	104.90		104.90
					V0604637	02/13/26	B0012433	50.33-		-50.33
					V0604641	02/13/26	B0012433	50.33-		-50.33
					V0606244	02/25/26	B0012433	152.08		152.08
								206.65		206.65
E0043946	02/26/26	Recon	0482618	OPN, Inc	V0604713	02/17/26	B0012489	32,900.00		32,900.00
								32,900.00		32,900.00
E0043947	02/26/26	Recon	0289925	Postmaster	V0606178	02/25/26	P0052556	2,190.00		2,190.00
								2,190.00		2,190.00
E0043948	02/26/26	Recon	0540228	QM Quality Matters, Inc	V0604897	02/20/26	B0012647	165.00		165.00
								165.00		165.00
E0043949	02/26/26	Recon	0584413	RegisterBlast	V0606151	02/24/26	P0052552	3,600.00		3,600.00
								3,600.00		3,600.00
E0043950	02/26/26	Recon	0331852	Robbins Schwartz	V0606321	02/26/26	B0012635	33,760.28		33,760.28
								33,760.28		33,760.28
E0043951	02/26/26	Recon	0301150	Rock River Times Inc	V0604247	02/05/26	B0012439	442.80		442.80
								442.80		442.80
E0043952	02/26/26	Recon	0549326	USW Holding Company LLC	V0604120	02/03/26	B0012541	212.00		212.00
					V0604121	02/03/26	B0012541	127.95		127.95
					V0604433	02/10/26	B0012541	1,559.90		1,559.90
								1,899.85		1,899.85

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E0043953	02/26/26	Recon	0551079	Rocket Industrial Inc	V0603907	01/28/26	B0012502	733.80		733.80
					V0604118	02/03/26	B0012502	218.77		218.77
					V0604119	02/03/26	B0012502	246.20		246.20
								1,198.77		1,198.77
E0043954	02/26/26	Recon	0376488	Rush Power Systems LLC	V0604223	02/04/26	B0012455	2,610.77		2,610.77
								2,610.77		2,610.77
E0043955	02/26/26	Recon	0289961	Schumacher Elevator Co	V0604116	02/03/26	B0012603	5,440.00		5,440.00
					V0604276	02/05/26	B0012603	2,466.81		2,466.81
								7,906.81		7,906.81
E0043956	02/26/26	Recon	0439420	Sorenson Communications	V0606299	02/26/26	B0012596	2,325.00		2,325.00
								2,325.00		2,325.00
E0043957	02/26/26	Recon	0504912	Town Square Publications	V0604782	02/18/26	P0052512	1,890.00		1,890.00
					V0604784	02/18/26	P0052513	1,890.00		1,890.00
								3,780.00		3,780.00
E0043958	02/26/26	Recon	0557973	TruView BSI LLC	V0604684	02/16/26	B0012563	740.50		740.50
								740.50		740.50
E0043959	02/26/26	Recon	0584422	VRC Companies, LLC	V0604878	02/19/26	B0012750	240.00		240.00
								240.00		240.00
E0043960	02/26/26	Recon	0494981	YBP Library Services	V0604081	02/02/26	B0012330	94.54		94.54
								94.54		94.54
0724570	02/05/26	Recon	0292309	Amazon Capital Services	V0603537	01/21/26	P0052342	61.89		61.89
					V0603633	01/23/26	P0052348	38.41		38.41
					V0603967	01/28/26	P0052358	407.50		407.50
					V0603968	01/28/26	P0052376	13.85		13.85
					V0603969	01/28/26	P0052333	83.76		83.76
					V0604032	01/30/26	P0052357	24.96		24.96
								630.37		630.37
0724571	02/05/26	Recon	0499311	Blake, Isiah J.	V0604108	02/03/26		300.00		300.00
								300.00		300.00
0724572	02/05/26	Recon	0584061	Keith Burns	V0604087	02/02/26		190.00		190.00

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								190.00		190.00
0724573	02/05/26	Recon	0546897	Busy Beaver Tree Care LL	V0604172	02/03/26	B0012527	5,800.00		5,800.00
								5,800.00		5,800.00
0724574	02/05/26	Outst	0380093	Technology Management Re	V0603987	01/29/26	B0012250	1,200.00		1,200.00
					V0603989	01/29/26	B0012250	330.70		330.70
								1,530.70		1,530.70
0724575	02/05/26	Recon	0532060	Natalie N. Champion	V0604048	02/02/26		150.00		150.00
								150.00		150.00
0724576	02/05/26	Recon	0578764	Xavion Chapman	V0604159	02/03/26	B0012689	200.00		200.00
								200.00		200.00
0724577	02/05/26	Recon	0287204	City of Belvidere	V0604191	02/04/26	B0012359	104.20		104.20
								104.20		104.20
0724578	02/05/26	Recon	0289674	City of Rockford	V0604023	01/30/26	B0012483	288.93		288.93
					V0604024	01/30/26	B0012483	135.61		135.61
					V0604239	02/05/26	B0012331	624.00		624.00
								1,048.54		1,048.54
0724579	02/05/26	Recon	0584093	Nicholas Coffey	V0604100	02/02/26		190.00		190.00
								190.00		190.00
0724580	02/05/26	Recon	0555663	Cropp's Door Service	V0603882	01/27/26	B0012447	424.00		424.00
								424.00		424.00
0724581	02/05/26	Recon	0584060	Bridget Davis	V0604086	02/02/26		190.00		190.00
								190.00		190.00
0724582	02/05/26	Recon	0457113	Ja'mese R. Davis	V0604179	02/04/26		500.00		500.00
								500.00		500.00
0724583	02/05/26	Recon	0339027	Ms. Cristina Delgado	V0604181	02/04/26		500.00		500.00
								500.00		500.00
0724584	02/05/26	Recon	0333179	Dramatic Publishing	V0604139	02/03/26	P0052360	849.30		849.30

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								849.30		849.30
0724585	02/05/26	Recon	0297277	Enterprise Rent-A-Car Mi	V0604041	01/30/26	B0012310	588.46		588.46
					V0604233	02/05/26	P0052206	373.66		373.66
					V0604235	02/05/26	P0052206	373.66		373.66
								1,335.78		1,335.78
0724586	02/05/26	Recon	0579552	Richard E. Fernbaugh	V0604101	02/02/26		30.10		30.10
								30.10		30.10
0724587	02/05/26	Recon	0578692	Ferrilli	V0603563	01/21/26	B0012246	15,600.00		15,600.00
								15,600.00		15,600.00
0724588	02/05/26	Recon	0103378	Christine Garbe	V0604056	02/02/26		55.00		55.00
								55.00		55.00
0724589	02/05/26	Recon	0581508	Leonardo Gonzalez Ramos	V0604128	02/03/26	B0012699	200.00		200.00
								200.00		200.00
0724590	02/05/26	Outst	0311140	Government Fin Officers	V0603616	01/22/26	P0052380	755.00		755.00
								755.00		755.00
0724591	02/05/26	Recon	0521501	Marco	V0604254	02/05/26	B0012594	7,684.78		7,684.78
								7,684.78		7,684.78
0724592	02/05/26	Recon	0531219	Celeste Guzman	V0604124	02/03/26		150.00		150.00
								150.00		150.00
0724593	02/05/26	Recon	0571744	Helm Electric Facility S	V0604137	02/03/26	B0012648	123,237.00		123,237.00
								123,237.00		123,237.00
0724594	02/05/26	Recon	0300016	Starlena Hines	V0604178	02/04/26		500.00		500.00
								500.00		500.00
0724595	02/05/26	Recon	0565665	Howard Technology Soluti	V0603605	01/22/26	P0052223	251.54		251.54
								251.54		251.54
0724596	02/05/26	Outst	0564931	Scott Huffman	V0604250	02/05/26		190.00		190.00
								190.00		190.00

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0724597	02/05/26	Recon	0528264	Sabirah J. Hyles	V0604049	02/02/26		150.00		150.00
								150.00		150.00
0724598	02/05/26	Outst	0338765	IL Emergency Management	V0604020	01/30/26	P0052395	600.00		600.00
								600.00		600.00
0724599	02/05/26	Recon	0554030	Christopher A. Joyner	V0604160	02/03/26		33.67		33.67
								33.67		33.67
0724600	02/05/26	Recon	0295852	Kelley Williamson Compan	V0604155	02/03/26	B0012732	8,250.00		8,250.00
								8,250.00		8,250.00
0724601	02/05/26	Recon	0289872	Lowe's Home Improvement	V0604199	02/04/26	B0012302	123.30		123.30
					V0604201	02/04/26	B0012473	29.92		29.92
					V0604204	02/04/26	B0012473	172.62		172.62
								325.84		325.84
0724602	02/05/26	Recon	0481426	Marco Technologies, LLC	V0604245	02/05/26	B0012595	1,914.72		1,914.72
								1,914.72		1,914.72
0724603	02/05/26	Recon	0354428	Devon Mcdonald	V0604154	02/03/26	B0012722	200.00		200.00
								200.00		200.00
0724604	02/05/26	Recon	0001493	McHenry County College	V0604064	02/02/26	B0012629	13,451.36		13,451.36
								13,451.36		13,451.36
0724605	02/05/26	Recon	0001493	McHenry County College	V0604085	02/02/26	B0012629	11,687.81		11,687.81
								11,687.81		11,687.81
0724606	02/05/26	Recon	0001493	McHenry County College	V0604102	02/02/26	B0012629	23,828.53		23,828.53
								23,828.53		23,828.53
0724607	02/05/26	Recon	0283985	Menard's	V0604249	02/05/26	B0012467	129.81		129.81
					V0604252	02/05/26	B0012467	75.18		75.18
								204.99		204.99
0724608	02/05/26	Recon	0283985	Menard's	V0604114	02/03/26	B0012467	32.98		32.98
								32.98		32.98

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0724609	02/05/26	Recon	0565250	Mendoza, April	V0604257	02/05/26	B0012703	416.00		416.00
								416.00		416.00
0724610	02/05/26	Recon	0574574	Minnihan's Tree Service	V0603522	01/20/26	B0012616	2,075.00		2,075.00
					V0603524	01/20/26	B0012616	1,900.00		1,900.00
					V0603603	01/22/26	B0012616	1,775.00		1,775.00
					V0603863	01/27/26	B0012616	2,125.00		2,125.00
					V0604173	02/03/26	B0012616	600.00		600.00
								8,475.00		8,475.00
0724611	02/05/26	Recon	0292298	New Readers Press	V0604019	01/30/26	P0052375	52.95		52.95
								52.95		52.95
0724612	02/05/26	Recon	0556617	Office Pro Inc	V0604218	02/04/26	B0012391	1,969.34		1,969.34
								1,969.34		1,969.34
0724613	02/05/26	Recon	0276269	OSF Multi Specialty Grou	V0604110	02/03/26	B0012490	11,861.09		11,861.09
								11,861.09		11,861.09
0724614	02/05/26	Recon	0524979	Brenda E. Perez	V0604129	02/03/26		150.00		150.00
								150.00		150.00
0724615	02/05/26	Recon	0545925	Sofia G. Piscocama	V0604051	02/02/26		150.00		150.00
								150.00		150.00
0724616	02/05/26	Recon	0555360	Region 1 Planning Counci	V0604221	02/04/26	B0012456	9,550.00		9,550.00
								9,550.00		9,550.00
0724617	02/05/26	Recon	0554982	Jesus Rivera	V0604156	02/03/26	B0012695	200.00		200.00
								200.00		200.00
0724618	02/05/26	Recon	0493655	Jason Robinson	V0604185	02/04/26		190.00		190.00
								190.00		190.00
0724619	02/05/26	Recon	0342322	Rock River Disposal Serv	V0604071	02/02/26	B0012380	437.72		437.72
					V0604073	02/02/26	B0012380	348.02		348.02
					V0604074	02/02/26	B0012380	359.13		359.13
					V0604075	02/02/26	B0012380	324.85		324.85
					V0604077	02/02/26	B0012380	2,416.74		2,416.74

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					V0604113	02/03/26	B0012380	650.60		650.60
								4,537.06		4,537.06
0724620	02/05/26	Recon	0316524	Rock Valley College Foun	V0604209	02/04/26		62,500.00		62,500.00
								62,500.00		62,500.00
0724621	02/05/26	Recon	0583879	Rock Valley Sports Llc	V0604016	01/29/26	P0052398	390.00		390.00
								390.00		390.00
0724622	02/05/26	Recon	0501099	Tyler G. Ross-Kaberg	V0604060	02/02/26		33.71		33.71
								33.71		33.71
0724623	02/05/26	Recon	0562191	Papy Rwenzo	V0604132	02/03/26	B0012691	200.00		200.00
								200.00		200.00
0724624	02/05/26	Recon	0501937	Emilio C. Salinas	V0603970	01/28/26		300.00		300.00
								300.00		300.00
0724625	02/05/26	Outst	0395308	Michael J. Schoening	V0604183	02/04/26		76.62		76.62
								76.62		76.62
0724626	02/05/26	Recon	0570673	School Specialty, Llc	V0603354	01/14/26	B0012546	212.72		212.72
								212.72		212.72
0724627	02/05/26	Recon	0578035	Smith Energy LLC	V0603574	01/21/26	B0012503	1,658.21		1,658.21
								1,658.21		1,658.21
0724628	02/05/26	Recon	0493764	Logan D. Smith	V0604130	02/03/26	B0012724	200.00		200.00
								200.00		200.00
0724629	02/05/26	Recon	0551291	Hansen S. Stewart	V0604095	02/02/26		28.71		28.71
								28.71		28.71
0724630	02/05/26	Outst	0543401	Jersie N. Stiff	V0604053	02/02/26		150.00		150.00
								150.00		150.00
0724631	02/05/26	Outst	0280362	Jana L. Stowers	V0604078	02/02/26		10.30		10.30
								10.30		10.30

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0724632	02/05/26	Recon	0548236	Colton D. Vanfleet	V0604136	02/03/26	B0012692	200.00		200.00
								200.00		200.00
0724633	02/05/26	Recon	0290068	Van Galder Bus Company	V0604069	02/02/26	B0012309	1,275.00		1,275.00
								1,275.00		1,275.00
0724634	02/05/26	Recon	0512799	Xiomara A. Villagrana	V0604054	02/02/26		150.00		150.00
								150.00		150.00
0724635	02/05/26	Recon	0584059	Shay Whiting	V0604057	02/02/26		190.00		190.00
								190.00		190.00
0724636	02/05/26	Recon	0559856	Andrew T. Williams	V0604184	02/04/26		190.00		190.00
								190.00		190.00
0724637	02/05/26	Recon	0326356	Jerrald Williams	V0604157	02/03/26	B0012693	200.00		200.00
								200.00		200.00
0724638	02/05/26	Recon	0584246	Kenneth Williams	V0604186	02/04/26		190.00		190.00
								190.00		190.00
0724639	02/05/26	Recon	0409152	Erica Woods	V0604182	02/04/26		500.00		500.00
								500.00		500.00
0724640	02/05/26	Recon	0571719	Jamere J. York	V0604133	02/03/26	B0012725	200.00		200.00
								200.00		200.00
0724641	02/05/26	Recon	0361547	Norb Ziemer	V0604104	02/03/26		488.49		488.49
					V0604106	02/03/26		25.17		25.17
					V0604107	02/03/26		500.00		500.00
								1,013.66		1,013.66
0724642	02/12/26	Recon	0289527	A T & T	V0604449	02/10/26	B0012249	768.58		768.58
								768.58		768.58
0724643	02/12/26	Recon	0311027	Williams Crow Inc. - Aid	V0604112	02/03/26	P0051676	19,384.20		19,384.20
								19,384.20		19,384.20

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0724644	02/12/26	Recon	0430325	Ignazina Altamore	V0604357	02/06/26		95.70		95.70
								95.70		95.70
0724645	02/12/26	Recon	0292309	Amazon Capital Services	V0604212	02/04/26	P0052355	302.96		302.96
					V0604213	02/04/26	P0052355	29.99		29.99
					V0604349	02/06/26	P0052355	35.99		35.99
					V0604503	02/11/26	P0052233	175.67		175.67
					V0604505	02/11/26	P0052407	581.83		581.83
					V0604507	02/11/26	P0052232	268.96		268.96
					V0604510	02/11/26	P0052232	19.39		19.39
					V0604513	02/11/26	P0052232	50.18		50.18
					V0604521	02/11/26		50.18-		-50.18
					V0604594	02/12/26	P0052088	28.00		28.00
					V0604595	02/12/26		18.98-		-18.98
								1,423.81		1,423.81
0724646	02/12/26	Void								
0724647	02/12/26	Recon	0566776	American Assoc. of Medic	V0604534	02/11/26	P0052472	38.50		38.50
								38.50		38.50
0724648	02/12/26	Recon	0566776	American Assoc. of Medic	V0604540	02/11/26	P0052468	38.50		38.50
								38.50		38.50
0724649	02/12/26	Recon	0566776	American Assoc. of Medic	V0604536	02/11/26	P0052477	38.50		38.50
								38.50		38.50
0724650	02/12/26	Recon	0566776	American Assoc. of Medic	V0604533	02/11/26	P0052476	38.50		38.50
								38.50		38.50
0724651	02/12/26	Recon	0566776	American Assoc. of Medic	V0604539	02/11/26	P0052475	38.50		38.50
								38.50		38.50
0724652	02/12/26	Recon	0566776	American Assoc. of Medic	V0604537	02/11/26	P0052478	38.50		38.50
								38.50		38.50
0724653	02/12/26	Recon	0566776	American Assoc. of Medic	V0604538	02/11/26	P0052469	38.50		38.50
								38.50		38.50
0724654	02/12/26	Recon	0287693	American Funds Service C	V0604442	02/13/26		1,683.33		1,683.33
					V0604542	02/13/26		1,666.67		1,666.67

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								3,350.00		3,350.00
0724655	02/12/26	Outst	0520958	Salima Amrani	V0604354	02/06/26		25.16		25.16
								25.16		25.16
0724656	02/12/26	Recon	0287722	Newport Trust Company	V0604446	02/13/26		2,979.00		2,979.00
					V0604549	02/13/26		175.00		175.00
								3,154.00		3,154.00
0724657	02/12/26	Recon	0540170	Association of Social Wo	V0529290	06/15/22		285.00		285.00
								285.00		285.00
0724658	02/12/26	Recon	0578764	Xavion Chapman	V0604523	02/11/26	B0012689	200.00		200.00
								200.00		200.00
0724659	02/12/26	Recon	0289674	City of Rockford	V0604571	02/12/26	B0012483	260.00		260.00
					V0604572	02/12/26	B0012483	423.39		423.39
					V0604573	02/12/26	B0012483	453.63		453.63
					V0604574	02/12/26	B0012483	63.01		63.01
					V0604575	02/12/26	B0012483	413.78		413.78
					V0604577	02/12/26	B0012483	231.79		231.79
					V0604578	02/12/26	B0012483	225.18		225.18
					V0604579	02/12/26	B0012483	44.55		44.55
					V0604580	02/12/26	B0012483	149.32		149.32
					V0604581	02/12/26	B0012483	388.89		388.89
					V0604582	02/12/26	B0012483	87.94		87.94
					V0604583	02/12/26	B0012483	186.33		186.33
					V0604586	02/12/26	B0012483	255.01		255.01
					V0604588	02/12/26	B0012483	149.32		149.32
					V0604589	02/12/26	B0012483	199.12		199.12
								3,531.26		3,531.26
0724660	02/12/26	Recon	0289662	Comed	V0604430	02/10/26	B0012607	6,053.78		6,053.78
					V0604432	02/10/26	B0012607	4,569.72		4,569.72
					V0604434	02/10/26	B0012607	965.75		965.75
								11,589.25		11,589.25
0724661	02/12/26	Void	0313522	Community Foundation of			B0012607			
0724662	02/12/26	Outst	0002544	Luke A. D'Angelo	V0604552	02/11/26		114.32		114.32
								114.32		114.32
0724663	02/12/26	Recon	0583922	Diamond Ground Products,	V0604197	02/04/26	P0052403	294.63		294.63

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								294.63		294.63
0724664	02/12/26	Recon	0297277	Enterprise Rent-A-Car Mi	V0604358	02/08/26	B0012310	294.23		294.23
								294.23		294.23
0724665	02/12/26	Recon	0581508	Leonardo Gonzalez Ramos	V0604459	02/10/26	B0012699	200.00		200.00
								200.00		200.00
0724666	02/12/26	Recon	0430461	Kevin Grayer	V0604530	02/11/26		190.00		190.00
								190.00		190.00
0724667	02/12/26	Outst	0581528	Yahaira G. Hall	V0604385	02/09/26		40.98		40.98
								40.98		40.98
0724668	02/12/26	Recon	0521495	Trevor R. Harris	V0604526	02/11/26		190.00		190.00
								190.00		190.00
0724669	02/12/26	Recon	0584389	Haskell Park Apartments	V0604599	02/12/26		850.00		850.00
								850.00		850.00
0724670	02/12/26	Recon	0569232	Health Equity Inc	V0604603	02/12/26		3,885.55		3,885.55
								3,885.55		3,885.55
0724671	02/12/26	Recon	0579071	Gustavo Hernandez	V0604462	02/11/26		500.00		500.00
								500.00		500.00
0724672	02/12/26	Recon	0563852	Kyle Holliday	V0604439	02/10/26		500.00		500.00
								500.00		500.00
0724673	02/12/26	Recon	0287700	Horace Mann Life Insuran	V0604545	02/13/26		295.00		295.00
								295.00		295.00
0724674	02/12/26	Recon	0229901	Rhonda L. Hutter	V0604423	02/10/26		157.30		157.30
								157.30		157.30
0724675	02/12/26	Recon	0269141	IL Dept of Employment Se	V0604616	02/12/26	B0012601	8,392.00		8,392.00
								8,392.00		8,392.00

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0724676	02/12/26	Recon	0309574	IL Fraternal Order	V0604543	02/13/26		243.00		243.00
								243.00		243.00
0724677	02/12/26	Void	0000016	Illinois Comm College Bo						
0724678	02/12/26	Recon	0302769	IMACC	V0604525	02/11/26		380.00		380.00
								380.00		380.00
0724679	02/12/26	Recon	0293805	Joe Cooling & Sons Inc	V0604176	02/03/26	B0012400	109.00		109.00
					V0604177	02/03/26	B0012400	130.80		130.80
								239.80		239.80
0724680	02/12/26	Recon	0553153	John Morrissey Accountan	V0604596	02/12/26	B0012619	1,725.00		1,725.00
								1,725.00		1,725.00
0724681	02/12/26	Recon	0491168	Douglas A. Kasprzak	V0604273	02/05/26		500.00		500.00
								500.00		500.00
0724682	02/12/26	Recon	0295852	Kelley Williamson Compan	V0604348	02/06/26	P0052444	3,000.00		3,000.00
								3,000.00		3,000.00
0724683	02/12/26	Recon	0295852	Kelley Williamson Compan	V0604399	02/09/26	P0051536	1,000.00		1,000.00
								1,000.00		1,000.00
0724684	02/12/26	Outst	0381632	Lambda Beta	V0463696	05/24/19	P0041592	50.00		50.00
					V0604564	02/11/26	P0052490	50.00		50.00
								100.00		100.00
0724685	02/12/26	Outst	0318847	Maggio Truck Center	V0604395	02/09/26	P0052460	225.00		225.00
								225.00		225.00
0724686	02/12/26	Recon	0481426	Marco Technologies, LLC	V0604363	02/09/26	B0012595	1,651.30		1,651.30
					V0604365	02/09/26	B0012595	230.38		230.38
								1,881.68		1,881.68
0724687	02/12/26	Recon	0287706	Mass Mutual Payment Serv	V0604546	02/13/26		100.00		100.00
								100.00		100.00
0724688	02/12/26	Recon	0354428	Devon Mcdonald	V0604464	02/11/26	B0012722	200.00		200.00

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								200.00		200.00
0724689	02/12/26	Recon	0473772	Alfonso Y. Meneses	V0604461	02/11/26		500.00		500.00
								500.00		500.00
0724690	02/12/26	Outst	0440400	Alicia Meyer	V0604272	02/05/26		14.50		14.50
								14.50		14.50
0724691	02/12/26	Recon	0567150	Mississippi Department o	V0604609	02/12/26		112.50		112.50
								112.50		112.50
0724692	02/12/26	Recon	0380346	MOTOROLA SOLUTIONS - STA	V0604345	02/06/26	B0012278	637.00		637.00
								637.00		637.00
0724693	02/12/26	Recon	0289883	NICOR Gas	V0604428	02/10/26	B0012492	1,224.63		1,224.63
					V0604429	02/10/26	B0012492	6,585.60		6,585.60
					V0604431	02/10/26	B0012492	1,202.59		1,202.59
					V0604531	02/11/26	B0012492	1,366.77		1,366.77
					V0604532	02/11/26	B0012492	373.82		373.82
					V0604584	02/12/26	B0012492	366.83		366.83
								11,120.24		11,120.24
0724694	02/12/26	Outst	0310796	Bill Oostdyk	V0604528	02/11/26		190.00		190.00
								190.00		190.00
0724695	02/12/26	Recon	0406966	Primetime Audio Video	V0604394	02/09/26	P0052459	369.00		369.00
								369.00		369.00
0724696	02/12/26	Recon	0554982	Jesus Rivera	V0604465	02/11/26	B0012695	200.00		200.00
								200.00		200.00
0724697	02/12/26	Recon	0583665	Riverworks Coworking, LL	V0604587	02/12/26	P0052491	100.00		100.00
								100.00		100.00
0724698	02/12/26	Recon	0300932	Rock River Ford	V0603979	01/29/26	B0012471	131.17		131.17
								131.17		131.17
0724699	02/12/26	Recon	0001561	Rockford University	V0604350	02/06/26	B0012727	8,000.00		8,000.00
								8,000.00		8,000.00

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0724700	02/12/26	Recon	0528337	Annie M. Romanello	V0604527	02/11/26		47.00		47.00
								47.00		47.00
0724701	02/12/26	Recon	0287687	RVC Foundation	V0604444	02/13/26		188.00		188.00
					V0604544	02/13/26		1,197.77		1,197.77
								1,385.77		1,385.77
0724702	02/12/26	Recon	0562191	Papy Rwenzo	V0604522	02/11/26	B0012691	200.00		200.00
								200.00		200.00
0724703	02/12/26	Recon	0493764	Logan D. Smith	V0604460	02/10/26	B0012724	200.00		200.00
								200.00		200.00
0724704	02/12/26	Recon	0290182	State Disbursement Unit	V0604611	02/12/26		762.53		762.53
								762.53		762.53
0724705	02/12/26	Recon	0290182	State Disbursement Unit	V0604612	02/12/26		242.00		242.00
								242.00		242.00
0724706	02/12/26	Recon	0290182	State Disbursement Unit	V0604613	02/12/26		162.25		162.25
								162.25		162.25
0724707	02/12/26	Recon	0343679	Pamela J. Thompson	V0604426	02/10/26		51.80		51.80
								51.80		51.80
0724708	02/12/26	Outst	0545110	Trans-Mississippi Biolog	V0604409	02/10/26	B0012547	75.35		75.35
					V0604410	02/10/26	B0012547	66.23		66.23
								141.58		141.58
0724709	02/12/26	Recon	0548236	Colton D. Vanfleet	V0604520	02/11/26	B0012692	200.00		200.00
								200.00		200.00
0724710	02/12/26	Recon	0287723	Variable Annuity Life In	V0604441	02/13/26		4,482.33		4,482.33
					V0604445	02/13/26		2,107.41		2,107.41
					V0604541	02/13/26		3,044.00		3,044.00
					V0604548	02/13/26		2,080.00		2,080.00
								11,713.74		11,713.74
0724711	02/12/26	Recon	0326356	Jerrald Williams	V0604466	02/11/26	B0012693	200.00		200.00

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								200.00		200.00
0724712	02/12/26	Recon	0571719	Jamere J. York	V0604463	02/11/26	B0012725	200.00		200.00
								200.00		200.00
0724713	02/12/26	Recon	0361547	Norb Ziemer	V0604412	02/10/26	P0052474	1,289.99		1,289.99
								1,289.99		1,289.99
0724714	02/19/26	Outst	0311027	Williams Crow Inc. - Aid	V0604843	02/19/26	P0052382	1,400.00		1,400.00
								1,400.00		1,400.00
0724715	02/19/26	Recon	0579322	Georjine Alfonce	V0604752	02/17/26		22.00		22.00
								22.00		22.00
0724716	02/19/26	Outst	0364419	Voices for All LLC	V0604691	02/16/26	P0052509	122.50		122.50
								122.50		122.50
0724717	02/19/26	Recon	0580338	Dwight C. Alvarado	V0604858	02/19/26		44.00		44.00
								44.00		44.00
0724718	02/19/26	Outst	0292309	Amazon Capital Services	V0604207	02/04/26	P0052402	228.00		228.00
					V0604208	02/04/26	P0052388	131.64		131.64
					V0604210	02/04/26	P0052401	31.67		31.67
					V0604211	02/04/26	P0052406	181.88		181.88
					V0604689	02/16/26	B0012622	48.99		48.99
					V0604769	02/18/26	B0012285	218.62		218.62
					V0604770	02/18/26	B0012285	58.91		58.91
					V0604850	02/19/26	P0052393	48.42		48.42
								948.13		948.13
0724719	02/19/26	Outst	0566776	American Assoc. of Medic	V0604841	02/19/26	P0052527	1,085.00		1,085.00
								1,085.00		1,085.00
0724720	02/19/26	Outst	0577297	American Igloo Builders	V0604635	02/13/26	B0012549	45,220.00		45,220.00
								45,220.00		45,220.00
0724721	02/19/26	Outst	0576080	Logan Andersen	V0604714	02/17/26		190.00		190.00
								190.00		190.00
0724722	02/19/26	Outst	0582670	Yageen Arabab	V0604861	02/19/26		44.00		44.00

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								44.00		44.00
0724723	02/19/26	Outst	0566587	David Avignone	V0604682	02/16/26		190.00		190.00
								190.00		190.00
0724724	02/19/26	Outst	0569161	Soman Azizi	V0604727	02/17/26		36.00		36.00
								36.00		36.00
0724725	02/19/26	Outst	0569257	Pelagia Bani	V0604731	02/17/26		2.00		2.00
								2.00		2.00
0724726	02/19/26	Outst	0571226	Taurion Bannerman	V0604835	02/18/26		23.00		23.00
								23.00		23.00
0724727	02/19/26	Outst	0289707	Blick Art Materials	V0604422	02/10/26	P0052385	45.93		45.93
								45.93		45.93
0724728	02/19/26	Outst	0582671	Destani Byirt	V0604863	02/19/26		14.00		14.00
								14.00		14.00
0724729	02/19/26	Outst	0566712	Cambridge Sensors USA, L	V0604645	02/13/26	P0052411	234.80		234.80
								234.80		234.80
0724730	02/19/26	Outst	0298129	Cardinal Glass Co	V0604638	02/13/26	B0012553	142,218.00		142,218.00
								142,218.00		142,218.00
0724731	02/19/26	Outst	0469059	Cardio Partners Inc	V0604844	02/19/26	P0052367	1,266.88		1,266.88
								1,266.88		1,266.88
0724732	02/19/26	Outst	0065155	Lee's Softener Sales & S	V0604403	02/09/26	P0052457	870.00		870.00
								870.00		870.00
0724733	02/19/26	Recon	0578764	Xavion Chapman	V0604756	02/17/26	B0012689	200.00		200.00
								200.00		200.00
0724734	02/19/26	Outst	0289674	City of Rockford	V0604678	02/16/26	B0012331	442.00		442.00
					V0604686	02/16/26	B0012483	225.18		225.18
					V0604845	02/19/26	B0012483	1,010.94		1,010.94
								1,678.12		1,678.12

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0724735	02/19/26	Outst	0571320	Quashae M. Coffee, Jr.	V0604837	02/18/26		7.00		7.00
								7.00		7.00
0724736	02/19/26	Outst	0511601	Kent Collins	V0604697	02/16/26		190.00		190.00
								190.00		190.00
0724737	02/19/26	Outst	0313522	Community Foundation of	V0604830	02/18/26	P0052427	1,783.00		1,783.00
								1,783.00		1,783.00
0724738	02/19/26	Outst	0283785	Karen E. Courtney	V0604820	02/18/26		120.00		120.00
								120.00		120.00
0724739	02/19/26	Outst	0555663	Cropp's Door Service	V0604683	02/16/26	B0012447	494.00		494.00
								494.00		494.00
0724740	02/19/26	Outst	0571377	Chaundra R. Davis-Willia	V0604838	02/18/26		5.00		5.00
								5.00		5.00
0724741	02/19/26	Outst	0584256	DeKalb County Community	V0604705	02/17/26	P0052456	1,250.00		1,250.00
								1,250.00		1,250.00
0724742	02/19/26	Outst	0307116	Stephen J. Donahue	V0529130	06/09/22		211.67		211.67
								211.67		211.67
0724743	02/19/26	Outst	0583889	Andres M. Estrada	V0604873	02/19/26		35.00		35.00
								35.00		35.00
0724744	02/19/26	Outst	0570547	Maria Esube	V0604743	02/17/26		5.00		5.00
								5.00		5.00
0724745	02/19/26	Outst	0575156	Anarie Etchin	V0604839	02/18/26		17.00		17.00
								17.00		17.00
0724746	02/19/26	Outst	0579782	Extron Electronics	V0604456	02/10/26	P0051752	2,500.00		2,500.00
								2,500.00		2,500.00
0724747	02/19/26	Outst	0579148	Barakatullah Ezatyar	V0604751	02/17/26		27.00		27.00
								27.00		27.00

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								27.00		27.00
0724748	02/19/26	Outst	0289709	Fed Ex	V0604778	02/18/26	B0012609	23.03		23.03
					V0604781	02/18/26	B0012609	38.03		38.03
								61.06		61.06
0724749	02/19/26	Recon	0540892	First National Bank & Tr	V0604604	02/12/26		70.83		70.83
								70.83		70.83
0724750	02/19/26	Outst	0503318	Trevor Fulk	V0604699	02/16/26		190.00		190.00
								190.00		190.00
0724751	02/19/26	Recon	0579324	Regina Gloria	V0604739	02/17/26		11.00		11.00
								11.00		11.00
0724752	02/19/26	Recon	0581508	Leonardo Gonzalez Ramos	V0604761	02/17/26	B0012699	200.00		200.00
								200.00		200.00
0724753	02/19/26	Outst	0579144	Arshad Graves-Holliman	V0604865	02/19/26		35.00		35.00
								35.00		35.00
0724754	02/19/26	Recon	0568932	Ryan Harmon	V0604760	02/17/26	B0012698	200.00		200.00
								200.00		200.00
0724755	02/19/26	Outst	0582669	Carlie A. Hart	V0604860	02/19/26		46.00		46.00
								46.00		46.00
0724756	02/19/26	Outst	0571744	Helm Electric Facility S	V0604647	02/13/26	B0012557	233,745.00		233,745.00
								233,745.00		233,745.00
0724757	02/19/26	Outst	0575529	Mareanna Hobson	V0604853	02/19/26		33.00		33.00
								33.00		33.00
0724758	02/19/26	Outst	0289767	The Home Depot Pro	V0604776	02/18/26	B0012304	395.00		395.00
					V0604825	02/18/26	B0012529	13.96		13.96
								408.96		408.96
0724759	02/19/26	Outst	0564931	Scott Huffman	V0604698	02/16/26		190.00		190.00
								190.00		190.00

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0724760	02/19/26	Outst	0281643	Illinois Central College	V0604790	02/18/26	P0052526	420.00		420.00
								420.00		420.00
0724761	02/19/26	Outst	0294186	ILEAS	V0604842	02/19/26	P0052507	300.00		300.00
								300.00		300.00
0724762	02/19/26	Outst	0555169	IUOE Local 150 Scholarsh	V0604763	02/17/26	P0052446	1,375.00		1,375.00
								1,375.00		1,375.00
0724763	02/19/26	Outst	0577295	Jimmy'z Masonry Corp	V0604633	02/13/26	B0012559	130,092.00		130,092.00
								130,092.00		130,092.00
0724764	02/19/26	Outst	0569364	Maria John	V0604738	02/17/26		6.00		6.00
								6.00		6.00
0724765	02/19/26	Outst	0578101	Vianiya M. Johnson	V0604857	02/19/26		33.00		33.00
								33.00		33.00
0724766	02/19/26	Recon	0569255	Banga Kabagambe	V0604730	02/17/26		18.00		18.00
								18.00		18.00
0724767	02/19/26	Recon	0295852	Kelley Williamson Compan	V0604654	02/16/26	P0052481	2,500.00		2,500.00
								2,500.00		2,500.00
0724768	02/19/26	Outst	0579199	Ervine Keza	V0604744	02/17/26		8.00		8.00
								8.00		8.00
0724769	02/19/26	Recon	0569260	Regina Kibukila	V0604737	02/17/26		14.00		14.00
								14.00		14.00
0724770	02/19/26	Outst	0337051	David P. King	V0604695	02/16/26		190.00		190.00
								190.00		190.00
0724771	02/19/26	Outst	0354885	Knox Company	V0604765	02/17/26	P0052482	535.00		535.00
								535.00		535.00
0724772	02/19/26	Outst	0577339	Alisa Lott	V0604855	02/19/26		28.00		28.00
								28.00		28.00

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								28.00		28.00
0724773	02/19/26	Recon	0561537	Madede Lutungu	V0604722	02/17/26		31.00		31.00
								31.00		31.00
0724774	02/19/26	Outst	0577173	Kiza Mateso	V0604748	02/17/26		10.00		10.00
								10.00		10.00
0724775	02/19/26	Outst	0300159	Mauh-Nah-Tee-See Country	V0604785	02/18/26	P0052525	5,343.95		5,343.95
								5,343.95		5,343.95
0724776	02/19/26	Recon	0569259	Ertier Mavungo	V0604736	02/17/26		20.00		20.00
								20.00		20.00
0724777	02/19/26	Outst	0354428	Devon Mcdonald	V0604753	02/17/26	B0012722	200.00		200.00
								200.00		200.00
0724778	02/19/26	Outst	0283985	Menard's	V0604619	02/12/26	B0012467	65.96		65.96
					V0604620	02/12/26	B0012467	272.87		272.87
					V0604687	02/16/26	B0012467	50.88		50.88
					V0604688	02/16/26	B0012467	128.25		128.25
								517.96		517.96
0724779	02/19/26	Outst	0283985	Menard's	V0604677	02/16/26	B0012467	43.95		43.95
								43.95		43.95
0724780	02/19/26	Recon	0300457	Midwest Mailworks Inc	V0604674	02/16/26	B0012604	100.42		100.42
								100.42		100.42
0724781	02/19/26	Recon	0327282	Miller Engineering Co.	V0604632	02/13/26	B0012570	48,606.00		48,606.00
								48,606.00		48,606.00
0724782	02/19/26	Recon	0327282	Miller Engineering Co.	V0604644	02/13/26	B0012569	122,882.00		122,882.00
								122,882.00		122,882.00
0724783	02/19/26	Recon	0327282	Miller Engineering Co.	V0604646	02/13/26	B0012571	329,350.00		329,350.00
								329,350.00		329,350.00
0724784	02/19/26	Outst	0574574	Minnihan's Tree Service	V0604374	02/09/26	B0012616	600.00		600.00

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								600.00		600.00
0724785	02/19/26	Outst	0581992	Anjilea V. Mitchell	V0604859	02/19/26		41.00		41.00
								41.00		41.00
0724786	02/19/26	Outst	0576193	Reine M. Miyamou	V0604747	02/17/26		35.00		35.00
								35.00		35.00
0724787	02/19/26	Outst	0562328	Moe, June	V0604725	02/17/26		48.00		48.00
								48.00		48.00
0724788	02/19/26	Outst	0582728	Moore, Au'Drionah	V0604740	02/17/26		27.00		27.00
								27.00		27.00
0724789	02/19/26	Outst	0579313	Travion L. Moore	V0604867	02/19/26		9.00		9.00
								9.00		9.00
0724790	02/19/26	Recon	0570754	Nasia Morehead	V0604834	02/18/26		25.00		25.00
								25.00		25.00
0724791	02/19/26	Recon	0561583	Guy W. Msebengi	V0604723	02/17/26		20.00		20.00
								20.00		20.00
0724792	02/19/26	Recon	0561587	Byaombe Mukucha	V0604724	02/17/26		11.00		11.00
								11.00		11.00
0724793	02/19/26	Recon	0569252	Martin Mukucha	V0604728	02/17/26		18.00		18.00
								18.00		18.00
0724794	02/19/26	Recon	0579145	Antoine Mwangiri	V0604750	02/17/26		21.00		21.00
								21.00		21.00
0724795	02/19/26	Outst	0319631	Nelson Fire Protection	V0604643	02/13/26	B0012572	8,360.00		8,360.00
								8,360.00		8,360.00
0724796	02/19/26	Outst	0292298	New Readers Press	V0604626	02/12/26	P0052448	684.84		684.84
								684.84		684.84

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0724797	02/19/26	Outst	0310796	Bill Oostdyk	V0604711	02/17/26		190.00		190.00
								190.00		190.00
0724798	02/19/26	Outst	0583033	Deiby Oravil	V0604742	02/17/26		60.00		60.00
								60.00		60.00
0724799	02/19/26	Outst	0583034	Elby Oravil	V0604741	02/17/26		54.00		54.00
								54.00		54.00
0724800	02/19/26	Outst	0311130	Richard Parsons	V0604712	02/17/26		190.00		190.00
								190.00		190.00
0724801	02/19/26	Outst	0292285	Physicians Immediate Car	V0604856	02/19/26	B0012321	1,539.00		1,539.00
								1,539.00		1,539.00
0724802	02/19/26	Outst	0292285	Physicians Immediate Car	V0604862	02/19/26	B0012321	486.00		486.00
								486.00		486.00
0724803	02/19/26	Recon	0571237	Precision Sports Trainin	V0604668	02/16/26	B0012294	1,587.50		1,587.50
								1,587.50		1,587.50
0724804	02/19/26	Outst	0305502	Ralph J. Baudhuin Founda	V0604397	02/09/26	P0052461	1,000.00		1,000.00
					V0604398	02/09/26	P0052462	2,000.00		2,000.00
								3,000.00		3,000.00
0724805	02/19/26	Outst	0583261	Restaurant Equipppers, In	V0604757	02/17/26	P0052316	7,844.00		7,844.00
								7,844.00		7,844.00
0724806	02/19/26	Outst	0493655	Jason Robinson	V0604696	02/16/26		190.00		190.00
								190.00		190.00
0724807	02/19/26	Outst	0327208	Rockford Area SHRM	V0604823	02/18/26	P0052528	750.00		750.00
								750.00		750.00
0724808	02/19/26	Recon	0577299	The Rockwell Group, Inc	V0604642	02/13/26	B0012561	262,391.00		262,391.00
								262,391.00		262,391.00
0724809	02/19/26	Outst	0582672	Trinity D. Rucker	V0604864	02/19/26		48.00		48.00

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								48.00		48.00
0724810	02/19/26	Recon	0575209	Ruiz Construction System	V0604634	02/13/26	B0012577	302,513.00		302,513.00
								302,513.00		302,513.00
0724811	02/19/26	Recon	0562191	Papy Rwenzo	V0604754	02/17/26	B0012691	200.00		200.00
								200.00		200.00
0724812	02/19/26	Recon	0515221	Safe Chefs Food Safety T	V0604663	02/16/26	B0012539	800.00		800.00
								800.00		800.00
0724813	02/19/26	Outst	0289955	Safety - Kleen Systems I	V0604676	02/16/26	B0012422	291.26		291.26
								291.26		291.26
0724814	02/19/26	Outst	0570650	Pendeza Sami	V0604745	02/17/26		16.00		16.00
								16.00		16.00
0724815	02/19/26	Outst	0514058	Dan Schmidt	V0604701	02/17/26		190.00		190.00
								190.00		190.00
0724816	02/19/26	Outst	0311112	Schnuck Markets Inc	V0604655	02/16/26	P0052480	2,450.00		2,450.00
								2,450.00		2,450.00
0724817	02/19/26	Recon	0576192	Shabani Shabani	V0604746	02/17/26		20.00		20.00
								20.00		20.00
0724818	02/19/26	Recon	0578035	Smith Energy LLC	V0604243	02/05/26	B0012503	1,701.34		1,701.34
								1,701.34		1,701.34
0724819	02/19/26	Recon	0493764	Logan D. Smith	V0604759	02/17/26	B0012724	200.00		200.00
								200.00		200.00
0724820	02/19/26	Outst	0565195	Torean J. Taylor	V0604726	02/17/26		70.00		70.00
								70.00		70.00
0724821	02/19/26	Outst	0569254	Uwase, Belise	V0604732	02/17/26		7.00		7.00
								7.00		7.00

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0724822	02/19/26	Recon	0548236	Colton D. Vanfleet	V0604758	02/17/26	B0012692	200.00		200.00
								200.00		200.00
0724823	02/19/26	Recon	0290068	Van Galder Bus Company	V0604672	02/16/26	B0012309	2,195.00		2,195.00
								2,195.00		2,195.00
0724824	02/19/26	Recon	0571719	Jamere J. York	V0604755	02/17/26	B0012725	200.00		200.00
								200.00		200.00
0724825	02/26/26	Outst	0292309	Amazon Capital Services	V0604504	02/11/26	P0052377	54.99		54.99
					V0604506	02/11/26	P0052415	271.18		271.18
					V0604942	02/23/26	B0012622	54.99		54.99
					V0604954	02/23/26	P0052417	236.50		236.50
					V0605760	02/24/26	P0052412	386.61		386.61
								1,004.27		1,004.27
0724826	02/26/26	Outst	0287693	American Funds Service C	V0606157	02/27/26		1,683.33		1,683.33
					V0606222	02/27/26		1,666.67		1,666.67
								3,350.00		3,350.00
0724827	02/26/26	Outst	0582854	Anderson, Shaun	V0606246	02/25/26	B0012749	200.00		200.00
								200.00		200.00
0724828	02/26/26	Outst	0287722	Newport Trust Company	V0606161	02/27/26		2,979.00		2,979.00
					V0606229	02/27/26		175.00		175.00
								3,154.00		3,154.00
0724829	02/26/26	Outst	0561588	BAM Mascots Inc	V0604947	02/23/26	P0052399	231.40		231.40
								231.40		231.40
0724830	02/26/26	Outst	0544991	Baskin, Nicholas	V0604932	02/23/26		125.00		125.00
								125.00		125.00
0724831	02/26/26	Outst	0414645	Daniel J. Blumlo	V0604882	02/20/26	P0052531	1,300.00		1,300.00
								1,300.00		1,300.00
0724832	02/26/26	Outst	0583044	Callands, Quayvon	V0606247	02/25/26	B0012723	200.00		200.00
					V0606249	02/25/26	B0012723	200.00		200.00
								400.00		400.00

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0724833	02/26/26	Outst	0578764	Xavion Chapman	V0606146	02/24/26	B0012689	200.00		200.00
								200.00		200.00
0724834	02/26/26	Outst	0289674	City of Rockford	V0604961	02/23/26	B0012483	235.10		235.10
					V0605742	02/24/26	B0012483	310.54		310.54
								545.64		545.64
0724835	02/26/26	Outst	0564558	Clarity Benefit Solution	V0605789	02/24/26	B0012540	921.03		921.03
								921.03		921.03
0724836	02/26/26	Outst	0313522	Community Foundation of	V0604958	02/23/26	P0052439	1,848.73		1,848.73
								1,848.73		1,848.73
0724837	02/26/26	Outst	0313522	Community Foundation of	V0604959	02/23/26	P0052440	1,250.00		1,250.00
								1,250.00		1,250.00
0724838	02/26/26	Outst	0315665	Dept of Veterans Affairs	V0605776	02/24/26	P0052505	1,002.00		1,002.00
					V0606149	02/24/26	P0052542	338.00		338.00
								1,340.00		1,340.00
0724839	02/26/26	Outst	0301145	William DePue	V0606241	02/25/26		190.00		190.00
								190.00		190.00
0724840	02/26/26	Outst	0297277	Enterprise Rent-A-Car Mi	V0606173	02/25/26	B0012310	1,082.68		1,082.68
					V0606237	02/25/26	B0012310	441.35		441.35
								1,524.03		1,524.03
0724841	02/26/26	Outst	0540892	First National Bank & Tr	V0606316	02/26/26		70.83		70.83
								70.83		70.83
0724842	02/26/26	Outst	0576858	Merveille Giramata	V0606304	02/26/26		17.00		17.00
								17.00		17.00
0724843	02/26/26	Outst	0581508	Leonardo Gonzalez Ramos	V0606243	02/25/26	B0012699	200.00		200.00
								200.00		200.00
0724844	02/26/26	Outst	0511728	David D. Hamill	V0606252	02/25/26		190.00		190.00
								190.00		190.00

Bank Code: IP UMB Bank Accts Payable
GL Account No: 01-00000-11293

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0724845	02/26/26	Outst	0568932	Ryan Harmon	V0606087	02/24/26	B0012698	200.00		200.00
								200.00		200.00
0724846	02/26/26	Outst	0394697	Hazen, Tracy	V0604962	02/23/26		120.00		120.00
								120.00		120.00
0724847	02/26/26	Outst	0569232	Health Equity Inc	V0606315	02/26/26		3,885.55		3,885.55
								3,885.55		3,885.55
0724848	02/26/26	Outst	0176644	Hoffland, Amanda M.	V0605762	02/24/26		294.98		294.98
								294.98		294.98
0724849	02/26/26	Outst	0289767	The Home Depot Pro	V0604771	02/18/26	B0012529	21.96		21.96
								21.96		21.96
0724850	02/26/26	Outst	0287700	Horace Mann Life Insuran	V0606225	02/27/26		295.00		295.00
								295.00		295.00
0724851	02/26/26	Outst	0512714	Identifix, Inc	V0606163	02/25/26	P0052486	2,028.00		2,028.00
								2,028.00		2,028.00
0724852	02/26/26	Outst	0309574	IL Fraternal Order	V0606223	02/27/26		243.00		243.00
								243.00		243.00
0724853	02/26/26	Outst	0549764	Intellistack	V0606164	02/25/26	P0052555	9,235.99		9,235.99
								9,235.99		9,235.99
0724854	02/26/26	Outst	0557642	Aleksandar Kocmar	V0606250	02/25/26		190.00		190.00
								190.00		190.00
0724855	02/26/26	Outst	0289857	Lawson Products Inc	V0604931	02/23/26	B0012445	167.30		167.30
								167.30		167.30
0724856	02/26/26	Outst	0575158	Livingston, Jeremiah	V0604852	02/19/26		6.00		6.00
								6.00		6.00
0724857	02/26/26	Outst	0287706	Mass Mutual Payment Serv	V0606226	02/27/26		100.00		100.00
								100.00		100.00

Bank Code: IP UMB Bank Accts Payable
GL Account No: 01-00000-11293

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0724858	02/26/26	Outst	0294724	McKesson Medical-Surgica	V0604880	02/19/26	P0052483	378.09		378.09
								378.09		378.09
0724859	02/26/26	Outst	0283985	Menard's	V0606154	02/24/26	B0012467	33.24		33.24
								33.24		33.24
0724860	02/26/26	Outst	0283985	Menard's	V0604950	02/23/26	B0012467	60.87		60.87
								60.87		60.87
0724861	02/26/26	Outst	0283985	Menard's	V0604952	02/23/26	B0012467	140.32		140.32
								140.32		140.32
0724862	02/26/26	Outst	0567150	Mississippi Department o	V0606311	02/26/26		112.50		112.50
								112.50		112.50
0724863	02/26/26	Outst	0561308	The Mob Museum	V0606171	02/25/26		150.00		150.00
								150.00		150.00
0724864	02/26/26	Outst	0328570	Morgan, Todd	V0606301	02/26/26		500.00		500.00
								500.00		500.00
0724865	02/26/26	Outst	0292298	New Readers Press	V0604879	02/19/26	P0052413	475.20		475.20
								475.20		475.20
0724866	02/26/26	Outst	0289883	NICOR Gas	V0604893	02/20/26	B0012492	1,662.92		1,662.92
					V0604895	02/20/26	B0012492	1,382.23		1,382.23
					V0604926	02/23/26	B0012492	733.77		733.77
					V0604957	02/23/26	B0012492	6,834.35		6,834.35
					V0604960	02/23/26	B0012492	5,104.53		5,104.53
								15,717.80		15,717.80
0724867	02/26/26	Outst	0292285	Physicians Immediate Car	V0604938	02/23/26		2,122.00		2,122.00
								2,122.00		2,122.00
0724868	02/26/26	Outst	0516210	Prairie Street Brewing C	V0605761	02/24/26	P0052540	250.00		250.00
								250.00		250.00
0724869	02/26/26	Outst	0406687	Roby, Atiya N.	V0605763	02/24/26		199.00		199.00
								199.00		199.00

Bank Code: IP UMB Bank Accts Payable
GL Account No: 01-00000-11293

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								199.00		199.00
0724870	02/26/26	Outst	0298412	Rock Valley Garden Cente	V0606172	02/25/26		504.00		504.00
								504.00		504.00
0724871	02/26/26	Outst	0583964	Rockford News Tower LLC	V0606266	02/25/26	B0012751	18,077.50		18,077.50
								18,077.50		18,077.50
0724872	02/26/26	Outst	0287687	RVC Foundation	V0606159	02/27/26		191.00		191.00
					V0606224	02/27/26		1,225.77		1,225.77
								1,416.77		1,416.77
0724873	02/26/26	Outst	0562191	Papy Rwenzo	V0606065	02/24/26	B0012691	200.00		200.00
								200.00		200.00
0724874	02/26/26	Outst	0578035	Smith Energy LLC	V0604704	02/17/26	B0012503	1,638.52		1,638.52
								1,638.52		1,638.52
0724875	02/26/26	Outst	0493764	Logan D. Smith	V0606085	02/24/26	B0012724	200.00		200.00
								200.00		200.00
0724876	02/26/26	Outst	0275693	Southern IL Univ Carbond	V0606063	02/24/26	B0012661	6,885.00		6,885.00
								6,885.00		6,885.00
0724877	02/26/26	Outst	0290182	State Disbursement Unit	V0606312	02/26/26		762.53		762.53
								762.53		762.53
0724878	02/26/26	Outst	0290182	State Disbursement Unit	V0606314	02/26/26		242.00		242.00
								242.00		242.00
0724879	02/26/26	Outst	0290182	State Disbursement Unit	V0606319	02/26/26		162.25		162.25
								162.25		162.25
0724880	02/26/26	Outst	0360128	Uniform Den East, Inc.	V0604927	02/23/26	B0012253	191.00		191.00
								191.00		191.00
0724881	02/26/26	Outst	0548236	Colton D. Vanfleet	V0606064	02/24/26	B0012692	200.00		200.00
								200.00		200.00

Bank Code: IP UMB Bank Accts Payable
GL Account No: 01-00000-11293

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0724882	02/26/26	Outst	0290068	Van Galder Bus Company	V0604934	02/23/26	B0012309	1,375.00		1,375.00
					V0604935	02/23/26	B0012309	1,725.00		1,725.00
					V0604936	02/23/26	B0012309	1,725.00		1,725.00
					V0606182	02/25/26	B0012309	1,275.00		1,275.00
								6,100.00		6,100.00
0724883	02/26/26	Outst	0287723	Variable Annuity Life In	V0606156	02/27/26		4,482.33		4,482.33
					V0606160	02/27/26		2,107.41		2,107.41
					V0606221	02/27/26		3,044.00		3,044.00
					V0606228	02/27/26		2,080.00		2,080.00
								11,713.74		11,713.74
0724884	02/26/26	Outst	0286444	Verizon Wireless	V0606300	02/26/26	B0012494	2,004.96		2,004.96
								2,004.96		2,004.96
0724885	02/26/26	Outst	0002659	Vincent, Matthew R.	V0606275	02/25/26		65.62		65.62
								65.62		65.62
0724886	02/26/26	Outst	0259699	William R. Walters	V0606302	02/26/26		499.96		499.96
								499.96		499.96
0724887	02/26/26	Outst	0571719	York, Jamere	V0606245	02/25/26	B0012725	200.00		200.00
								200.00		200.00
								5,591,804.63		5,591,804.63

Bank Code	Account Number	Description	Debit	Credit
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IP UMB Bank Accts Payab	01-00000-23100	Other : Accounts Payable	5,542,478.81	0.00
	01-00000-23500	Other : Accounts Payable/Datat	49,325.82	0.00
	01-00000-11293	Other : IB&T Accounts Payable	0.00	5,591,804.63
			-----	-----
			5,591,804.63	5,591,804.63

Purchase Report-A - FY2026 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Charter Bus Services – (Participant Travel – Athletics)

Van Galder Bus Company	Janesville, WI	\$50,000.00*(1) Not to Exceed
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1. This increase is needed to accommodate travel for the Athletics teams when they qualify for national tournaments, as well as additional travel necessitated by the temporary baseball and softball field renovations. Van Galder Bus Company was the awarded vendor for Bid #23-08 Charter Bus Services for Athletics. This is a not to exceed.

Original approved amount	\$110,000.00
Increase requested	\$ 50,000.00
New total expenditure	\$160,000.00 Not to Exceed

FY2026 Budgeted Expense
Original Board Report BR #8287-E

B. HVAC Upgrades – (Site improvements – PHS HVAC Upgrade)

Johnson Controls Building Solutions	Rockford, IL	\$10,000.00*(2) Not to Exceed
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2. On February 25, 2025, the Board approved a project to upgrade the controls for the Heating, Ventilation, and Air Conditioning (HVAC) systems utilized by RVC. The original approval for the Johnson Controls Inc. project was authorized on Board Report #8233-A for \$302,000.00 and did not include a contingency allowance. The project is nearly complete; however, the wireless thermostats in the ERC require replacement to finalize the work. The estimated cost to complete this upgrade is \$9,690.00. Therefore, this request is for a not to exceed increase of \$10,000.00 to the overall project. Johnson Controls Inc., now operating as Johnson Controls Building Solutions, remains the sole proprietor of the Metasys HVAC system utilized by RVC. This request represents a not to exceed amount.

Original approved amount	\$302,000.00
Increase requested	\$ 10,000.00
New total expenditure	\$312,000.00 Not to Exceed

FY2026 Capital Expense
Original Board Report BR #8233-A

Purchase Report-A - FY2026 Amendments

C. Architect Firm – (Other Contractual Services – Downtown Campus)

Demonica Kemper Architects (DKA) Chicago, IL \$2,700.00*(3)

3. This increase is to cover additional professional services to be performed by the architect for the Downtown Campus. DKA has already performed their contractually obligated reviews of the sheet metal submittals, but an additional review has become necessary to ensure clarity and understanding of all parties. This increase is needed to cover that additional review of those documents. This amendment is a not-to-exceed amount and will be billed at the contractual hourly rate.

Original approved amount	\$3,000,000.00
First increase requested	\$ 260,000.00
Second increase requested	\$ 2,700.00
New total expenditure	\$ 3,262,700.00 Not to Exceed

FY2026 Budgeted Expense
Original Board Report BR 8087-A
First Amendment Board Report BR 8354

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A - FY2026 Amendment

Recommendation: Board approval for items marked with an asterisk

A. Charter Bus Services – (Participant Travel – Athletics)

Van Galder Bus Company	Janesville, WI	\$50,000.00*(1)
		Not to Exceed

1. This increase is needed to accommodate travel for the Athletics teams when they qualify for national tournaments, as well as additional travel necessitated by the temporary baseball and softball field renovations. Van Galder Bus Company was the awarded vendor for Bid #23-08 Charter Bus Services for Athletics. This is a not to exceed.

Original approved amount	\$110,000.00
Increase requested	\$ 50,000.00
New total expenditure	\$160,000.00 Not to Exceed

FY2026 Budgeted Expense
Original Board Report BR #8287-E

B. HVAC Upgrades – (Site improvements – PHS HVAC Upgrade)

Johnson Controls Building Solutions	Rockford, IL	\$10,000.00*(2)
		Not to Exceed

2. On February 25, 2025, the Board approved a project to upgrade the controls for the Heating, Ventilation, and Air Conditioning (HVAC) systems utilized by RVC. The original approval for the Johnson Controls Inc. project was authorized on Board Report #8233-A for \$302,000.00 and did not include a contingency allowance. The project is nearly complete; however, the wireless thermostats in the ERC require replacement to finalize the work. The estimated cost to complete this upgrade is \$9,690.00. Therefore, this request is for a not to exceed increase of \$10,000.00 to the overall project. Johnson Controls Inc., now operating as Johnson Controls Building Solutions, remains the sole proprietor of the Metasys HVAC system utilized by RVC. This request represents a not to exceed amount.

Original approved amount	\$302,000.00
Increase requested	\$ 10,000.00
New total expenditure	\$312,000.00 Not to Exceed

FY2026 Capital Expense
Original Board Report BR #8233-A

Purchase Report-A - FY2026 Amendment

C. Architect Firm – (Other Contractual Services – Downtown Campus)

Demonica Kemper Architects (DKA) Chicago, IL \$2,700.00*(3)

3. This increase is to cover additional professional services to be performed by the architect for the Downtown Campus. DKA has already performed their contractually obligated reviews of the sheet metal submittals, but an additional review has become necessary to ensure clarity and understanding of all parties. This increase is needed to cover the additional review of those documents. This amendment is a not-to-exceed amount and will be billed at the contractual hourly rate.

<u>Original approved amount</u>	<u>\$3,000,000.00</u>
<u>First increase requested</u>	<u>\$ 260,000.00</u>
<u>Second increase requested</u>	<u>\$ 2,700.00</u>
<u>New total expenditure</u>	<u>\$ 3,262,700.00 Not to Exceed</u>

FY2026 Budgeted Expense

Original Board Report BR 8087-A

First Amendment Board Report BR 8354

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. Downtown West Technology – (IT Capital Equipment – Downtown West Project)

Government Goods Inc.	Brooklyn, NY	\$ 517,264.06*(1)
Government Goods Inc.	Brooklyn, NY	\$519,308.94
Entre Computer Solutions	Machesney Park, IL	\$538,436.22
Southern Computer Warehouse	Merietta, GA	\$613,292.40
Tech Advanced Computers	Pensocola, FL	\$626,852.00
Milliard Tek LLC	Clarksburg, MD	\$646,873.40
Howard Technology Solutions	Laurel, MS	\$738,293.00

4. This expense is for the end-user computing equipment, associated peripherals and warranties, and network infrastructure components needed to outfit the new buildings at the Downtown Campus. RFP #26-01-D11 Technology for Downtown Campus originally had a submission deadline of February 25, 2026; however, the College extended the opening date to February 27, 2026, to account for nationwide shipping delays caused by heavy snowstorms. The RFP received seven (7) proposals, and Government Goods Inc. submitted the lowest responsible proposal.

FY2026 Capital Expense

B. Downtown West Landscaping – (Site Improv – Professional Serv – Downtown West Project)

Semper Fi Land Inc.	Yorkville, IL	\$320,054.00*(2) Not to exceed
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2. This expense is for landscaping services for the new Downtown Campus. The awarded vendor will furnish and install the trees and plants and will maintain the watering schedule as specified in the bid documents. This work completes the exterior site requirements for the new Downtown Campus and supports the readiness of the facilities for student and community use. Bid #26-02-D007 Landscaping for Downtown Campus received one (1) response, which was opened on February 25, 2026. Semper Fi Land Inc. submitted the lowest responsible bid. This includes the base bid, 10% contingency, and Alternate One, and it is a not to exceed.

FY2026 Capital Expense

Purchase Report-B - FY2026 Purchases

C. Downtown West Furniture – (Capital Instr Equip/Furniture – Downtown West Project)

Atmosphere Commercial Interiors	Rockford, IL	\$607,805.34*(3)
		Not to exceed

3. This expense is for the office, classroom, lab, and lounge furniture needed to outfit the new Downtown West campus. Atmosphere Commercial Interiors (ACI) is the sole-source provider for the College’s standard office furniture, and using the College’s standard at the new campus will ensure consistency across locations. ACI is complying with the College’s Responsible Bidder Ordinance for the furniture installation. This includes a 10% contingency and is a not to exceed.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption L: Contracts for goods or services which are economically procurable from only one source*

FY2026 Capital Expense

D. Stage Equipment – (Capital Rock Valley College Foundation Grant – Theatre Program)

Creative Conners	Cranston, RI	\$ 43,025.00*(4)
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4. This expense is for a Revolver-Apprentice 5hp turntable friction-drive machine and related equipment for Starlight Theatre. The system provides automated rotation for stage productions and will enhance stage and scene design capabilities. It delivers integrated safety features, supports industry-standard scenic elements, and expands Starlight Theatre’s ability to support dynamic production needs. Creative Conners is the sole-source manufacturer and vendor for this stage automation system. This purchase will use program funds provided through the Rock Valley College Foundation.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption L: Contracts for goods or services which are economically procurable from only one source*

FY2026 Budgeted Expense

Purchase Report-B - FY2026 Purchases

E. Used Aircraft – (Capital Instructional Equipment – Aviation)

TBD

TBD, TBD

\$ 91,000.00*(5)

Not to exceed

5. This request is for a multi-engine piston aircraft, such as a Cessna or Piper, to replace the current instructional aircraft. Students in the Aviation Program have been learning in a Cessna 210 for more than 30 years, and the aircraft is becoming less effective as a training tool due to wear and tear from long-term, repeated disassembly and assembly. The replacement aircraft would be a similar twin-engine piston airplane, prioritizing the capability for hands-on instructional use in aircraft maintenance training. This purchase is being requested as a to-be-determined vendor and not-to-exceed cost because this type of used aircraft has limited availability, sells quickly, and varies widely in year, make, model, and location. The specific aircraft will be identified from market availability after Board approval of the expense. This is a not to exceed.

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

Exemption I: Purchases of equipment previously owned by some other entity other than the district itself

FY2026 Budgeted Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Review of the Memorandum of Understanding Between Rock Valley College and the Rock Valley College Foundation

Background:

Rock Valley College and the Rock Valley College Foundation renewed the Memorandum of Understanding February 25, 2025 (BR#8237) as part of the biennial review process at that time there were no changes to the Memorandum of Understanding.

The Rock Valley College Foundation solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College and to support its educational mission.

The Foundation continues to provide valuable support to Rock Valley College and its students, and Rock Valley College provides personnel and other administrative support to permit the Foundation to carry out its charitable purposes.

Rock Valley College and the Foundation wish to continue this relationship and believe it is in the best interest of both parties to document the respective rights, responsibilities, and obligations of Rock Valley College and the Foundation as stated in the Memorandum of Understanding.

Rock Valley College approved a Foundation \$100,000 funding increase January 27, 2026 (BR#8348) to help fund an additional employee, Coordinator of Fund Development & Engagement.

The changes proposed to the current Memorandum of Understanding Between Rock Valley College and the Rock Valley College Foundation documents the additional employee and the commitment of Rock Valley College to financially support the Foundation's operation needs.

Recommendation:

It is recommended that the Board of Trustees renew approval of the Memorandum of Understanding between Rock Valley College and the Rock Valley College Foundation. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.

President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

**BETWEEN ROCK VALLEY COLLEGE,
ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511
AND
ROCK VALLEY COLLEGE FOUNDATION**

The Rock Valley College Foundation (“Foundation”) solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College, Illinois Community College District No. 511 (“College”), and to support its educational mission. The Foundation has provided valuable support to the College and its students, and the College has provided personnel and other administrative support to permit the Foundation to carry out its charitable purposes. The Foundation and the College (together “the parties”) wish to continue this relationship and believe it is in their mutual best interest to memorialize the respective rights, responsibilities, and obligations of the College and the Foundation that constitute the basis of this relationship.

Therefore, for the mutual covenants and benefits set forth below, the parties agree as follows:

1. Duties, Responsibilities & Obligations of the College

The College agrees to do each of the following for the Foundation during the existence of this Memorandum of Understanding:

- a) To provide the services of a full-time College employee who shall function as the Chief Development Officer, and to whom the College President or his/her designee will provide supervision, guidance, and support in conjunction with the Foundation.
- b) To provide the services of a full-time College employee who shall function as the Director of Development, supervised by the Chief Development Officer.
- c) To provide the services of a full-time College employee who will serve as the Scholarship & Financial Operations Manager, supervised by the Chief Development Officer.
- d) To provide the services of the equivalent of one full-time College employee who shall function as the Coordinator of Fund Development & Engagement, supervised by the Chief Development Officer.
- e) To provide the services of the equivalent of one full-time College employee who shall function as the Administrative Assistant of the Foundation, supervised by the Chief Development Officer.
- f) To annually designate a member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.

- g) To provide additional employee assistance to account for the revenue and expenditures of the Foundation and each project/activity undertaken by it, and to assist the Foundation with annual financial statement preparation and 990 completion.
- h) To provide office space for the employees named above.
- i) To provide IT support in the form of voice, video, data services, web development, and/or web hosting services, including necessary hardware and software resources, installation and connectivity, maintenance and support, technical training, and IT-related benefits extended to College employees.
- j) To allow educational training for the Chief Development Officer and other College employees supporting the Foundation, as necessary, to keep their skills and knowledge current.
- k) To transfer to the Foundation, when received by the College, unrestricted and restricted gifts that are consistent with the purpose and mission of the College and the Foundation.
- l) To honor the terms, conditions, or limitations imposed by the donor or legal determination on any gifts accepted from the Foundation. The College will notify the Foundation of its agreement to accept a gift, and will notify the Foundation if it cannot or will not accept a specific gift and the reasons for the same.
- m) To help promote and further the mission and goals of the Foundation with the business community and the general public.
- n) To enter into a future mutually agreeable fund-raising partnership with the Foundation for possible Capital Campaigns.
- o) To assist in arranging an annual financial audit of the Foundation by the College's audit firm.
- p) To meet at least annually with representatives of the Foundation Board to communicate the institutional priorities and long-term plans as approved by the College Trustees and cooperatively project future College needs (including capital needs) and funding programs and opportunities for immediate and long-range planning purposes.
- q) To provide for the Foundation, a comprehensive program of property, casualty, and liability insurance, including but not limited to the Commercial General Liability, Commercial Automobile Liability, Worker's Compensation, Crime, Errors and Omissions, and Director's & Officers, including Employment Practices Liability.
- r) To allow the Foundation to use the College's name, logos, and marketing brand, as agreed by the College, during the term of this Memorandum of Understanding.

- s) To create and enforce College policies, where deemed necessary and appropriate, that support the Foundation's ability to respect the privacy and confidentiality of donor records, and which recognize the Foundation's authority and obligations to keep all records and data confidential consistent with the requirements of law.

2. Duties, Responsibilities, and Obligations of the Foundation

The Foundation agrees to do each of the following during the existence of this Memorandum of Understanding:

- a) To solicit, receive, hold, and administer gifts of property, real or personal, financial or otherwise, to be used for and on behalf of Rock Valley College, its faculty, students, and staff, such gifts to be administered according to the terms specified by the donor as accepted by the Foundation and the College. In the event the donor does not specify the terms for which the gift shall be used, then the Foundation, in its discretion, shall administer and use the gift for the benefit of the College.
- b) To reimburse the College for the salary and compensation package provided to the following employees: Chief Development Officer, Scholarship & Financial Operations Manager, Director of Development, Coordinator of Fund Development & Engagement, and Administrative Assistant. For purposes of this Memorandum of Understanding, the compensation package shall consist of the annual salary and the cost to the College of providing the group health insurance coverage provided to each employee.
- c) To permit the College's designated member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.
- d) To undertake the major responsibility for planning, implementation, and coordination of the private donor support for College facilities and implementation of the educational functions of the College, in consultation with the College President. In carrying out this responsibility, the Chief Development Officer shall, on a regular basis, provide consultation and planning assistance to the appropriate College personnel to coordinate, on a continuing basis, the development and services to be performed by the Foundation. This responsibility shall include, but not be limited to, the following services:
 - i) To coordinate all authorized campaigns involving constituencies of the College, in consultation with the College President.
 - ii) To carry out research and develop records relating to the prospective donors.
 - iii) To develop proposals for and contact individuals and organizations identified as prospective donors to the Foundation.

- iv) To inform prospective donors of the education, research, and service activities of the College.
- v) To plan, direct, and implement such other constituency campaigns and fund-raising programs as may be deemed necessary and desirable by the Foundation with the advice and concurrence of the College President.
- e) To keep the College President advised of any and all monies and other property available through the Foundation for use on behalf of the College in support of its educational, research, and service goals and responsibilities.
- f) To consult on a regular basis with the College administration concerning services to be performed hereunder for the benefit of the College and to do any and all other things requested by the College President and agreed to by the Foundation in the furtherance of the educational, research, and service goals and responsibilities of the College.
- g) To hold funds received on behalf of the College from whatever source in accordance with Illinois law and any Fund Transfer Agreement that may exist between the parties.
- h) To enter into a future mutually agreeable funding partnership with the College for possible Capital Campaigns.
- i) To contract with a computer support vendor to implement and maintain a donor database independent of the College.
- j) To cooperate with the annual financial audit of the Foundation, for which the Foundation will reimburse the College the annual expense of the Foundation audit.
- k) To implement initiatives and conduct activities that comprise an annual program of work, and to pay the expenses of such activities. The annual program of work is defined as all activities the Foundation engages in, including all work and activities generated by the Foundation committees and staff. For example, all costs associated with implementing special events by the Special Events Committee, such as printing, mailing, supplies, food, etc., would be the financial responsibility of the Foundation. Likewise, all costs associated with the Governance Committee, such as legal fees, etc., would be the financial responsibility of the Foundation. The annual program of work includes activities of the committees of the Foundation Board of Directors.
- l) To provide input to the College President regarding a performance evaluation of the Chief Development Officer.

3. Term

This Memorandum of Understanding shall remain in effect until terminated by one or both of the parties. The Foundation or the College may terminate this Memorandum of

Understanding by giving written notice to the other of such termination and specifying the date thereof at least six (6) months before the effective date of such termination.

4. Miscellaneous

- a) The Foundation and College agree that nothing contained in this Memorandum of Understanding shall be deemed, construed, or implied to create the relationship of employer or employee between the Foundation or any employees of the College.
- b) This Memorandum of Understanding and the obligations hereunder are not assignable in whole or in part by either party without the express written consent of the other party.
- c) It is mutually understood and agreed that no alteration or variation of the terms of this Memorandum of Understanding shall be valid unless made in writing and signed by the parties.
- d) The Foundation and the College shall each be responsible for their own acts and acts of their own employees and shall indemnify and defend each other for any negligent acts which cause damage to the other or others.
- e) This memorandum shall be jointly reviewed by both parties on a biennial basis. It is the parties' intention that the Foundation will initiate the review in December of each even-numbered year, with the review process to be completed by the College and the Foundation by no later than February of the year immediately following.
- f) Through the biennial review process in Section 4(e), it is the parties' mutual intent that there shall not be a reduction in the in-kind support and/or dollar amount of the College's financial support for the Foundation's operational needs from that specified in Board Report #8348 dated January 27, 2026.

IN WITNESS WHEREOF, this Memorandum of Understanding has been executed by and on behalf of the parties hereto on this ___ day of _____, 2026, and replaces any and all prior Memorandum of Understanding executed or otherwise implemented by the parties.

ROCK VALLEY COLLEGE FOUNDATION

ROCK VALLEY COLLEGE ILLINOIS
COMMUNITY COLLEGE DISTRICT
NO. 511

Robert Stenstrom, President
Rock Valley College Foundation

Board of Trustees
Rock Valley College

MEMORANDUM OF UNDERSTANDING
BETWEEN ROCK VALLEY COLLEGE,
ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511
AND
ROCK VALLEY COLLEGE FOUNDATION

The Rock Valley College Foundation (“Foundation”) solicits, receives, manages and dedicates funds and property for the use and benefit of Rock Valley College, Illinois Community College District No. 511 (“College”) and to support its educational mission. The Foundation has provided valuable support to the College and its students, and the College has provided personnel and other administrative support to permit the Foundation to carry out its charitable purposes. The Foundation and the College (together “the parties”) wish to continue this relationship and believe it is in their mutual best interest to memorialize the respective rights, responsibilities, and obligations of the College and the Foundation that constitute the basis of this relationship.

Therefore, for the mutual covenants and benefits set forth below, the parties agree as follows:

1. Duties, Responsibilities & Obligations of the College

The College agrees to do each of the following for the Foundation during the existence of this Memorandum of Understanding:

- a) To provide the services of a full-time College employee who shall function as the Chief Development Officer, and to whom the College President or his/her designee will provide supervision, guidance and support in conjunction with the Foundation.
- b) To provide the services of a full-time College employee who shall function as the Director of Development, supervised by the Chief Development Officer.
- c) To provide the services of a full-time College employee who will serve as the Scholarship & Financial Operations Manager supervised by the Chief Development Officer.
- ~~d) To provide the services of the equivalent of one full-time College employee who shall function as the Coordinator of Fund Development & Engagement supervised by the Chief Development Officer.~~
- ~~e) To provide the services of the equivalent of one full-time College employee who shall function as the Administrative Assistant of the Foundation supervised by the Chief Development Officer.~~

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f) To annually designate a member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.

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g) To provide additional employee assistance to account for the revenue and expenditures of the Foundation and each project/activity undertaken by it, and to assist the Foundation with annual financial statement preparation and 990 completion.

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h) To provide office space for the employees named above.

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i) To provide IT support in the form of voice, video, data services, web development and/or web hosting services, including necessary hardware and software resources, installation and connectivity, maintenance and support, technical training, and IT-related benefits extended to College employees.

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j) To allow educational training for the Chief Development Officer and other College employees supporting the Foundation, as necessary, to keep their skills and knowledge current.

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k) To transfer to the Foundation, when received by the College, unrestricted and restricted gifts that are consistent with the purpose and mission of the College and the Foundation.

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l) To honor the terms, conditions, or limitations imposed by donor or legal determination on any gifts accepted from the Foundation. The College will notify the Foundation of its agreement to accept a gift, and will notify the Foundation if it cannot or will not accept a specific gift and the reasons for same.

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m) To help promote and further the mission and goals of the Foundation with the business community and the general public.

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n) To enter into a future mutually agreeable fund-raising partnership with the Foundation for possible Capital Campaigns.

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o) To assist in arranging an annual financial audit of the Foundation by the College's audit firm.

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p) To meet at least annually with representatives of the Foundation Board to communicate the institutional priorities and long-term plans as approved by the College Trustees and cooperatively project future College needs (including capital needs) and funding programs and opportunities for immediate and long-range planning purposes.

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q) To provide for the Foundation, a comprehensive program of property, casualty, and liability insurance, including but not limited to the Commercial General Liability, Commercial Automobile Liability, Worker's Compensation, Crime, Errors and Omissions and Director's & Officers, including Employment Practices Liability.

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r) To allow the Foundation to use the College's name, logos, and marketing brand, as agreed by the College, during the term of this Memorandum of Understanding.

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s) To create and enforce College policies, where deemed necessary and appropriate, that support the Foundation's ability to respect the privacy and confidentiality of donor records, and which recognize the Foundation's authority and obligations to keep all records and data confidential consistent with the requirements of law.

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2. Duties, Responsibilities, and Obligations of the Foundation

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b) To reimburse the College for the salary and compensation package provided to the following employees: Chief Development Officer, Scholarship & Financial Operations Manager, Director of Development, Coordinator of Fund Development & Engagement and Administrative Assistant. For purposes of this Memorandum of Understanding, the compensation package shall consist of the annual salary and the cost to the College of providing the group health insurance coverage provided to each employee.

Deleted: Foundation Specialist

c) To permit the College's designated member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.

d) To undertake the major responsibility for planning, implementation, and coordination of the private donor support for College facilities and implementation of the educational functions of the College, in consultation with the College President. In carrying out this responsibility, the Chief Development Officer shall on a regular basis provide consultation and planning assistance to the appropriate College personnel to coordinate on a continuing basis the development and services to be performed by the Foundation. This responsibility shall include, but not be limited to, the following service:

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- iii) To develop proposals for and contact individuals and organizations identified as prospective donors to the Foundation.
- iv) To inform prospective donors of the education, research and service activities of the College.
- v) To plan, direct, and implement such other constituency campaigns and fund-raising programs as may be deemed necessary and desirable by the Foundation with the advice and concurrence of the College President.
- e) To keep the College President advised of any and all monies and other property available through the Foundation for use on behalf of the College in support of its educational, research and service goals and responsibilities.
- f) To consult on a regular basis with the College administration concerning services to be performed hereunder for the benefit of the College and to do any and all other things requested by the College President and agreed to by the Foundation in the furtherance of the educational, research and service goals and responsibilities of the College.
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3. Term

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- c) It is mutually understood and agreed that no alteration or variation of the terms of this Memorandum of Understanding shall be valid unless made in writing and signed by the parties.
- d) The Foundation and the College shall each be responsible for their own acts and acts of their own employees and shall indemnify and defend each other for any negligent acts which cause damage to the other or others.
- e) This memorandum shall be jointly reviewed by both parties on a biennial basis. It is the parties' intention that the Foundation will initiate the review in December of each even-numbered year with the review process to be completed by the College and the Foundation by no later than February of the year immediately following.
- f) Through the biennial review process in Section 4(e), it is the parties' mutual intent that there shall not be a reduction in the in-kind support and/or dollar amount of the College's financial support for the Foundation's operational needs from that specified in Board Report #8348 dated January 27, 2026.

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Deleted: Board Report #7894 dated January 25, 2022.

IN WITNESS WHEREOF, this Memorandum of Understanding has been executed by and on behalf of the parties hereto on this ___ day of _____, 2026 and replaces any and all prior Memorandum of Understanding executed or otherwise implemented by the parties.

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ROCK VALLEY COLLEGE FOUNDATION

ROCK VALLEY COLLEGE ILLINOIS
COMMUNITY COLLEGE DISTRICT
NO. 511

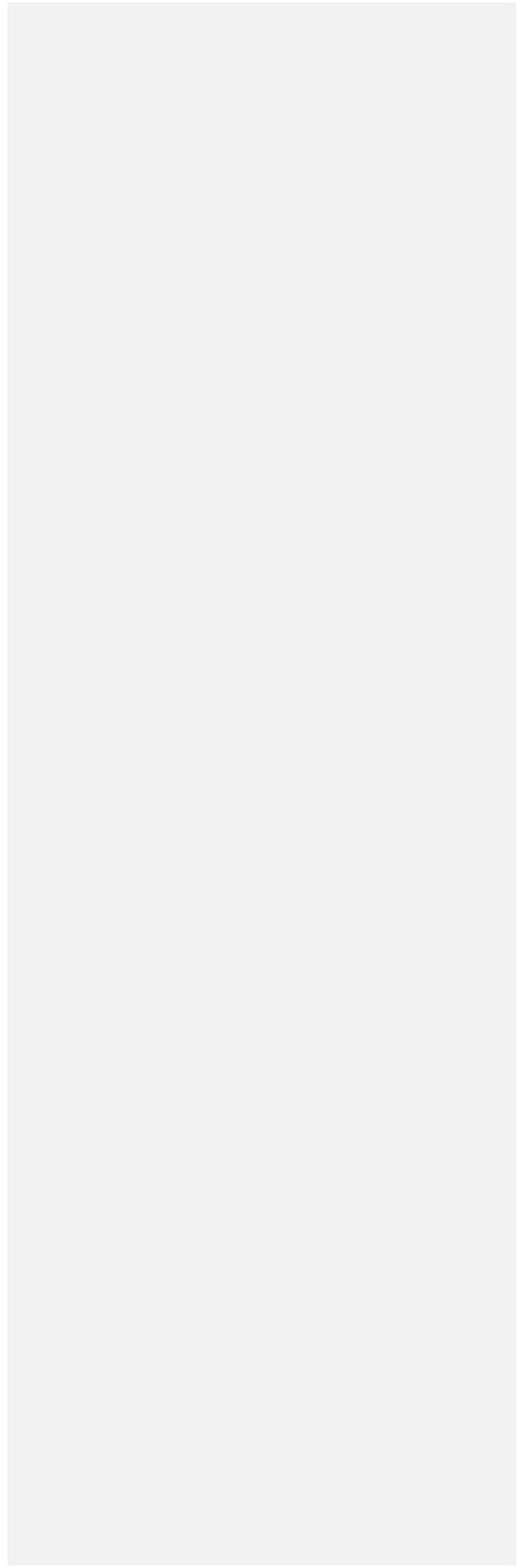
Robert Stenstrom, President

Board of Trustees

Rock Valley College Foundation

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Rock Valley College



Update to Rock Valley College Board Policy Manual
Article 3 – Human Resources
First Reading

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

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

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

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

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

Since then, College personnel, including vice presidents, deans, directors, executive directors, and staff, have been working with attorneys from Robbins Schwartz to update Article 3-Human Resources 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 revisions to Article 3-Human Resources of the Board Policy Manual as reviewed and revised by Robbins Schwartz attorneys and College Administration. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Rock Valley College

RVC Board Policy 3:10.010 Equal Employment Opportunity

It is the policy of Rock Valley College to provide equal opportunity in all employment decisions consistent with federal and state law. Discrimination is thus prohibited on the basis of race, color, religion, national origin, ancestry, citizenship status, work authorization status, sex, age, physical or mental disability, marital status, order of protection status, protected characteristics consistent with the Illinois Human Rights Act pregnancy, actual or perceived decisions regarding reproductive health, family responsibilities, military status, or unfavorable military discharge, genetic information, or other legally protected categories.

This policy of equal employment opportunity applies to all employment policies and procedures. This policy governs application for and treatment in all aspects of employment, including but not limited to: recruitment, hiring, transfers, promotions, demotions, reclassifications, compensation, benefits, tuition assistance, training, discipline, lay-offs, termination, social and recreational programs, use of College facilities, or any other terms, conditions, and privileges of employment.

Individuals who believe they have not received equal employment opportunities or with questions about any type of discrimination (see Board Policy 2:10.095) in the workplace should bring these concerns to the attention of the Human Resource Department. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including dismissal, from employment with the College. In addition, retaliation against any person for making a report of or participating in an investigation regarding unlawful discrimination is strictly prohibited.

Reference: Board Report 6977

Implemented: February 27, 2013

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:10.030

Access to Personnel Files

Rock Valley College maintains a personnel file on each employee. All personnel files are maintained, disseminated, and inspected consistent with the *Illinois Personnel Record Review Act*, 820 ILCS 40/1 et seq., the *Illinois Local Record Act*, 50 ILCS 205/1 et seq., and other applicable state and federal laws.

The Human Resources department will make all reasonable efforts to coordinate a reasonable time for employees to examine items in their own personnel file within three (3) working days upon receipt of the employee's written request to the Vice President of Human Resources/Chief Human Resources Officer or designee.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report(s) 6478, AR 314, 8031 (Amended)

Implemented: November 27, 2007

Revised: April 8, 2014, April 25, 2023

Rock Valley College

RVC Board Policy 3:10.040

Copyright

Rock Valley College shall make every effort to comply with applicable copyright law, including, but not limited to, the *Copyright Act of 1976*, 17 U.S.C. 101 et seq. and its amendments. All of the College's employees (faculty and staff), anyone officially performing duties on behalf of the College, and the College's students (enrolled in credit or non-credit courses) are expected to comply with all applicable copyright laws.

The College will make available to its community (faculty, staff and students) reasonable information about copyright law in order to promote compliance.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6861, 6862

Implemented: February 28, 2012

Revised: April 8, 2014

RVC Board Policy 3:10.050 Employee Code of Ethics

The Board of Trustees of Rock Valley College expects that its employees will maintain high standards of personal conduct, work performance, punctuality and attendance. The College maintains standards of conduct and work rules for its employees that are necessary to protect the interests and property of students, employees, and the College.

The provisions of Board Policy 1:10.010 Section 6 shall apply to all College employees.

Infractions of the standards include, but are not limited to, violations of the College's policies, procedures, and practices; incompetent or inefficient service; insubordination; illegal acts; willful neglect of duty; dishonesty; or unethical or unprofessional conduct constitute misconduct on the part of the employee.

Misconduct may result in disciplinary action, up to and including dismissal as an employee of the College.

Reference: Board Report 6122

Implemented: November 25, 2003

Revised: April 8, 2014

RVC Board Policy 3:10.080

Oral English Proficiency

As required by Section 3-29.2 of the *Illinois Public Community College Act*, 110 ILCS 805/3-29.2, Rock Valley College will, in its hiring practices, assess the oral English proficiency of all persons providing classroom instruction to ensure that candidates can adequately communicate with their students. The College may, in its sole discretion, waive oral English proficiency requirements for any person who provides classroom instruction to students in foreign language courses only.

Reference: Board Report 6861

Implemented: February 28, 2012

Revised: April 8, 2014

RVC Board Policy 3:10.090 Personnel Reports

Human Resources shall prepare and provide a Personnel Report at each regular monthly Board meeting. The Personnel Report will contain all appointments, promotions, demotions, departures, lateral transfers, reclassifications, and retirements for all Rock Valley College employees who are classified as Administration, and Faculty/Teaching specialists.

At the end of each fiscal year, Human Resources shall prepare an annual report to be provided to the Board which shall contain metrics on all full-time employees working for the College, such as total number of employees, employee demographics, promotions, demotions, departures, lateral transfers, reclassifications, retirements, and turnover rates.

Reference: Board Report 5542, 7583

Implemented: January 26, 1998

Revised: April 8, 2014; January 29, 2019

Rock Valley College

RVC Board Policy 3:10.100 Whistleblower

Rock Valley College is committed to the highest ethical standards and conducting its operations in compliance with all federal and state laws and regulations. The purpose of this policy is to encourage all members of the College community to report allegations of internal wrongdoing and to provide assurance of confidentiality and anonymity for such reporting in good faith pursuant to the *Illinois Whistleblower Act*, 740 ICLS 174/1 *et seq.* and the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/15, and other applicable state and federal laws.

For purposes of this policy, wrongdoing may include but is not limited to:

- (1) Crimes or violations of the law or governmental regulations;
- (2) Fraud or financial irregularity;
- (3) Improper use of College funds, property or assets;
- (4) Corruption, malfeasance, bribery, theft, coercion or blackmail;
- (5) Endangering the health or safety of an individual;
- (6) Harming College property; and
- (7) Other unethical conduct.

In accordance with the *Illinois Whistleblower Act*, neither the Board, nor employees of the College may retaliate against or make threats of retaliation against a whistleblower who has reasonable cause to believe that the information reported discloses a violation of a State or federal law, rule, or regulation, or for refusing to participate in an activity that they reasonably believe would result in a violation of a state or federal law, rule or regulation, or who disclosing the information in court, an administrative hearing, before a legislative commission or committee, or in any other proceeding.

Confidentiality of the whistleblower's identity will be maintained to the extent practicable within the limitations of the law, College policy, and the legitimate needs of the investigation.

Whistleblower Policy

Whistleblowers who believe that they have been retaliated against may file a written complaint with the Vice President of Human Resources or the President. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Reference: AR 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 3:10.110 Drug- and Alcohol-Free Workplace Policy

Purpose

Rock Valley College has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Rock Valley College employees and students, in addition to the security of the College's equipment and facilities. For these reasons, Rock Valley College is committed to the elimination of drug and alcohol use and abuse in the workplace.

Scope and Enforcement

This policy applies to all employees and all applicants for employment of the College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources/Chief Human Resources Officer is responsible for policy interpretation, administration, and enforcement.

Prohibited Conduct

The College prohibits the use, possession, distribution, sale, or manufacture of illegal drugs, cannabis (both recreational and medical) and its derivatives, controlled substances, alcohol, and unauthorized prescription drugs, which are not prescribed to the individual or are used in a way other than prescribed, in the workplace. This is prohibited on College property, including any worksite designated for the performance of work, in College-owned vehicles, while on duty or while acting in an official capacity on behalf of the College, and/or while participating in any College-sponsored activities. Alcoholic beverages are prohibited on College property, in College-owned vehicles, and while participating in any College-sponsored activities unless expressly authorized by the College President, in accordance with the Illinois Liquor Control Act of 1934 and any applicable local ordinances. Employees are, as a condition of employment, required to abide by this policy. All employees will receive a copy of this policy and will abide by this policy as a condition of employment. The College reserves the right to order an employee to undergo drug and/or alcohol testing as part of pre-employment screening, upon reasonable suspicion that the employee is under the influence while on duty or while acting in an official capacity on behalf of the College, or for any other reason deemed necessary by the College and permitted by applicable federal and state law.

Inspections

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

- A. Desks, files, vehicles, equipment and other containers and property owned or leased by the College and which an employee is permitted to use during employment with the College, are and remain the property of the College.

Rock Valley College

Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the College

- B. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

Disciplinary Action

Employees who test positive for drugs and/or alcohol in violation of this policy may be subject to disciplinary action, up to and including termination. Further, the College will discipline an employee up to and including termination for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the College; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing or if employee provides a false sample to the drug screening/testing facility; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify HR of a conviction for violating any federal or state criminal drug statute.

In place of, or in addition to, any disciplinary sanctions for violation of this policy, the College in its sole discretion may require the employee to satisfactorily participate in and complete a drug abuse assistance or rehabilitation program approved by the College and approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Any employee who undergoes such a rehabilitation program will be required to complete and successfully pass a drug and alcohol test upon release from the program before returning to work. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's personal health insurance.

Notice of Convictions

Any College employee or prospective employee who is convicted of a violation of any federal or state criminal drug statute must notify the Human Resources Department as soon as reasonably possible after such conviction. For purposes of this notice requirement, a conviction includes a finding of guilty; a no-contest plea; or a judgment entered by a judicial body for any violation of criminal statute involving the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substance.

If the employee is directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract, the College shall give notice of the conviction to the federal agency with whom it has contracted or from whom it received the grant within ten (10) calendar days of receiving notification of conviction.

Rock Valley College

In accordance with the Illinois Human Rights Act, before taking any employment action, the College will review an employee or prospective employee's drug-related conviction to determine if: (1) there is a substantial relationship between the criminal offense and the employment sought or held; and (2) the continuation of employment involves an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. The College may consider the following factors during this review:

- The length of time that has passed since the conviction.
- The number of convictions.
- The relationship between the conviction and the individual's job duties or prospective job duties.
- The facts surrounding the conviction.
- The individual's age at the time of the conviction.
- Evidence of rehabilitation efforts.

Employee Assistance

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The College will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the College's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the College's drug and alcohol policy, nor will it excuse or limit the employee's obligation to adhere to the College's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job.

Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with the Director of Employee Relations and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's personal health insurance.

Confidentiality

The results of any drug and/or alcohol test shall be kept strictly confidential among the tested individual, the clinic, any outside laboratory used by the clinic for analysis and the College. However, the College may use the results to decide upon what course of action, if any, shall be taken towards the tested individual. In addition, in the event of any legal or administrative proceedings involving the College and the tested individual, the College may utilize the test results in the prosecution or defense of said legal or administrative proceeding.

Drug and Alcohol Abuse Prevention Program

The College shall maintain a drug and alcohol abuse prevention program to inform all employees about: a) the health risks associated with drug and alcohol abuse; b)

Rock Valley College

the College's intent to maintain a drug-free workplace; c) any available drug counseling rehabilitation and employee assistance programs; and d) the penalties that may be imposed for violation of this policy.

Compassionate Use of Medical Cannabis Program Act

In compliance with the Compassionate Use of Medical Cannabis Program Act, the College will not discriminate against an employee or applicant based solely on their status as a registered qualifying patient. The College will enforce its drug and alcohol-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/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.

Implementing Procedures

The College will establish and maintain procedures implementing this Policy. The Human Resources Department shall be responsible for the administration and implementation of this policy.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Policy 641, Board Report 6156, AR 314, Board Report 7674

Implemented: April 11, 1989

Revised: April 28, 2004; April 8, 2014; December 17, 2019

RVC Board Policy 3:10.120 Conflict of Interest - Employees

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

A conflict of interest arises whenever the employee has the opportunity to influence College operations or business decisions in ways that could result in a personal financial benefits to the employee or a member of an employee's immediate family. Personal financial benefits include, but are not limited to, direct financial payments, deferred compensation, gifts, or in-kind donations to the employee or immediate family member.

Employees shall voluntarily disclose to his or her supervisor any situation in which the employee has a real or potential conflict of interest. Each employee will observe and adhere to the College's Employee Code of Ethics Policy. All employees required to file statements of economic interest under the Illinois Government Ethics Act, 5 ILCS 420/4A-101(i), shall also report that information to the College. The Administration shall prepare procedures and forms for employees to disclose their economic interests to the College, including all information required to be disclosed under the Ethics Act (5 ILCS 420/4A-102).

Violation or failure to disclose or properly identify a conflict of interest may subject the employee to disciplinary action.

The College reserves the right to modify an employee's position, including job duties and responsibilities, in order to avoid a conflict of interest under this policy. The following are examples of conflicts of interest requiring employee disclosure or abstention, and are only illustrations and not meant to be exclusive:

1. An employee or immediate family member of the employee owns, in whole or in part, a business entity with which the College does or proposes to do business, and the employee is in a decision-making role or otherwise is in a position to influence the College's business decisions regarding the business entity, or otherwise benefit from the College transacting business with the entity.
2. An employee holds or assumes an executive, officer or director position in a for-profit or not-for-profit business or entity engaged in educational, commercial, or activities similar to those of the College.
3. Employee participates in consultation activities for a for-profit or not-for-profit business or entity or entity engaged in educational, commercial, or activities similar to those of the College.

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The following activities are prohibited under this Policy:

1. Using College property, facilities, equipment or other resources in any manner that results in personal financial benefit to an employee or a member of an employee's immediate family.
2. Using College property, facilities, equipment or other resources in any manner to perform outside work or to further private interests (e.g. vehicles, supplies, facilities, equipment or inside information).
3. Using College stationary or letterhead in connection with outside activities, other than activities having a legitimate relationship to the performance of College business.
4. Using College facilities or the employee's position at the College for the purpose of advocating, endorsing, or marketing the sale of any goods or services, other than as part of the employee's College responsibilities, without the prior approval of a supervisor.
5. Requiring students to use the employee's published works and products for papers and lectures when the employee is realizing a profit from the published works and products.
6. Using the College's name, trademark or trade name for personal business or economic gain to the employee or a member of the employee's immediate family.
7. Using any College data or information for personal financial benefit to the employee or a member of the employee's immediate family.
8. Using any College employee for any outside activity during normal work time for which he or she is receiving compensation from the College.
9. Participating in the selection or awarding of a contract between the College and any entity with which an employee is seeking employment or has been offered employment.
10. Obtaining personal financial gain from fellow employees, students, and persons doing business with the College in the course of outside employment.
11. Accepting gifts, except those of nominal value (\$100 or less), from any person doing, or seeking to do, business with the College.
12. Other activities may be prohibited if a supervisor concludes that there is no reasonable way to manage an associated conflict of interest.

Reference: Board Report 7574

Implemented: December 11, 2018

Revised:

RVC Board Policy 3:10.160

Remote Work

Purpose

Rock Valley College recognizes that certain employees may be permitted to work remotely as a regular part of their duties or for a short period of time, as long as the employee's performance or efficient operation of the College is not adversely affected. This policy will govern the conditions under which certain employees work at remote work locations for all or part of their scheduled work week. Remote work arrangements will be granted by the College on a case- by-case basis.

Scope and Enforcement

This Policy applies to all eligible employees of Rock Valley College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources/ Chief Human Resources Officer is responsible for this policy's interpretation, administration, and enforcement, consistent with the College's Remote Work administrative procedures.

Policy

Remote work is often a temporary work arrangement, and it is appropriate for only some employees and positions. No College employee is entitled to or guaranteed the opportunity to work remotely. Certain categories of positions may be ineligible for remote work, while others may require remote work on a regular basis. Supervisors will consult with the HR Department to determine a position's eligibility for remote work arrangements as well as to decide whether to approve remote work for individual employees on a case-by-case basis. The College reserves the right to revoke approval for remote work at any point because of concerns with an employee's performance or for operational reasons.

Employees who are approved to work remotely must perform the same work they would perform in the central workplace in accordance with their job description, established performance expectations, and any other agreed-upon terms and conditions of their employment. The College may require alternative timekeeping or other accountability measures as a condition of a remote work arrangement. An employee's classification, compensation, and benefits will not change upon approval for remote work.

When the College requires or permits an employee to work remotely and is not able to provide the necessary equipment, the employee may be eligible for a recurring allowance or other reimbursement to cover eligible expenses. The Accounts Payable Department will provide reimbursements under the conditions provided in the College's Remote Work administrative procedures.

Reference: Board Report 7735

Implemented: July 28, 202

Revised:

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RVC Board Policy 3:20.010 Job Posting and Hiring

It is the policy of Rock Valley College to employ the most qualified candidate for vacant positions. Regular full-time and continuous part-time positions will be posted upon approval to fill a vacancy. Vacant positions will be consistently advertised internally and externally to ensure that employees and other interested individuals are notified regarding employment opportunities at the College. Applications will be accepted through an electronic process. Rock Valley College is an Equal Employment Opportunity College and will comply with all applicable federal and state laws when posting and filling vacant positions.

The President shall have the authority to approve new hires and to assign employment start dates. Should the President determine that it is in the best interests of the College to alter the full-time or continuous part-time position counts beyond the approved budget, the Board of Trustees shall be consulted in advance of any hiring.

This Policy will be administered consistent with 110 ILCS 805/3-42 and the College's collective bargaining agreement obligations where applicable.

Reference: Board Reports 2299, 6328, AR 314, 8306, 8311

Implemented: September 4, 1973; April 4, 2006

Revised: April 8, 2014; July 22, 2025; August 26, 2025

RVC Board Policy 3:20.020 Employment Categories

Probationary Positions

Employees who are within the first 90 days of employment, or within 90 days after an internal transfer or promotion, are considered to be in their probationary period. The probationary period may be extended at the discretion of the Vice President of Human Resources/Chief Human Resource Officer.

Grant Positions

Rock Valley College employees who perform services funded by government or other external grant agencies are considered to be employed for a period not to exceed the duration of the grant funding period. Employment ends when the funding ceases, or sooner, should the program be terminated.

FLSA Status

The Fair Labor Standards Act (FLSA) is the federal regulation for employee working hours and pay standards. It determines the exempt or non-exempt status of job and overtime requirements.

An employee's FLSA status describes whether that employee is classified as exempt or non-exempt.

- **Exempt:** An exempt employee is not subject to FLSA overtime requirements. These workers typically receive an annual salary that does not change based on the number of hours worked.
- **Non-exempt:** A non-exempt employee is entitled to compensation – at 1.5 times their regular pay – for the hours they work beyond the standard 40-hour workweek.

Employment Status

- **Full-time:** Employees who work a minimum of 40 hours per week on a regular basis. Full-time employees are eligible for the benefits programs offered by the College.
- **Continuous Part-time:** Employees who work 25 hours per week on a continuous basis. Continuous part-time employees are eligible for the benefits programs offered by the College. These employees are not eligible for SURS insurance.
- **Part-time:** The US Department of Labor defines part-time work as 34 hours or fewer per week.
- **Temporary:** When the College has an unusually heavy workload or an unfilled vacancy, or when a regular employee is on leave for an extended period, the

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College may employ a temporary employee for a limited time period (no more than 180 days), as referenced in Board Policy 3:40.040, Temporary Employees. Temporary employees will be paid within the pay grade of the employee they are replacing. Temporary employees are not eligible for college-provided benefits.

Work Group Bargaining Units

The following are the recognized position classifications of college personnel:

- **Adjunct:** Adjunct instructors are employed on a semester basis and can teach a maximum of 12 CHEs per fall and spring semesters, depending on the duration of their course. Adjuncts can also teach a maximum of 6 CHEs during the summer semester, depending on the duration of the course.
- **Administration (ADM):** Administrative staff are line officers of the college who manage, conduct, and administer programs, staff, and operations of the board of trustees. Examples include the president, deans, directors, and managers.
- **Educational Support Staff (ESP):** Educational Support Staff are Executive Assistants who support Vice Presidents and/or serve in a confidential environment such as Human Resources, Career and Technical Education, Academic Affairs, and Payroll.
- **Faculty (FAC):** The terms “faculty”, “faculty member”, or “full-time faculty member” shall mean individuals with nine-month employment contracts who have a standard academic year instructional workload of 30 CH/CHE (refer to Section 6.2 of the Faculty CBA), librarians and any full-time faculty member hired into existing or new faculty positions.

Library Faculty and Dental Hygiene Clinical Instructors

Library faculty will follow the same three-year tenured faculty process as teaching faculty. Library faculty shall be evaluated in the manner prescribed in all applicable sections of the faculty collective bargaining agreement.

- **Fraternal Order of Police (FOP):** The College recognizes the FOP Labor Council as the exclusive bargaining agent for all regularly employed full-time Police Officers, excluding the Sergeants, Part-Time Officers, Chief of Police, all other professional and non-professional employees, and any supervisory, managerial, confidential, and short-term employees as defined in Section 2 of the Illinois Education Labor Relations Act (IELRA).
- **Professional Staff Association (PSA):** According to the PSA Bylaws (Amended June 14, 2005, and Proposed changes September 8, 2020), “All full-time and continuous part-time exempt employees (excluding the employees who report directly to the President) shall be considered members of this Association.”

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- **Student Worker:** A student worker must not be classified as a high school student during the financial aid award period in which they are to be employed. They must be enrolled in a minimum six (6) credit hours in the fall or spring financial aid period in which they are employed; or in the case of summer, be enrolled for at least six (6) credit hours in summer terms or be enrolled in at least six (6) credit hours in in the fall award period immediately following. A student worker must be authorized to work in the United States, be an International Student who entered the country under an F-1, F-2, J-1, or J-2 VISA status, have obtained work authorization from the Designated School Official and must be receiving pay exclusively through RVC institutional funds. They cannot be in default on any student loans or owing Title IV monies. They must maintain satisfactory Academic Progress, have a complete financial aid file issued, and cannot be employed by RVC. A student worker must complete or be on track to complete the annual student worker training. They can work up to 20 hours per week regardless of the academic session, and this position is not eligible for unemployment benefits.
- **Support Staff Association (SSA):** The College recognizes the Association as the exclusive bargaining agent for all full-time and part-time Educational Support Personnel (ESP). This excludes Executive Assistants who support Vice Presidents and/or serve in a confidential environment such as Human Resources, Career and Technical Education, Academic Affairs, and Payroll, and all supervisors, managerial, confidential, short-term, student and part-time academic employees defined by the Illinois Educational Labor Relations Act (IELRA).

Reference: Board Report 6978

Implemented: February 26, 2013

Revised: April 8, 2014

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RVC Board Policy 3:20.030 Criminal Background Investigation

Consistent with the *Campus Security Enhancement Act of 2008*, 110 ILCS 12/1 et seq., Rock Valley College will conduct a criminal background investigation prior to onboarding any individual conducting official business on behalf of the College. Applicants are required to complete the Criminal Background Investigation Authorization and Waiver form. Employees who transfer or are promoted may be subject to background investigations as determined by the Vice President of Human Resources/Chief Human Resources Officer or designee.

All criminal background investigations will be conducted by the College Human Resources Department.

Pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-103.1, the College will not refuse to hire or take any other adverse employment action solely on the basis of a conviction record without first providing the individual notice and an interactive assessment of whether there is a substantial relationship between the conviction and the position, or if granting employment would involve an unreasonable risk to College property or to the safety or welfare of the College's students and employees.

Reference: Board Report 7989

Implemented: March 24, 2009

Revised: April 8, 2014, October 25, 2022

RVC Board Policy 3:20.040 Recruiting and Relocation Expense Reimbursements

Rock Valley College may provide reimbursements for costs incurred by applicants in the process of interviewing for open positions. Additionally, the College may reimburse newly hired employees for costs associated with relocating.

The amount of any reimbursement will be determined by College Administration and as set forth in the Administrative Procedures. Due to inflationary and market-driven reasons, the amounts may need to be adjusted accordingly.

Reference: Board Reports 6519, 6520

Implemented: June 24, 2008

Revised: April 8, 2014; July 26, 2022; January 24, 2024

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RVC Board Policy 3:20.050 Workers' Compensation

All paid employees of Rock Valley College will be covered under the provisions of the *Illinois Workers' Compensation Act*, 820 ILCS 305/1 et seq., for all job-related injuries covered by the Act. An employee's *Family and Medical Leave Act* leave entitlement will be applied to any worker's compensation absence to the extent permitted by law.

Workers' Compensation claims will be reviewed and considered by the Vice President of Operations/Chief Operations Officer or designee.

Recommendation of assignment of light duty work, based on medical documentation, shall be provided to the Human Resources Benefits Office and reviewed in consultation with the employee's supervisor.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: AR 314

Implemented: April 8, 2014

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RVC Board Policy 3:20.060 Tardiness and Absences

Any Rock Valley College employee who is tardy or absent shall notify their immediate supervisor within fifteen minutes, or earlier, based on departmental protocol, of the employee's normal starting time. In the areas where shift work is required, employees shall provide at least one hour notice to their supervisor.

Any College employee not properly reporting a tardy or absence may not be paid for the tardy or absence.

Any College employee who has been hospitalized or otherwise incapacitated due to illness for three or more consecutive scheduled work days must provide a note from a health care provider as a basis for pay for those three days, and must also provide a health care provider's release prior to returning to work. The release must state that the employee is, in the judgment of the health care provider, capable of returning to work as of a specified date.

The College reserves the right to terminate employment for a history of tardiness and absence, and/or for being absent three consecutive scheduled work days without proper notification.

This Policy shall be implemented consistent with all applicable state and federal law, as well as any applicable Collective Bargaining Agreements.

Reference: Board Reports 2303, 909, 150

Implemented: February 28, 2012

Revised: April 8, 2014

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RVC Board Policy 3:20.070 Employee Discipline

The College is committed to providing a fair and equitable working environment in which all individuals are treated with respect and dignity. It is the intent of Rock Valley College to foster optimum performance and otherwise assist all employees in successfully accomplishing their professional responsibilities. The College's Administration will utilize administrative procedures for resolving alleged unfair or inappropriate treatment by a supervisor, an alleged violation of Board Policy, or disciplinary sanctions.

Reasons for disciplinary sanctions include, but are not necessarily limited to, conviction of a serious crime or offense, dishonesty or theft, willful damage to College property, immorality or indecent conduct, falsification of records, unsatisfactory attendance, unsatisfactory work performance, insubordination, failure to comply with prior Board or administrative directives, violation of Board Policy, or any other act committed while a College employee, which is detrimental to the general welfare and/or best interests of the College, as determined by the College.

In connection with any allegation of misconduct, the College may suspend an employee with or without pay pending the outcome of the College's investigation of the allegation. The College will notify any employee who is suspended regarding the general nature of the allegations.

Recognizing that the preferred desired outcome of disciplining any employee is positive change in the employee's performance and/or conduct, the College may utilize the following disciplinary options:

- Step 1 - Verbal Warning
- Step 2 - Written Warning
- Step 3 - Final Written Warning and/or Suspension With/without Pay
- Step 4 - Dismissal

The College reserves the right to bypass any of these steps if, in the College's sole discretion, it determines that the severity of the employee's conduct, record of previous discipline, the length of service since the last documented offense, or other circumstances warrant a more severe level of discipline, up to and including immediate dismissal. This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6121
Implemented: March 24, 2009
Revised: April 8, 2014

RVC Board Policy 3:20.090 Employment of Related Parties

The Board of Trustees is committed to ensuring the hiring and retention of the most qualified individuals for all positions and preventing nepotism and conflicts of interest at Rock Valley College. In order to avoid both the reality and the appearance of nepotism in employment, related parties of College employees or Trustees may only be employed or hired as independent contractors under the following conditions:

No employment decision regarding an employee, applicant, or independent contractor may be made by a College employee or Trustee who is related to the employee, applicant, or independent contractor. This includes, but is not limited to, references, interviewing, hiring, any supervisory activity, evaluation, recommendation, compensation, other employment benefits, termination or other adverse employment action.

For purposes of this policy, "related party" means members of the same family including a child, spouse, mother, father, brother, sister, stepchild, stepparent, grandchild, or grandparent (including the spouse of any of the foregoing) or people living in the same residence. People living in the same residence are individuals residing at the same US postal address.

If an employee becomes a related party of a subordinate, the individuals involved will be offered an opportunity for alternate employment. If neither person volunteers for alternate employment, the employee with the least seniority will be transferred to a different assignment at an equivalent level of pay, if applicable

Any affected employee/employees are responsible for promptly notifying the College of a relationship that is covered by this Policy.

No exception shall be made to this Policy unless approved by the President in writing. Individuals who are employed by the College as of December 2013, will be excluded from this Policy in their current position. This Policy applies to the employment of full-time, part-time, temporary employees, and independent contractors.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: AR 314

Implemented: April 8, 2014

Revised:

RVC Board Policy 3:20.100

Physical Examinations and Fitness for Duty

Physical Examination

Designated positions at Rock Valley College may require an individual to meet certain physical requirements, such as weight restrictions and lifting requirements. For those positions, a physical examination will be required and the employee will be notified. The examination will take place at the College's expense.

Fitness for Duty

In instances where the employee exhibits manifestations of diminished capacity in their areas of responsibility and/or where the employee exhibits behaviors that pose a direct threat to the employee's own safety or the safety of others, the Board of Trustees reserves the right to request a Fitness for Duty examination by a Physician chosen by the College at the College's expense as a condition for continued employment at the College. The employee may designate a Board-Certified Physician to conduct the examination.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6330

Implemented: April 4, 2016

Revised: April 8, 2014

RVC Board Policy 3:20.110 Independent Contractors

Rock Valley College may retain the services of independent contractors as necessary. Employees of the College cannot also serve as independent contractors of the College.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Policy 191

Implemented: October 19, 1981

Revised: April 8, 2014

RVC Board Policy 3:20.120

Changes in Job Titles and Organizational Restructuring

The Administration will periodically review job descriptions, job analysis and the College's organizational structure. The Administration shall share information concerning any substantive administrative reorganization with the Board of Trustees.

Reference: Board Report 6143

Implemented: February 24, 2004

Revised: April 8, 2014

RVC Board Policy 3:20.130 Separation of Employment

Rock Valley College reserves the right to terminate the employment of any College employee for any reason consistent with applicable state and federal law, and consistent with any applicable Collective Bargaining Agreement.

The Administration will maintain procedures on the employment termination process.

Reference: Board Reports 2386, 1224

Implemented: February 18, 1974

Revised: April 8, 2014

RVC Board Policy 3:20.140

Attendance of Faculty Members and Administrators at Commencement Exercises

Commencement exercises always fall on a day within the academic calendar approved by the Board. Attendance at these exercises are a part of the duties of certain administrators and all full-time faculty members.

Any faculty member or designated administrator who is unable to attend commencement exercises because of illness, professional duties, or urgent personal business should request the appropriate leave.

Reference: Board Policy 96

Implemented: November 23, 1970

Revised: April 8, 2014

RVC Board Policy 3:20.150 Employee Recognition

Rock Valley College values employees who provide outstanding service or contributions to the College, or who enhance the College's mission and educational reputation in the College community. The Administration will establish criteria and procedures for Employee Recognition.

Reference: Board Report 4820

Implemented: July 20, 1992

Revised: April 8, 2014

RVC Board Policy 3:30.010

Health and Life Insurance

The opportunity for coverage under a health insurance plan and group term life insurance policy will be made available to eligible employees. The extent of coverage and ratio of cost sharing for non-collective bargained employees each employee group will be determined by college administration. The Board of Trustees reserves the right to modify or change insurance provisions and coverage, consistent with any collective bargaining obligations and applicable limitations in collective bargaining agreements covering Rock Valley College's eligible employees.

The College's health insurance plan will be administered consistent with all provisions of the *Health Insurance Portability and Accountability Act of 1996* (HIPAA), and all other applicable federal and state laws.

This Policy will also be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 5336

Implemented: May 20, 1996

Revised: April 8, 2014

RVC Board Policy 3:30.020 Health Insurance Portability and Accountability Act (HIPAA)

Rock Valley College will comply with all applicable requirements of the *Health Insurance Portability and Accountability Act of 1996* ("HIPAA"), including requirements for ensuring the security and privacy of individuals' medical information. The College is subject to the HIPAA Privacy Rule requirements as both a health plan, based on the College's flexible benefits spending plan, and as a plan sponsor based on the College's other health plans.

The College designates the Human Resources Department as the sole healthcare component of a hybrid entity in accordance with HIPAA. The College's Human Resources Department shall comply with all HIPAA obligations applicable to a health plan. The remainder of the College is designated as a non-healthcare component of the hybrid entity and not subject to the requirements of a health plan as defined under HIPAA. The College as a whole shall comply with all of its obligations under HIPAA which are applicable to a plan sponsor as defined under HIPAA.

The Administration is authorized to adopt procedures necessary to comply with the obligations of the hybrid entity status of the Human Resources Department, as well as the College's general obligations as a health plan sponsor.

Reference: Board Report 6148

Implemented: March 23, 2004

Revised: April 8, 2014

RVC Board Policy 3:30.030 Insurance Coverage for Full-Time Faculty Members Who Retire or Resign

Full-time faculty members/teaching specialists who participate in Rock Valley College's medical and dental group insurance plans at the time of retirement or resignation, and who leave the College no earlier than the last day of a spring semester but no later than August 31 of the same year shall:

- be allowed to continue in the College's Dental Plan until August 31 of the last year of employment, and
- be required to make payments for the Dental Plan in the same amount as full-time faculty members.

For retirees, the retiree shall:

- be allowed to continue in the Medical Plan until August 31 of the year of retirement, and
- be required to make payments in the same amount as full-time faculty members or as other retirees, whichever is less costly to the retiree, through August 31 of the year of retirement.

For those who resign, the resignee shall:

- be allowed to continue in the Medical Plan as determined by COBRA, and have COBRA payments made by the resignee through August 31 of the year of resignation.

Full-time faculty members whose employment is terminated by the College shall not be allowed to continue in the College's Medical Plan or Dental Plan after the last day of the month of termination unless specifically required by COBRA, applicable State or Federal laws, or any executed termination agreement.

Group life insurance terminates on the last day of the month of employment.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 5336

Implemented: May 20, 1996

Revised: April 8, 2014

RVC Board Policy 3:30.040

Vacation

Rock Valley College recognizes that employees need opportunities for rest, relaxation and personal pursuits. Eligible employees earn and may use vacation leave as set forth below and as provided in the procedures implementing this Policy.

Employee Status	Days of Vacation per Year	Maximum Unused Accrued Hours Permitted to Annually Carry Over
Full-time Exempt, Non-Grant Funded	20 days of vacation per year. (Based on per pay period accrual.)	160 unused vacation hours, as of December 31
Full-time Non-Exempt, Non-Grant Funded	Year 1 through 5 = 10 days. Year 6 through 10 = 15 days. Year 11 or more = 20 days. (Based on per pay period accrual.)	160 unused vacation hours, as of December 31
Full-time Exempt, Grant Funded	20 days of vacation per year. (Frontloaded with pro-rata time earned per pay period. 50% distribution on the first business day of the grant period and 50% distribution 6 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.)	None
Full-time Non-Exempt, Grant Funded	Year 1 through 5 = 10 days. Year 6 through 10 = 15 days. Year 11 or more = 20 days. (Frontloaded with pro-rata time earned per pay period. 50% distribution on the first business day of the grant period and 50% distribution 6 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.)	None

1. Vacation hours may be used for any reason of the employee's choosing.
2. Vacation hours must be taken in increments of no less than 2 hours per day.

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3. Vacation hours shall be accrued on an ongoing pro-rata basis for non-grant funded employees.
4. Vacation hours shall be initially frontloaded and earned on an ongoing pro-rata basis for grant-funded employees.
5. Requests for vacation leave must be submitted to the immediate supervisor who will approve and forward to Payroll. If an employee makes the initial request for vacation leave orally, the employee must provide written notice of the request to their immediate supervisor as soon as possible.
6. If an employee's need for leave under this Policy is foreseeable, the employee must make the request for leave at least 7 calendar days in advance. If an employee's need for leave under this Policy is unforeseeable, the employee must provide notice as soon as practically possible after the employee is aware of the need for leave.
7. The College may deny an employee's request for leave under this Policy in order to ensure that the College's operational needs are met during the requested time period.
8. Generally, the earliest request for time off takes priority. If two or more requests are made on the same day, priority shall be given to the employee with the most seniority.
9. Grant-funded employees who transition within the college to a non-grant-funded position who have earned, but unused vacation time will be paid out the remaining earned time during the next payroll period.
10. Non-grant-funded employees who transition within the college to a grant-funded position and who have accrued vacation time will be paid out all accrued but unused time during the next payroll period. Upon separation of employment, non-grant-funded employees will be paid all accrued but unused vacation.
11. Upon separation of employment, grant-funded employees will be paid all earned but unused vacation. Frontloaded vacation taken, but not yet earned, will be deducted from the final paycheck.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6269, 7295

Implemented: March 24, 2009

Revised: April 8, 2014; April 26, 2016 (Effective May 1, 2016)

RVC Board Policy 3:30.050 Tax-Sheltered/Deferred Compensation Plans

All eligible, employees, excluding student workers, may participate in tax-sheltered annuity and/or deferred compensation programs through payroll deduction in accordance with Section 403(b) (tax sheltered annuities), 26 U.S.C. § 403(b), and Section 457 (deferred compensation), 26 U.S.C. § 457, of the *Internal Revenue Code*.

All vendors must provide certification to the College that they follow Internal Revenue Service (IRS) guidelines for administering 403(b) and 457 programs. The Board of Trustees assumes no liability for the investment decisions of any 403(b) or 457(b) vendors.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6182

Implemented: July 27, 2004

Revised: April 8, 2014

RVC Board Policy 3:30.060 Tuition Assistance

Rock Valley College may reimburse eligible employees towards the cost of tuition for the successful completion of prior approved course work or equivalent study. Such reimbursement is subject to the approval of the Vice President of Human Resources/Chief Human Resources Officer.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 5670, 6249, 6682

Implemented: January 24, 2000; April 26, 2005; January 26, 2010

Revised: April 8, 2014

RVC Board Policy 3:30.070

College-Sponsored Trainings, Seminars and Workshops

Rock Valley College may sponsor mandatory training, seminars and workshops. Identified employees are expected to attend, and must notify their immediate supervisor regarding this obligation.

Employees may enroll in optional College-sponsored trainings, seminars and workshops, subject to obtaining prior approval from their immediate supervisor. When space is available in a seminar or workshop, the College division or department will not be charged for the employee's registration fee. A special fee for handouts and/or meals may be charged.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: AR 314

Implemented: April 8, 2014

Revised:

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RVC Board Policy 3:30.075 Leave for Non College Sponsored In-Service Training and Workshops

An employee may request to be released from regular duties to attend in-service training and workshops without loss of pay. However, the College will provide compensation for hours worked during the employee's standard work schedule while participating in non-college sponsored in service training and workshops. The College will not pay overtime to travel, lodge, eat meals or attend workshops and/or in-service training requested by an employee.

Remuneration for expenses shall be according to Board policy.

Leave for in-service training or workshops shall be granted on the following basis:

- a. Appropriateness and/or applicability to job duties of employee requesting leave.
- b. Budgeting restrictions.
- c. Previous participation in similar program.
- d. Seniority.
- e. Best interests of the College as determined by the immediate supervisor and the appropriate Leadership Team member.
- f. Operational needs of the employee's department during the requested period of leave.

Requests to attend in-service trainings and workshops must be in writing and submitted to the immediate supervisor and the appropriate Leadership Team member for approval.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Reports 1152, 1170

Implemented: September 4, 1973

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:30.080 Jury Duty/Compulsory Witness

Full-time and continuous part-time employees shall be granted time off without loss of pay for jury duty or to serve as a witness if subpoenaed. The employee shall notify their immediate supervisor as soon as possible after being subpoenaed or notified of jury duty.

The employee may retain any compensation or fees received for service as a juror or witness, and any reimbursement for travel expenses.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 2301

Implemented: March 24, 2009

Revised: April 8, 2014

RVC Board Policy 3:30.090 Family and Medical Leave

1. Family and Medical Leave Defined

In accordance with and subject to the Family and Medical Leave Act of 1993 (the "FMLA"), 29 U.S.C. § 2601 et seq., and the Public Community College Act ("PCCA"), 110 ILCS 805/3-29.1a, unpaid leaves of absence are available to eligible Rock Valley College employees for certain enumerated reasons. The College will grant an eligible employee up to a total of 12 work weeks during any rolling 12-month period to take unpaid, job-protected family and medical leave when the employee is unable to work because of the following reasons, as set forth and defined by the FMLA:

- a. The birth and first-year care of a child;
- b. The placement of a child with an employee in connection with the adoption or foster care of a child by an employee;
- c. To care for a child, parent or spouse who has a serious health condition;
- d. The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her position;
- e. The existence of a qualifying exigency caused by the military deployment of an employee's spouse, child, or parent to a foreign country.; or
- f. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness.

An employee seeking unpaid family and medical leave must be eligible for such leave under the FMLA, the PCCA, or both. To be eligible for family and medical leave under this policy, an employee must:

- a. have been employed by Rock Valley College for at least a total of 12 months prior to the event giving rise to the need for leave;
- b. have been employed for at least 1,000 hours of service over the 12-month period immediately preceding the commencement of the leave; and
- c. be employed at a worksite where Rock Valley College employs at least 50 employees within a 75-mile radius of that worksite.

Family and medical leave is unpaid, and may be taken intermittently or continuously, depending on the specific circumstances. However, employees will be required to use accrued applicable vacation, personal, sick, or family leave simultaneously with unpaid leave under this policy. If and when all available paid time off is exhausted, the remainder of the family or medical leave shall be unpaid.

2. Requesting Family or Medical Leave

An employee requesting family or medical leave is required to:

Rock Valley College

- a. provide 30-day advance notice before the leave is to begin to his/her supervisor and the Vice President of Human Resources when the need for family or medical leave is foreseeable. If 30 days' notice is not practicable, or where the need for leave is not foreseeable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. Employees must provide at least verbal notice sufficient to make the College aware of their need for family or medical leave, and the anticipated timing and duration of the leave. Failure to provide such notice may be grounds for delay in granting or for denying the leave;
- b. within fifteen calendar days after the College's request for family or medical certification is made, provide a medical certification from the employee or family member's health care provider supporting the need for a leave due to the employee's own serious health condition or that of an immediate family member. Failure to provide a satisfactory certification may result in a denial or postponement of the leave;
- c. provide periodic updates to the Vice President of Human Resources, Chief Human Resources Officer, or designee during the leave on the employee's status and intent to return to work, if requested by the College in accordance with the FMLA. The Human Resources Department may require clarification or authentication of medical certification that is incomplete or insufficient as needed in accordance with the FMLA.

Any leave taken pursuant to this policy will be administered by the Human Resources Department in accordance with the FMLA, the PCCA, and their implementing regulations. In addition, this Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Implementing Procedures: Rock Valley College may develop procedural guidelines to implement this policy consistent with the Family and Medical Leave Act.

Reference: Board Report 6575, 7886

Implemented: January 16, 2009

Revised: April 8, 2014; December 21, 2021

RVC Board Policy 3:30.100 Military Leave

Rock Valley College employees who are members of any reserve component of the United States Armed Services should advise the College of their military status and training schedule/obligations in advance of pending military service.

Military leave will be administered pursuant to applicable State and Federal law, including the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("IERRA"), and the Illinois Public Community College Act ("IPCCA"). The College will process and administer compensation and benefits during military leave in accordance with applicable law and administrative guidelines. To the extent the language in this Policy conflicts with USERRA, IERRA, and/or the IPCCA, the College will apply the requirements of USERRA, IERRA, and/or the IPCCA.

The College will establish procedures implementing this Policy.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6331, 7619

Implemented: March 24, 2009

Revised: June 25, 2019

Rock Valley College

RVC Board Policy 3:30.110 Victims' Economic Security and Safety Act (VESSA)

Rock Valley College will grant employees up to a total of 12 workweeks of unpaid leave in any 12-month period to address issues arising from domestic or sexual violence in accordance with the *Victims' Economic Security and Safety Act* ("VESSA" or "the Act"), 820 ILCS 180/1, *et seq.*

Any employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence as defined by VESSA, or who has a family or household member who is a victim of such crimes of violence, may take up to a total of 12 workweeks of unpaid leave during any 12-month period to address the violence by:

- A. seeking medical attention for, or recovering from, physical or psychological injuries caused by any crime of violence to the employee or the employee's family or household member;
- B. obtaining services from a victim services organization for the employee or the employee's family or household member;
- C. obtaining psychological or other counseling for the employee or the employee's family or household member;
- D. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future crimes of violence or ensure economic security; or
- E. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from any crime of violence.

An employee needing leave under this Policy shall provide their immediate supervisor with at least 48 hours' advance notice of their intention to take leave, unless it is not practicable to do so. The College may require the employee to provide certification that leave is being taken for a reason permissible under VESSA and this Policy, including by requiring a sworn statement of the employee, documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance, a police or court record, or other corroborating evidence. This information should be submitted to the Vice President of Human Resources/Chief Human Resources Officer, or their designee, for consideration.

Rock Valley College

The College shall maintain confidentiality of all information pertaining to the use of leave under this Policy.

Leave under this Policy shall not be available to an employee to address violence against the employee's family or household member if the employee's interests as they relate to the violence are adverse to the interests of the family or household member.

If the basis for an employee's leave under this Policy also qualifies for FMLA leave, both leaves will run concurrently. This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Reports 6169, 7887

Implemented: March 24, 2009

Revised: December 21, 2021

RVC Board Policy 3:30.120

Special Leave of Absence for Full-Time Employees

A full-time employee who has been continuously employed with the College for at least 6 months may apply for a special unpaid leave of absence. This policy is only open to employees that have exhausted all paid time off and vacation. A special leave of absence without pay and without loss of seniority, status, appointment, or accrued benefits, may be granted if recommended by the employee's supervisor and approved by the Vice President of Human Resources/ Chief Human Resources Officer. The employee will be required to disclose the rationale and proposed length of time for this special leave request. Any leave of absence requested under this Policy of more than one calendar month in duration must be approved by the President. If the request for leave of absence without pay is for more than three (3) calendar months, a recommendation shall be submitted to the Board of Trustees for its approval.

During the first month, the employee will continue to accrue vacation, sick, and personal time, and will continue to pay the employee portion of their Medical and Dental Insurance plus any voluntary coverages they have elected. After an employee has been on a leave of absence under this Policy for more than one calendar month, the employee (a) shall no longer accrue sick leave and/or vacation~~[[REDACTED]]~~; (b) shall be required to pay both the employee's and the College's share of all health and major medical insurance premiums; (c) shall pay all life insurance premiums; and (d) shall no longer accrue any other designated benefits. Insurance coverage shall be discontinued if the employee elects not to pay the full premium as set forth above.

Where applicable, the College will run an employee's leave entitlement under the *Family and Medical Leave Act* ("FMLA") concurrently with any leave granted under this Policy, and will give priority to leave guidelines as stated in FMLA.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 2300-A

Implemented: September 4, 1973

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:30.150 Bereavement Leave

Rock Valley College recognizes that employees may require time following the death of a covered family member to grieve such loss and make arrangements for and/or attend funerals or other similar services. Accordingly, all eligible employees (as defined under the FMLA) may take bereavement leave under this Policy.

In accordance with the Illinois Family Bereavement Leave Act ("the Act"), and subject to administrative procedures adopted by the College, the College will provide each eligible employee up to two (2) working weeks (ten [10] workdays) of bereavement leave, of which three (3) of those workdays will be paid, in the event of:

1. the death of an employee's covered family member. For purposes of this Policy, the term "covered family member" shall include the employee's child, stepchild, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, spouse, an individual living in the employee's household at the time of death, child, foster child, step-child, son-in-law, daughter-in-law, brother, half-brother, step-brother, brother-in-law, sister, half-sister, step-sister, sister-in-law, parent, foster parent or person who has served in that role, legal guardian who has reared the employee, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, nephew, step-nephew, niece, step-niece, uncle, step-uncle, great-uncle, aunt, step-aunt, or great-aunt.
2. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, a miscarriage, or a stillbirth.

An employee requiring need under this Policy must give at least 48 hours' advance notice to their immediate supervisor of the need for leave unless doing so is not reasonable or practicable.

If an employee experiences more than one of the events listed above in a 12-month period, the employee is entitled to a maximum of 6 weeks of unpaid leave within that 12-month period. All leave taken under this Policy must be completed within 60 days after the employee receives notice of the event giving rise to the need for leave.

The College reserves the right to require employees to provide reasonable documentation of the need for leave taken under this Policy. However, the College shall not require any employee to identify which category of event has occurred which necessitates the basis for leave.

Rock Valley College

If an employee is separately eligible for leave under the Child Extended Bereavement Leave Act (820 ILCS 516), the employee shall be given unpaid leave pursuant only to that Act and not this Policy.

The College shall adopt administrative procedures to implement this Policy. Where applicable, this Policy will be administered with the College's collective bargaining obligations.

Reference: Board Reports 7395, 7898, 8002

Implemented: March 28, 2017

Revised: January 25, 2022; December 13, 2022

Rock Valley College

RVC Board Policy 3:40.010 Compensation Philosophy: Non-Union Employees

Rock Valley College intends to provide a fair and equitable compensation package to all non-union employee groups to the extent possible. The compensation package will include wage, benefits (if applicable) and working conditions. In making compensation decisions, the College will consider the impact of such decisions on the College's students. The College acknowledges that providing a competitive compensation package is a key component in the College's approach to recruiting, retaining and motivating employees.

The College's compensation programs will be guided by the following objectives:

- Establish pay levels for positions on the basis of their external competitiveness with relevant labor markets and their relative internal value;
- Administer pay equitably and consistently;
- Establish appropriate compensation procedures:

Reference: Board Reports 6650, 6650-2

Implemented: October 27, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:40.020

Salary Program: Non-Union Employees

The Administration will ensure appropriate administration of a salary program for all non-union Rock Valley College employees. The Administration will maintain procedures to facilitate administration of the salary program. The Board shall be informed of the salary program of the President, on an annual basis, as specified in their contract. A salary program recommendation will be provided by Administration to the Board of Trustees on an annual basis for Non-Union employees.

Reference: Board Reports 6979, 6902, 6903, 6411, 6555, 6634, 6635, 7036

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 3:40.030 Employees Serving as Instructors Arts and Sciences/Career Education (AS/CE)

Subject to supervisory approval, non-faculty employees of Rock Valley College who are qualified and who have been requested by an academic department to teach a specific course in Arts and Sciences or Career Education may teach classes outside of their regular work hours. Any employee wishing to engage in instruction during regular work hours must submit a schedule of work hours to be made up to their immediate supervisor for approval and sent to Human Resource Department prior to the start of instruction.

Where applicable, this Policy will be administered with the College's collective bargaining obligations.

Reference: Board Report 6628

Implemented: June 30, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:40.040 Temporary Employees

Rock Valley College will employ temporary employees as needed. Temporary employees are employees who are hired for a definite duration of no more than 180 days.

Temporary employees will be paid within the pay grade of the employee they are replacing. Temporary employees are not eligible for College-provided benefits.

Temporary assignment extensions and additional pay considerations may be adjusted upon written request to the Vice President of Human Resources/ Chief Human Resources Officer.

This Policy will be administered consistent with the College's collective bargaining agreements where applicable.

Reference: Board Reports 6628, 7584

Implemented: February 27, 1978

Revised: April 8, 2014; January 29, 2019

RVC Board Policy 3:40.050 Shift Differential

Full-time, non-exempt employees will qualify for differential pay for work performed during the second or third shift. The amount of the shift differential will be approved by the Board of Trustees.

This Policy will be administered consistent with the College's collective bargaining agreements where applicable.

Reference: Board Report 2431

Implemented: June 22, 1974

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:40.060 Overtime/Compensatory Time

Rock Valley College will fully comply with its obligations under the *Illinois Minimum Wage Law* ("IMWL"), 820 ILCS 105/1 et seq., and the *Fair Labor Standards Act*, ("FLSA") 29 U.S.C. §201 et seq.

The work week shall begin at 12:00 a.m. on Monday and end on the following Sunday at 11:59pm. "Overtime" is time worked in excess of 40 hours in a single work week. Holidays, vacation, compensatory time and other leave time (whether paid or unpaid) do not count towards hours worked for purposes of determining overtime. Non-exempt employees shall be paid one and one-half times their regular rate of pay for all overtime hours worked in a work week consistent with the FLSA and IMWL.

The College discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor's prior written approval.

The Administration is authorized to adopt and maintain procedures regarding overtime and compensatory time. In the event of a conflict between this Policy and state or federal law, the law shall control. This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Reports 6157, 6220

Implemented: March 24, 2009; January 25, 2005

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:10.010

Equal Employment ~~Opportunity~~ Opportunity

It is the policy of Rock Valley College to provide equal opportunity in ~~all its admissions,~~ employment ~~decisions and educational programs and activities~~ consistent with federal and state law. Discrimination is ~~thus~~ prohibited on the basis of race, color, religion, national origin, ancestry, citizenship status, ~~work authorization status,~~ sex, age, physical or mental disability, marital status, order of protection status, ~~protected characteristics consistent with the Illinois Human Rights Act sexual orientation, gender-related identity (including gender expression and gender questioning), pregnancy, actual or perceived decisions regarding reproductive health, family responsibilities, veteran military status,~~ or unfavorable military discharge, ~~use of lawful products while not at work,~~ genetic information, or other legally protected categories.

This policy of equal employment opportunity applies to all ~~employment~~ policies and procedures. This policy governs ~~admission, access, participation, and treatment in programs and activities,~~ application for and treatment in all aspects of employment, including but not limited to: recruitment, hiring, transfers, promotions, demotions, reclassifications, compensation, benefits, tuition assistance, training, discipline, lay-offs, termination, social and recreational programs, use of College facilities, or any other terms, conditions, and privileges of employment.

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

Individuals who believe they have not received equal employment opportunities or with questions about any type of ~~discrimination~~ ~~(see Board Policy 2:10.095)~~ in the workplace should bring these concerns to the attention of the Human Resource Department. ~~Employees may raise concerns without fear of reprisal.~~ Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including dismissal, ~~as an employee of from employment with Rock Valley the College.~~ ~~In addition, retaliation against any person for making a report of or participating in an investigation regarding unlawful discrimination is strictly prohibited.~~

Reference: Board Report 6977

Implemented: February 27, 2013

Revised: April 8, 2014

RVC is an equal opportunity educator and employer.

Commented [TH1]: Do we need to keep discrimination in this policy as we will be suggesting a new "Non-Discrimination and Anti-Harassment" policy

Commented [JL2R1]: We recommend cross-referencing to the new policy rather than deleting—it is not duplicative since this applies to equal employment opportunities.

Rock Valley College

RVC Board Policy 3:10.020

Prohibiting Sex-Based Misconduct (MOVED TO 2:10.035)

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, and 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 sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its Non-Discrimination Students Policy and Equal Employment Opportunity Policy.~~

~~It is the policy of Rock Valley 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.~~

~~Individuals Employees or students found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College. 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/or 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.~~

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Commented [HJ3]: @RVC - we recommend relocating this policy, since it is applicable to all employees, students, and any other individual over which the College has disciplinary/remedial authority. This is better treated as a College-wide policy.

Commented [TH4]: This policy was included in the Sept 2025 presentation to the Board of Trustees for relocation to Article 2 Operations (2:10.035)

Commented [JL5R4]: If this policy is duplicative, it should be removed from this Article.

Rock Valley College

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. Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.~~

IV. Implementing Procedures

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

~~The application and scope and jurisdiction 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 discrimination, harassment or other misconduct;~~

~~Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one an elected official by another elected official;~~

~~— Responsibilities of College employees with regard to reporting, forwarding, and/or keeping confidential allegations of discrimination, as applicable;~~

~~The College's response to reports of alleged sex-based misconduct;~~

~~The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;~~

~~— Potential sanctions that may be imposed following the implementation of the College's grievance procedures and limits on those sanctions;~~

~~Prevention and education programming provided to College students; and~~

~~Training and education provided to the Title IX Coordinator(s), Department of Human Resources, campus law enforcement, Responsible Employees and anyone else~~

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Rock Valley College

~~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

Rock Valley College

RVC Board Policy 3:10.030

Access to Personnel Files

Rock Valley College maintains a personnel file on each employee. All personnel files are maintained, disseminated, and inspected consistent with the *Illinois Personnel Record Review Act*, 820 ILCS 40/1 et seq., the *Illinois Local Record Act*, ~~5 ILCS 20350~~ ILCS 205/1 et seq., and other applicable state and federal laws.

The Human Resources department will make all reasonable efforts to coordinate a reasonable time for employees to examine items in their own personnel file ~~within three (3) working days within accordance with applicable law and/or the collective bargaining agreement~~ within three (3) working days ~~upon receipt of the~~ upon receipt of the employee's written request to the Vice President of Human Resources ~~or Chief Human Resources Officer~~ or designee.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report(s) 6478, AR 314, 8031 (Amended)

Implemented: November 27, 2007

Revised: April 8, 2014, April 25, 2023

Commented [AT6]: Robbin Schwartz recommended using exact language from the Illinois Personnel Record Review Act. The College will maintain the standard of 3 working days per Board Report 8031.

Rock Valley College

RVC Board Policy 3:10.040

Copyright

Rock Valley College shall make every effort to comply with ~~applicable United States~~ copyright law, ~~including, but not limited to, as set forth in~~ the Copyright Act of 1976, 17 U.S.C. 101 et seq. and its amendments ~~and any new acts or amendments enacted in the future, as well as international copyright laws~~. All ~~of Rock Valley the~~ College's employees (faculty and staff), anyone officially performing duties on behalf of ~~Rock Valley the~~ College, and ~~Rock Valley the~~ College's students (enrolled in credit or non-credit courses) are expected to comply with all applicable copyright laws.

~~Rock Valley The~~ College will make available to its community (faculty, staff and students) ~~reasonable~~ information about copyright law in order to promote compliance.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6861, 6862

Implemented: February 28, 2012

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:10.050

Employee Code of Ethics

The Board of Trustees of Rock Valley College expects that its employees will maintain high standards of personal conduct, work performance, punctuality and attendance. ~~Rock Valley~~The College maintains standards of conduct and work rules for its employees that are necessary to protect the interests and property of students, employees, and the ~~C~~college.

The provisions of Board Policy 1:10.010 Section 6 shall apply to all College employees.

Infractions of the standards, including, but are not limited to, violations of the ~~C~~college's policies, procedures, and practices; incompetent or inefficient service; insubordination; illegal acts; willful neglect of duty; dishonesty; or unethical or unprofessional conduct constitute misconduct on the part of the employee.

~~The provisions of Article I, Section 6 of these Rock Valley College Board Policies shall apply to all College employees.~~

Misconduct may result in disciplinary action, up to and including dismissal as an employee of ~~the College~~Rock Valley College.

Reference: Board Report 6122

Implemented: November 25, 2003

Revised: April 8, 2014

Rock Valley College

~~RVC Board Policy 3:10.060~~

~~Corporal Punishment~~

~~Inflicting bodily harm upon an individual for disciplinary purposes (corporal punishment) is strictly prohibited throughout Rock Valley College.~~

~~Nothing contained in this policy is intended to prohibit any justifiable use of reasonable forces as established and interpreted by applicable law. In addition, nothing contained in this policy is intended to affect any policy, procedure, regulation, rule or law which governs the operations and functions of the Rock Valley College Police Department or officers employed by the Department.~~

~~Reference: Board Report 6066~~

~~Implemented: May 27, 2003~~

~~Revised: April 8, 2014~~

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Commented [TH7]: Please explain why this policy is being recommended for deletion. If someone does use bodily harm, where else are we protected in the Board Policies?

Commented [JL8R7]: Corporal punishment is an outdated concept, more applicable to K-12 student-discipline. The concern with respect to "bodily harm" is captured in what was the below policy 3.10.070 - Violence and Disruptive Behavior, now in Article 2, since any "infliction of bodily harm" would also be considered "violence."

Commented [TH9R7]: Violence and Disruptive Behavior is now 2:10.015

Rock Valley College

RVC Board Policy 3:10.070

Violence and Disruptive Behavior (MOVED TO 2:20.015)

~~The 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. Employees should immediately notify the Rock Valley College Police Department of any potentially threatening, disruptive, or uncomfortable situation.~~

Reference: Board Report 6621

Implemented: January 25, 2005

Revised: April 8, 2014

Commented [LS10]: @RVC - we recommend relocating this policy, since it is applicable to all employees, students, and any other individual. This is better treated as a College-wide policy.

Commented [TH11]: This policy was included in the Sept 2025 presentation to the Board of Trustees for relocation to Article 2 Operations (2:20.015)

Commented [JL12R11]: If this policy is duplicative, it should be removed from Article 3.

Rock Valley College

RVC Board Policy 3:10.080

Oral English Proficiency

As required by Section 3-29.2 of the *Illinois Public Community College Act*, 110 ILCS 805/3-29.2, Rock Valley College will, in its hiring practices, assess the oral English proficiency of all persons providing classroom instruction to ensure that candidates can adequately communicate with their students. The College may, in its sole discretion, waive oral English proficiency requirements for any person who provides classroom instruction to students in foreign language courses only.

Reference: Board Report 6861

Implemented: February 28, 2012

Revised: April 8, 2014

Commented [TH13]: How formal is the assessment? What should the measurement be? We require a teaching demonstration for full time faculty that might assess this but we do not have the same requirement for adjunct instructors.

Is it necessary to have a similar policy for staff (non-teaching individuals) as well?

Commented [JL14R13]: Under 110 ILCS 805/3-29.2, oral English proficiency assessments are only required for individuals providing classroom instruction. The Act does not put any requirements on the nature of the assessment, only that it ensures that individuals have or attain proficiency in English prior to providing classroom instruction. Such assessment should be standardized with measurable metrics to be as objective as possible, to prevent the appearance of bias. We can assist in creating a standard document, if it would be helpful.

We recommend keeping this policy consistent with the Act, which only requires an assessment for persons providing classroom instruction. We do not recommend having a similar policy for non-teaching individuals. Employers are prohibited from requiring proficiency in English, unless proficiency is related to the position. For example, requiring a groundskeeper to speak fluent English could be considered national origin discrimination.

Commented [HJ15]: RVC: This additional language mirrors the statute and may provide a helpful carveout to the policy in the event you wish to hire a foreign language teacher who is not orally proficient in English.

Commented [TH16R15]: Thank you, we accept this additional language.

Rock Valley College

RVC Board Policy 3:10.090

Personnel Reports

Human Resources shall prepare and provide a Personnel Report at each regular monthly Board meeting ~~via a Board Report~~. The Personnel Report will contain all appointments, promotions, demotions, departures, lateral transfers, reclassifications, and retirements for all Rock Valley College employees who are classified as Administration, ~~Administration Leadership~~, and Faculty/Teaching specialists.

At the end of each fiscal year, Human Resources shall prepare an annual report to be provided to the Board which shall contain metrics on all full-time employees working for the College, ~~including such as total number of employees numbers~~, employee demographics, promotions, demotions, departures, lateral transfers, reclassifications, retirements, and turnover rates.

Reference: Board Report 5542, 7583

Implemented: January 26, 1998

Revised: April 8, 2014, January 29, 2019

Commented [TH17]: We believe this redundant as all Administration Leadership (VPs and Pres) are Administration as well

Commented [TH18R17]: Thank you, we accept this change.

Commented [LS19]: @RVC - Would there be any reason they would need to include other classifications of employees on this list?

Rock Valley College

RVC Board Policy 3:10.100

Whistleblower Policy

Rock Valley College is committed to the highest ethical standards and conducting its operations in compliance with all federal and state laws and regulations. The purpose of this policy is to encourage all members of the College community to report allegations of internal wrongdoing and to provide assurance ~~that they will be protected from retaliation of confidentiality and anonymity~~ for such reporting in good faith pursuant to the Illinois Whistleblower Act, 740 ICLS 174/1 et seq. and the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/15, and other applicable state and federal laws.

For purposes of this policy, wrongdoing may include but is not limited to:

- (1) Crimes or violations of the law or governmental regulations;
- (2) Fraud or financial irregularity;
- (3) Improper use of College funds, property or assets;
- (4) Corruption, malfeasance, bribery, theft, coercion or blackmail;
- (5) Endangering the health or safety of an individual;
- ~~(4)(6)~~ Harming College property; and
- ~~(5)(7)~~ Other unethical conduct.

~~Upon receipt of a report of wrongdoing, the College will initiate an internal investigation. The College will take appropriate action against anyone found to have engaged in fraudulent or dishonest conduct, including disciplinary action by the College, and/or civil and criminal prosecution when warranted.~~

In accordance with the *Illinois Whistleblower Act*, neither the Board, nor employees of the College may retaliate against or make threats of retaliation against a whistleblower who has reasonable cause to believe that the information reported discloses a violation of a State or federal law, rule, or regulation, or for refusing to participate in an activity that they reasonably believe would result in a violation of a state or federal law, rule or regulation, or who disclosing the information in court, an administrative hearing, before a legislative commission or committee, or in any other proceeding.

Confidentiality of the whistleblower's identity will be maintained to the extent practicable within the limitations of the law, College policy, and the legitimate needs of the investigation.

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Commented [LS20]: @RVC - removing because this is not the intention of this Policy.

Commented [TH21R20]: Thank you. We accept this change.

Rock Valley College

RVC Board Policy 3:10.100

Whistleblower Policy

Whistleblowers who believe that they have been retaliated against may file a written complaint with the Vice President of Human Resources or the President. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

[Reference: AR 314](#)

Implemented: April 8, 2014

Rock Valley College

RVC Board Policy 3:10.110

Drug- and Alcohol-Free Workplace Policy

Purpose

Rock Valley College has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Rock Valley College employees and students, in addition to the security of the College's equipment and facilities. For these reasons, Rock Valley College is committed to the elimination of drug and alcohol use and abuse in the workplace.

Scope and Enforcement

This Policy applies to all employees and all applicants for employment of the College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources/Chief Human Resources Officer is responsible for policy interpretation, administration, and enforcement.

Prohibited Conduct

The College prohibits the use, possession, distribution, sale, or manufacture of illegal drugs, cannabis (both recreational and medical) and its derivatives, controlled substances, alcohol, and unauthorized prescription drugs, which are not prescribed to the individual or are used in a way other than prescribed, in the workplace. This is prohibited on College property, including any worksite designated for the performance of work, in College-owned vehicles, while on duty or while acting in an official capacity on behalf of the College, and/or while participating in any College-sponsored activities. Alcoholic beverages are prohibited on College property, in College-owned vehicles, and while participating in any College-sponsored activities unless expressly authorized by the College President, in accordance with the Illinois Liquor Control Act of 1934 and any applicable local ordinances. Employees are, as a condition of employment, required to abide by this policy. All employees will receive a copy of this policy and will abide by this policy as a condition of employment.

The College reserves the right to order an employee to undergo drug and/or alcohol testing as part of pre-employment screening, upon reasonable suspicion that the employee is under the influence while on duty or while acting in an official capacity on behalf of the College, or for any other reason deemed necessary by the College and permitted by applicable federal and state law.

Inspections

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

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Commented [HJ22]: @RVC - If you do not already have such a policy elsewhere, we recommend creating a Drug-Free Schools and Communities Act Policy in addition to this Drug- and Alcohol-Free Workplace Policy. We are able to provide a sample policy if needed.

Commented [TH23R22]: We are presenting the Drug Free Schools and Communities at the Sept COW under Article 2

Commented [JL24R22]: Confirmed, thank you.

Commented [TH25]: Where do we give out this policy? Need to add to New Hire Packet, Reference Employee Handbook and New Hire Orientation

Commented [JL26R25]: Yes, typically we recommend having the employee review and sign the policy during orientation. The acknowledgement should be retained in the personnel file.

Rock Valley College

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A. Desks, files, vehicles, equipment and other containers and property owned or leased by the ~~College Association~~ and which an employee is permitted to use during employment with the ~~College Association~~, are and remain the property of the ~~College Association~~.

Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property, unless otherwise allowed by the ~~Legal Drugs policy herein~~. Any such property reasonably suspected of having or holding such substances is subject to search by the ~~College Association~~.

B. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

~~In compliance with the following, the College is committed to a: Drug-Free Workplace Act of 1988, 41 U.S.C. § 8101701, et seq.; Safe and Drug-Free Schools and Communities Act of 1994, 20 U.S.C. § 7101, et seq.; Code of Federal Regulations, 49 C.F.R. Part 40; Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1, et seq.; Right to Privacy in the Workplace Act, 820 ILCS 55/1, et seq.; Cannabis Regulation and Tax Act, Illinois Public Act 101-0027410 ILCS 705/1-1 et seq. Rock Valley College has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Rock Valley College employees and students, in addition to the security of the College's equipment and facilities. For these reasons, Rock Valley College is committed to the elimination of drug and alcohol use and abuse in the workplace. The purpose of this policy is to inform employees of the College's investigation, treatment and disciplinary policy relating to alcohol and drugs.~~

Scope and Enforcement

~~This Policy applies to all employees and all applicants for employment of Rock Valley the College. The Human Resources (HR) department, under the direction of the Vice-President of Human Resources, is responsible for policy interpretation, administration, and enforcement.~~

Disciplinary Action

Employees who test positive for drugs and/or alcohol in violation of this policy may be subject to disciplinary action, up to and including termination. Further, the College will discipline an employee up to and including termination for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the ~~College~~; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing or if employee provides a false sample to the drug screening/testing facility; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if,

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Commented [TH27]: We noticed that association was listed multiple times in this section. Should this be replaced with college or perhaps a specific entity like the "Police Department"? (Especially regarding who conducts the search)

Commented [JL28R27]: Yes, this should be College. Thank you for catching this.

Commented [LS29]: @RVC - please advise if you would like us to create this policy, and we will do so.

Commented [TH30R29]: Yes please we would like you to create this policy

Commented [JL31R29]: After further review, we recommend removing this reference and adding language above to clarify the definition of "unauthorized prescriptions."

Commented [TH32]: Is it okay that this is broad, or should it specifically be the police or some "applicable authority"?

Commented [JL33R32]: We recommend keeping this broad, so there is not a challenge in the event the designated person/department is unavailable. This will help avoid an issue of employees claiming they don't need to comply with someone not listed in the policy.

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while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify HR of a conviction for violating any federal or state criminal drug statute.

In place of, or in addition to, any disciplinary sanctions for violation of this policy, the College in its sole discretion may require the employee to satisfactorily participate in and complete a drug abuse assistance or rehabilitation program designated (approved?) by the College and approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Any employee who undergoes such a rehabilitation program will be required to complete and successfully pass a drug and alcohol test upon release from the program before returning to work. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's personal health insurance.

Commented [TH34]: Is it designated by the college specifically? If so are we liable for paying for it?

Commented [JL35R34]: This language is included to prevent any issues with an employee attempting to use a disreputable or fraudulent rehab program. The College is not required to pay for it. Insurance typically covers some, if not most, of the cost. We agree that "approved" is better verbiage, and less committal than "designated."

Notice of Convictions

Any College employee or prospective employee who is convicted of a violation of any federal or state criminal drug statute must notify the Human Resources Department as soon as reasonably possible after such conviction. For purposes of this notice requirement, a conviction includes a finding of guilty; a no-contest plea; or a judgment entered by a judicial body for any violation of criminal statute involving the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substance.

If the employee is directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract, the College shall give notice of the conviction to the federal agency with whom it has contracted or from whom it received the grant within ten (10) calendar days of receiving notification of conviction.

In accordance with the Illinois Human Rights Act, before taking any employment action, the College will review an employee or prospective employee's drug-related conviction to determine if: (1) there is a substantial relationship between the criminal offense and the employment sought or held; and (2) the continuation of employment involves an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. The College may consider the following factors during this review:

- The length of time that has passed since the conviction.
- The number of convictions.
- The relationship between the conviction and the individual's job duties or prospective job duties.
- The facts surrounding the conviction.
- The individual's age at the time of the conviction.

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- Evidence of rehabilitation efforts.

Employee Assistance

~~It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The College will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the College's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the College's drug and alcohol policy, nor will it excuse or limit the employee's obligation to adhere to the College's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. The College will assist and support employees who voluntarily seek help for drug or alcohol problems before they become subject to a drug test, discipline or termination under this or other College Policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers or otherwise accommodated as required by law.~~

~~Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with the Director of Employee Relations. College management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's personal health insurance group health plan.~~

~~Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow up tests if they held jobs that are safety sensitive or require driving, or if they have violated this Policy previously. When a drug test is initiated under this policy, the tested employee forfeits the opportunity to be granted a leave of absence for treatment, unless otherwise required by law, and will face possible discipline for any violation of this policy, up to and including discharge.~~

Confidentiality

~~The results of any drug and/or alcohol test shall be kept strictly confidential among the tested individual, the clinic, any outside laboratory used by the clinic for analysis and the College. However, the College may use the results to decide upon what course of action, if any, shall be taken towards the tested individual. In addition, in the event of any legal or administrative proceedings involving the College and the tested individual, the College may utilize the test results in the prosecution or defense of said legal or administrative proceeding.~~

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Drug and Alcohol Abuse Prevention Program

Drug and Alcohol Abuse Prevention Program

The College shall maintain a drug and alcohol abuse prevention program to inform all employees about: a) the health risks associated with drug and alcohol abuse; b) the College's intent to maintain a drug-free workplace; c) any available drug counseling, rehabilitation and employee assistance programs; and d) the penalties that may be imposed for violation of this policy.

Commented [HJ36]: @RVC - we recommend ensuring you have and maintain a drug and alcohol abuse prevention program in compliance with the Drug Free Schools and Communities Act.

Compassionate Use of Medical Cannabis Program Act

Compassionate Use of Medical Cannabis Program Act

In compliance with the Compassionate Use of Medical Cannabis Program Act, the College will not discriminate against an employee or applicant based solely on their status as a registered qualifying patient. The College will enforce its drug and alcohol 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/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.

Commented [TH37]: Does this mean we need to keep a record of a card/document that permits them to use it at all (such as in a medical file)? Is this prohibited to ask until an incident arises?

Commented [JL38R37]: No, the College should not request an individual to self-identify as a "lawful user." This provision clarifies that the College will not penalize an employee solely for being a "lawful user." However, any such employee is still subject to the College's policies, which prohibit use/possession/under the influence while working or on campus.

Implementing Procedures

The College will establish and maintain procedures implementing this Policy. The Human Resources Department shall be responsible for the administration and implementation of this policy.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Inspections

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

A. Desks, files, vehicles, equipment and other containers and property owned or leased by the Association and which an employee is permitted to use during employment with the Association, are and remain the property of the Association.

Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property, unless otherwise allowed by the Legal Drugs policy herein. Any such property reasonably suspected of having or holding such substances is subject to search.

Commented [HJ39]: @RVC - we recommend moving the vast majority of the information stricken below into procedures.

Commented [TH40R39]: Thank you. We have moved this information to the administrative procedures.

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~~by the Association;~~

~~B. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.~~
~~Records~~

~~The College will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the regular personnel files. Access will be limited to those who need to know. The College will not disclose these records to persons outside the College without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.~~

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Work Rules

Employees should report to work fit for duty and free of any impairment by illegal drugs, marijuana or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and employees must promptly disclose any work restrictions to their supervisor. Whenever employees are working for the College, are operating any College vehicle, are operating a private vehicle in the course of employment with the College, are present on College premises, are conducting college-related work offsite or are on call, they are prohibited from:

Using, possessing, buying, selling, manufacturing or dispensing an illegal drug or drug paraphernalia;

Being under the influence of alcohol, marijuana or an illegal drug as defined in this Policy; and

Possessing or consuming alcohol or marijuana.

Likewise, employees are prohibited from misuse of legal drugs when they are working for the College or are on call. Such misuse may include, without limitation, the use of legal drugs that have not been obtained legally, the use of a drug in a manner different than prescribed, and abuse of over the counter medications.

Rock Valley College will not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked. Prescribed drug containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Employees subject to the requirements of U.S. Department of Transportation regulations or the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS-265/1, et seq., shall be tested in accordance with the applicable regulations and statutory provisions, in addition to the testing and discipline provisions of this policy.

Pre-employment

Applicants being considered for hire in safety-sensitive positions such as Police and Maintenance, or positions requiring a Commercial Driver's License (CDL), must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable suspicion

Employees are subject to testing at any time a supervisor or other member of College management observes or reasonably suspects apparent workplace use of, possession of or impairment by illegal drugs, alcohol or marijuana. A member of the HR department or the Chief Operating Officer should be consulted before sending an employee for testing.

When reasonable suspicion testing is warranted, both the member of management and a member of the HR department will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours of the initial observations or, if not practicable within two hours, as soon as practicable thereafter. Refusal by an employee will be treated as a positive drug test result and will make the employee subject to discipline, including termination.

Under no circumstances will the employee be allowed to drive himself or herself to

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Commented [HJ41]: @RVC - we recommend moving these specifics into procedures. We have covered the College's ability to conduct testing with a few short sentences earlier in the policy.

Commented [TH42R41]: Thank you. We have moved this information to procedures

Formatted: Body Text

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~~the testing facility. A member of Human Resources or management must transport the employee.~~

~~Post-accident~~

~~Employees are subject to testing when they cause or contribute to accidents that seriously damage a Rock Valley College vehicle, machinery, equipment or property or that injures or reasonably could have injured themselves or another individual. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including without limitation a College vehicle, lawn-mowing equipment or aerial/man-lift) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must begin within two hours following the accident or, if not practicable within two hours, as soon as practicable thereafter. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.~~

~~Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of Human Resources or management must transport the employee.~~

~~Collection and Testing Procedures~~

~~**Alcohol**—Employees subject to alcohol testing may be transported to a College-designated facility and directed to provide specimens. Alcohol tests may involve a breath, blood or saliva test, at the College's discretion. For purposes of this policy, positive test results generated by law enforcement or medical providers may be considered by the College as work rule violations.~~

~~**Marijuana and Other Drugs**— Applicants and employees subject to drug testing for marijuana and other drugs may be transported to a College-designated testing facility and directed to provide urine specimens. Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally-certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other drugs.) The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage. The laboratory will transmit all positive drug test results to a Medical Review Officer (MRO) retained by the College, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally-certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to Rock Valley College until such time that the MRO has confirmed the test to be positive.~~

~~Consequences~~

~~Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply or retest in the future.~~

~~If the College determines that it will impose discipline on the basis that an employee is under the influence or impaired by illegal drugs, marijuana or alcohol, the College will afford the employee a reasonable opportunity to contest the basis of the College's determination.~~

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Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be subject to discipline, up to and including termination. If the employee refuses to be tested, and the College believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. The College in its discretion may offer an employee the opportunity to return to work on a last-chance basis pursuant to a rehabilitation program based on mutually agreeable terms, which may include without limitation follow-up drug testing at times and frequencies determined by the College for a minimum of one year but not more than two years, as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

Employees will be paid for time spent in alcohol or drug testing and then suspended without pay pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management, a union representative (if requested and applicable), and Human Resources. Should the results prove to be negative, the employee will receive back pay for the time of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed as required by law, among College management and supervisors on a need-to-know basis, and when relevant to a grievance, charge, claim or other proceeding initiated by or on behalf of an employee or applicant.

Inspections

Rock Valley College reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees may have union representation (if applicable) involved in this process. All employees, students and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Crimes Involving Drugs

Rock Valley College prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on College premises, while conducting College business, or while on call. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

The College reserves the right to take appropriate disciplinary action for illegal drug use, sale or distribution while off College premises and off duty. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five calendar days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow the College to review the nature of the charges and the employee's past record.

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Definitions

~~“College premises” includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Rock Valley College or any site on which the College is conducting business.~~

~~“Employee” includes, for purposes of this policy, any person receiving compensation to perform services for the College, including full-time employees, part-time employees, and independent contractors.~~

~~“Illegal drug” means a substance whose use or possession is controlled by federal law and that is not being used as prescribed by a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)~~

~~“Refuse to cooperate” means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate.~~

~~“Under the influence of alcohol” means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or odors that reasonably cause a supervisor or other member of College management to conclude that an employee is impaired because of alcohol use.~~

~~“Under the influence of drugs” means a confirmed positive test result for illegal drug use or actions, appearance, speech or odors that reasonably cause a supervisor or other member of College management to conclude that an employee is impaired because of drug use. Such drug use may be of illegal drugs or legal drugs, including without limitation the use of legal drugs that have not been obtained legally, the use of a legal drug in a manner different than prescribed, and abuse of over-the-counter medications.~~

Reference: Board Policy 641, Board Report 6156, AR 314, Board Report 7674

Implemented: April 11, 1989

Revised: April 28, 2004; April 8, 2014; December 17, 2019

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Conflict of Interest - Employees

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

A conflict of interest arises whenever the employee has the opportunity to influence College operations or business decisions in ways that could result in a personal financial benefits to the employee or a member of an employee's immediate family. Personal financial benefits include, but are not limited to, direct financial payments, deferred compensation, gifts, or in-kind donations to the employee or immediate family member.

Employees shall voluntarily disclose to his or her supervisor any situation in which the employee has a real or potential conflict of interest. Each employee will observe and adhere to the College's Employee Code of Ethics Policy. All employees required to file statements of economic interest under the Illinois Government Ethics Act, 5 ILCS 420/4A-101(j), shall also report that information to the College. The Administration shall prepare procedures and forms for employees to disclose their economic interests to the College, including all information required to be disclosed under the Ethics Act (5 ILCS 420/4A-102).

Violation or failure to disclose or properly identify a conflict of interest may subject the employee to disciplinary action.

The College reserves the right to modify an employee's position, including job duties and responsibilities, in order to avoid a conflict of interest under this policy.

The following are examples of conflicts of interest requiring employee disclosure or abstention, and are only illustrations and not meant to be exclusive:

1. An employee or immediate family member of the employee owns, in whole or in part, a business entity with which the College does or proposes to do business, and the employee is in a decision-making role or otherwise is in a position to influence the College's business decisions regarding the business entity, or otherwise benefit from the College transacting business with the entity.
2. An employee holds or assumes an executive, officer or director position in a for-profit or not-for-profit business or entity engaged in educational, commercial, or activities similar to those of the College.
3. Employee participates in consultation activities for a for-profit or not-for-profit business or entity or entity engaged in educational, commercial, or

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activities similar to those of the College.

The following activities are prohibited under this Policy:

1. Using College property, facilities, equipment or other resources in any manner that results in personal financial benefit to an employee or a member of an employee's immediate family.
- ~~2.~~ Using College property, facilities, equipment or other resources in any manner to perform outside work or to further private interests (e.g. vehicles, supplies, facilities, equipment or inside information).
- ~~2.3.~~ Using College stationary or letterhead in connection with outside activities, other than activities having a legitimate relationship to the performance of College business.
- ~~3.4.~~ Using College facilities or the employee's position at the College for the purpose of advocating, endorsing, or marketing the sale of any goods or services, other than as part of the employee's College responsibilities, without the prior approval of a supervisor.
- ~~4.5.~~ Requiring students to use the employee's published works and products for papers and lectures when the employee is realizing a profit from the published works and products.
- ~~5.6.~~ Using the College's name, trademark or trade name for personal business or economic gain to the employee or a member of the employee's immediate family.
- ~~6.7.~~ Using any College data or information for personal financial benefit to the employee or a member of the employee's immediate family.
- ~~7.8.~~ Using any College employee for any outside activity during normal work time for which he or she is receiving compensation from the College.
- ~~8.9.~~ Participating in the selection or awarding of a contract between the College and any entity with which an employee is seeking employment or has been offered employment.
- ~~9.10.~~ Obtaining personal financial gain from fellow employees, students, and persons doing business with the College in the course of outside employment.
- ~~10.11.~~ Accepting gifts, except those of nominal value (\$~~100~~~~25~~ or less), from any person doing, or seeking to do, business with the College.
- ~~11.12.~~ Other activities may be prohibited if a supervisor concludes that there is no reasonable way to manage an associated conflict of interest.

~~Employees shall voluntarily disclose to his or her supervisor any situation in which~~

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~~the employee has a real or potential conflict of interest. Each employee will observe and adhere to the College's Employee Code of Ethics Policy. All employees required to file statements of economic interest under the Illinois Government Ethics Act, 5 ILCS 420/4A-101(i), shall also report that information to the College. The Administration shall prepare procedures and forms for employees to disclose their economic interests to the College, including all information required to be disclosed under the Ethics Act (5 ILCS 420/4A-102).~~

~~Violation or failure to disclose or properly identify a conflict of interest may subject the employee to disciplinary action.~~

Reference: Board Report 7574

Implemented: December 11, 2018

Rock Valley College

RVC Board Policy 3:10.160

Remote Work Policy

Purpose

In compliance with the following:

- Fair Labor Standards Act
- Illinois Wage Payment and Collection Act
- Americans with Disabilities Act

Rock Valley College recognizes that certain employees may need be permitted to work at alternate work locations remotely as a regular part of their duties or for a short period of time, including without limitation to accommodate emergency situations such as temporary campus or building closures as long as the employee's performance or efficient operation of the College is not adversely affected. This policy will govern the conditions under which certain employees work at alternate remote work locations for all or part of their scheduled work week. Remote work arrangements may also will be granted by the College on a case-by-case basis at the request of an employee for a short duration or considered as a reasonable accommodation for qualifying employees.

Scope and Enforcement

This Policy applies to all eligible employees for employment of Rock Valley College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources, Chief Human Resources Officer is responsible for this policy's interpretation, administration, and enforcement, consistent with the College's Remote Work administrative procedures.

Definitions

- ~~Alternate work locations:~~ approved locations, other than the employee's central workplace, where official College business is performed, such as satellite campuses.
- ~~Central workplace:~~ an employer's place of work where the employee is normally scheduled to work.
- ~~Remote work:~~ performing job duties for the College at locations other than the employee's central workplace, subject to the approval described in this policy.

Commented [HJ43]: @RVC - practically speaking, do you have any employees who work 100% remotely? If not, we recommend removing any reference to an entirely remote work schedule.

Commented [LS44R43]: @RVC - Per above, please ensure that this remote work policy aligns with the College's latest position.

Commented [TH45R43]: Thank you. We have reviewed these procedures and applicable documents.

Commented [HJ46]: @RVC - we recommend removing reference to granting remote work as a reasonable accommodation, as we generally do not recommend doing so, and any accommodation needs to be analyzed and granted on a case-by-case basis. We do not recommend preemptively committing the College to this position.

Commented [TH47R46]: Thank you. We accept this recommendation

Commented [HJ48]: @RVC - recommend reviewing these procedures to ensure they are up-to-date and accurately reflect current remote work practices.

Commented [TH49R48]: Thank you. We have reviewed these procedures and applicable documents.

Rock Valley College

Policy

Remote work is often a temporary work arrangement, and it is appropriate for only some employees and positions. No College employee is entitled to or guaranteed the opportunity to work remotely. Certain categories of positions may be ineligible for remote work, while others may require remote work on a regular basis.

Supervisors will consult with the HR Department to determine a position's eligibility for remote work arrangements. ~~For employees in eligible positions, supervisors will consult with the HR department as well as~~ to decide whether to approve remote work ~~for individual employees~~ on a case-by-case basis, ~~taking into consideration the likelihood of the employee succeeding in a remote work arrangement and the supervisor's ability to manage remote workers, among other relevant factors. The College reserves the right to revoke approval for remote work at any point because of concerns with an employee's performance or for operational reasons.~~

Employees who are approved to work remotely must perform ~~essentially~~ the same work they would perform in the central workplace in accordance with their job description, same established performance expectations, and any other agreed-upon terms and conditions of their employment. The College may require alternative timekeeping or other accountability measures as a condition of a remote work arrangement. An employee's classification, compensation, and benefits will not change ~~for an employee upon~~ approval for remote work.

When the College requires or permits an employee to work remotely and ~~does is~~ not able to provide the necessary equipment, the employee may be eligible for a recurring allowance or other reimbursement to cover ~~some portion of cell phone plan and/or internet expenses~~ eligible expenses. The Accounts Payable Department will provide reimbursements under the conditions provided in the College's Remote Work administrative procedures.

~~Employees are not eligible for reimbursement unless the College authorized or required the expenses and the employee submits a reimbursement request to the HR Department pursuant to those procedures.~~

Reference: Board Report 7735

Implemented: July 28, 2020

Revised:

Commented [HJ50]: @RVC - we recommend reviewing and updating these procedures consistent with the revisions to this policy.

Commented [TH51R50]: Thank you. We have reviewed and updated the administrative procedures

Rock Valley College

RVC Board Policy 3:10.270

Service and Other Animals Policy (MOVED TO 2:20.120)

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

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

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

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

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

~~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.~~

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Commented [HJ52]: @RVC - we recommend relocating this policy and making it a college-wide policy.

Commented [TH53]: Moved to operations article 2, vetted by cabinet on 8/11. Will be presented at September COW with Operations Article 2 (2:20.120)

Commented [HJ54]: @RVC - flagging that we recommend reviewing the procedures implementing this policy, specifically to ensure they adequately cover all individuals on campus (staff, students, public).

Commented [TH55R54]: We are currently reviewing these procedures

Commented [HJ56]: @RVC - please not that we do not recommend allowing the presence of emotional support animals on campus.

Commented [TH57R56]: Duty noted, thank you.

Rock Valley College

RVC Board Policy 3:10.270

~~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

Rock Valley College

RVC Board Policy 3:20.010

Job Posting and Hiring

It is the policy of Rock Valley College to employ the most qualified candidate for vacant positions. Regular full-time and continuous part-time positions will be posted upon approval to fill a vacancy. Vacant positions will be consistently advertised internally and externally to ensure that employees and other interested individuals are notified regarding employment opportunities at the College. Applications will be accepted through an electronic process. Rock Valley College is an Equal Employment Opportunity College and will comply with all applicable federal and state laws when posting and filling vacant positions.

The President shall have the authority to approve new hires and to assign employment start dates. ~~The Board shall approve the personnel report at each regular Board meeting via a Board report.~~ Should the President determine that it is in the best interests of the College to alter the full-time or continuous part-time position counts beyond the approved budget, the Board of Trustees shall be consulted in advance of any hiring.

This Policy will be administered consistent with 110 ILCS 805/3-42 and the College's collective bargaining agreement obligations where applicable.

Reference: [Board Reports 2299, 6328, AR 314, 8306, 8311](#)

Implemented: [September 4, 1973;](#) [April 4, 2006](#)

Revised: [April 8, 2014;](#) [July 22, 2025;](#) [August 26, 2025](#)

Commented [LS58]: @RVC - per instructions of Board Chair, this policy is being amended separately.

Commented [TH59]: Deletion of board approval per Board Chair and August 26th vote

Rock Valley College

RVC Board Policy 3:20.020

Employment Classifications

~~The~~ Except as otherwise provided in a Collective Bargaining agreement the following job categories/employment classifications shall be used by the College:

Job Categories

Pursuant to the Fair Labor Standards Act ("FLSA"), all employees will be categorized as either:

- ~~Exempt:~~ Exempt employees will be compensated on a salaried basis and will not be eligible for overtime pay.
- ~~Non-exempt:~~ Non-exempt employees will be compensated on an hourly basis and will be eligible for overtime pay as provided in the FLSA.

Employment Classifications

- ~~Probationary/Introductory:~~ Employees who are within the first 90 days of employment or within 90 days after an internal transfer or promotion. The probationary/introductory period may be extended at the discretion of the Vice President of Human Resources/ Chief Human Resources Officer.
- ~~Full-time:~~ Employees who work a minimum of 40 hours per workweek on a regular basis. Full-time employees are eligible for the benefits programs offered by the College.
- ~~Continuous Part Time:~~ Employees who work a
- ~~Part-time:~~ Employees who work up to 25 hours less than 40 hours per workweek on a regular, semi-regular, or as needed basis.

Position Classifications

The following are the recognized position classifications of College personnel:

- ~~Faculty/Teaching Specialists (FAC):~~ Employees appointed to positions in the academic area by 9- or 10-month contracts and who are covered by the Collective Bargaining Agreement between the College and the Faculty Association.
- ~~Administrative/Professional Staff (ADM/PSA):~~ Non-grant employees who are appointed by way of fixed term contracts. Typically, these are full-time employees hired to work all year round 12 months.
- ~~Support Personnel:~~ Regular full-time classified employees who are employed for specific position assignments on a continuous basis.

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Commented [TH60]: Does the Affordable Care Act and the cutoff of providing benefits contribute to the definition of part time vs full time (even in a temporary situation)?

Commented [JL61R60]: No, although they often coincide, there's no requirement to align these definitions with the ACA requirements. The ACA definition of full-time is 30 hours, or at least 130 hours per month, which is lower than the typical 40 hour definition.

Commented [HJ62]: @RVC - we recommend updating this list to ensure it accurately reflects the classifications of positions and bargaining units currently represented at the College. For example, the Fraternal Order of Police and the Support Staff Association appear to be missing from this list.

Commented [TH63R62]: Thank you. We have rewritten this policy below to include all classifications

Rock Valley College

RVC Board Policy 3:20.020

- ~~[Support Staff Association Personnel \(SSA\)](#)~~
- ~~[Fraternal Order of Police Personnel \(FOP\)](#)~~
- ~~[Educational Support Staff Personnel \(ESP\) Executive Assistants, who support Vice Presidents and/or serve in a confidential environments such as Human Resources and RVC Police Department.](#)~~

Rock Valley College

Employment Funding

- **Grant Personnel:** Full-time and part-time employees who are paid from state and/or federally subsidized funds. Grant personnel are hired for specific assignments as outlined in the approved grant. The terms and conditions of employment are defined in the grant.
- **Adjunct Instructors:** Adjunct instructors employed on a semester or less basis. Adjunct instructors teach a maximum of 12 CHE's per semester.
- **Continuous Part-Time/Other Part-time Support Staff:** Part-time classified and/or administrative or professional staff that are either scheduled to work on a regular, continuous basis or are employed to work on specific assignments with a definitive ending date. Continuous Part-Time and Other Part-time Support Staff are scheduled to work 25 hours or less per week, unless additional hours are approved by the Vice President of Human Resources/CHRO for a short term period.
- **Temporary Employees:** When the College has an unusually heavy workload or an unfilled vacancy, or when a regular employee is on leave for an extended period, the College may employ a temporary employee for a limited time period, as referenced in Board Policy 3:40.040, Temporary Employees.

Temporary employees usually work 20-25-hour weeks and are assigned in a specified area when extra help may be needed. The request for a temporary employee must be approved by the appropriate Leadership Team Member, the Chief Financial Officer and the Vice President of Human Resources, Chief Human Resources Officer. No temporary employee may begin employment prior to written notification from Human Resources.

Managers should make efforts to fill vacant positions in a timely manner. Temporary employees will be paid at rates established for temporary employment.

- **Student Workers:** The College provides student employment through two sources of funding:
 1. RVC Student Employment Program – students are paid entirely through unsubsidized College funds.
 2. Federal College Work Study Program (FCWSP) – students who demonstrate financial need are paid through this federally funded program. FCWSP employees are paid 75% from federal funds and 25% from College funds.Student workers are hired through the Career Services Office financial aid office.

Rock Valley College

RVC Board Policy 3:20.020

Employment Classifications Categories

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Probationary Positions

Employees who are within the first 90 days of employment, or within 90 days after an internal transfer or promotion, are considered to be in their probationary period. The probationary period may be extended at the discretion of the Vice President of Human Resources/Chief Human Resource Officer.

Grant Positions

Rock Valley College employees who perform services funded by government or other external grant agencies are considered to be employed for a period not to exceed the duration of the grant funding period. Employment ends when the funding ceases, or sooner, should the program be terminated.

FLSA Status

The Fair Labor Standards Act (FLSA) is the federal regulation for employee working hours and pay standards. It determines the exempt or non-exempt status of job and overtime requirements.

An employee's FLSA status describes whether that employee is classified as exempt or non-exempt.

- **Exempt:** An exempt employee is not subject to FLSA overtime requirements. These workers typically receive an annual salary that does not change based on the number of hours worked.
- **Non-exempt:** A non-exempt employee is entitled to compensation – at 1.5 times their regular pay – for the hours they work beyond the standard 40-hour workweek.

Employment Status

- **Full-time:** Employees who work a minimum of 40 hours per week on a regular basis. Full-time employees are eligible for the benefits programs offered by the College.
- **Continuous Part-time:** Employees who work 25 hours per week on a continuous basis. Continuous part-time employees are eligible for the benefits programs offered by the College. These employees are not eligible for SURS insurance.
- **Part-time:** The US Department of Labor defines part-time work as 34 hours or fewer per week.
- **Temporary:** When the College has an unusually heavy workload or an unfilled vacancy, or when a regular employee is on leave for an extended period, the College may employ a temporary employee for a limited time period (no more than 180 days), as referenced in Board Policy 3:40.040, Temporary Employees. Temporary employees will be paid within the pay grade of the employee they are replacing. Temporary employees are not eligible for college-provided benefits.

Rock Valley College

Work Group or Bargaining Units

The following are the recognized position classifications of college personnel:

- **Adjunct:** Adjunct instructors are employed on a semester basis and can teach a maximum of 12 CHEs per fall and spring semesters, depending on the duration of their course. Adjuncts can also teach a maximum of 6 CHEs during the summer semester, depending on the duration of the course.
- **Administration (ADM):** Administrative staff are line officers of the college who manage, conduct, and administer programs, staff, and operations of the board of trustees. Examples include the president, deans, directors, and managers.
- **Educational Support Staff (ESP):** Educational Support Staff are Executive Assistants who support Vice Presidents and/or serve in a confidential environment such as Human Resources, Career and Technical Education, Academic Affairs, and Payroll.
- **Faculty (FAC):** The terms "faculty", "faculty member", or "full-time faculty member" shall mean individuals with nine-month employment contracts who have a standard academic year instructional workload of 30 CH/CHE (refer to Section 6.2 of the Faculty CBA), librarians and any full-time faculty member hired into existing or new faculty positions.

Library Faculty and Dental Hygiene Clinical Instructors

Library faculty will follow the same three-year tenured faculty process as teaching faculty. Library faculty shall be evaluated in the manner prescribed in all applicable sections of the faculty collective bargaining agreement.

- **Fraternal Order of Police (FOP):** The College recognizes the FOP Labor Council as the exclusive bargaining agent for all regularly employed full-time Police Officers, excluding the Sergeants, Part-Time Officers, Chief of Police, all other professional and non-professional employees, and any supervisory, managerial, confidential, and short-term employees as defined in Section 2 of the Illinois Education Labor Relations Act (IELRA).
- **Professional Staff Association (PSA):** According to the PSA Bylaws (Amended June 14, 2005, and Proposed changes September 8, 2020), "All full-time and continuous part-time exempt employees (excluding the employees who report directly to the President) shall be considered members of this Association."
- **Student Worker:** A student worker must not be classified as a high school student during the financial aid award period in which they are to be employed. They must be enrolled in a minimum six (6) credit hours in the fall or spring financial aid period in which they are employed; or in the case of summer, be enrolled for at least six (6) credit hours in summer terms or be enrolled in at least six (6) credit hours in in the fall award period immediately following. A student worker must be authorized to work in the United States, be an International Student who entered the country under an F-1, F-2, J-1, or J-2 VISA status, have obtained work authorization from the Designated School Official and must be receiving pay exclusively through RVC institutional funds. They cannot be in default on any student loans or owing Title IV monies. They must maintain satisfactory Academic Progress, have a complete financial aid file issued, and cannot be employed by RVC. A student worker must complete or be on track to complete the annual student worker training. They can work up to 20 hours per week regardless of the academic session, and this position is not eligible for

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unemployment benefits.

- **Support Staff Association (SSA):** The College recognizes the Association as the exclusive bargaining agent for all full-time and part-time Educational Support Personnel (ESP). This excludes Executive Assistants who support Vice Presidents and/or serve in a confidential environment such as Human Resources, Career and Technical Education, Academic Affairs, and Payroll, and all supervisors, managerial, confidential, short-term, student and part-time academic employees defined by the Illinois Educational Labor Relations Act (IELRA).

Reference: Board Report 6978

Implemented: February 26, 2013

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:20.030

Criminal Background Investigation

Consistent with the *Campus Security Enhancement Act of 2008*, 110 ILCS 12/1 et seq., Rock Valley College will conduct a criminal background investigation prior to onboarding/employing any individual conducting official business on behalf of the College. Applicants are required to complete the Criminal Background Investigation Authorization and Waiver form. Employees who transfer or are promoted may be subject to background investigations as determined by the Vice President of Human Resources/Chief Human Resources Officer or designee.

All criminal background investigations will be conducted by the Rock Valley College Human Resources Department.

Pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-103.1, the Rock Valley College will not refuse to hire or take any other adverse employment action solely on the basis of a conviction record without first providing the individual notice and an interactive assessment of whether there is a substantial relationship between the conviction and the position, or if granting employment would involve an unreasonable risk to College property or to the safety or welfare of the College's students and employees.

Reference: Board Report 7989

Implemented: March 24, 2009

Revised: April 8, 2014, October 25, 2022

Commented [TH64]: We conduct background checks on volunteers who aren't employees of the college. Does this statement cover them?

Commented [JL65R64]: Yes, this statement would cover volunteers as well, since they are conducting business on behalf of the College.

Commented [TH66]: How do you measure substantial? Is relationship enough in this case?

Commented [JL67R66]: "Substantial relationship" is language contained within the IHRA, defined as: "whether the employment position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position." For example, a conviction for embezzlement would be substantially related to a bookkeeper position. We don't recommend defining substantial relationship within the policy, as it should be at the discretion of the College on a case-by-case basis.

Additionally, the College can deny an applicant if their employment would create an unreasonable safety risk, which typically means that the applicant has a particularly severe and/or violent conviction.

Rock Valley College

RVC Board Policy 3:20.040

Recruiting and Relocation Expense Reimbursements

~~The Rock Valley College~~ College may provide reimbursements for costs incurred by ~~interested~~ applicants ~~that in the process of~~ interviewing for ~~open~~ positions. Additionally, the College may reimburse newly hired employees for costs associated with relocating.

The amounts of ~~any~~ reimbursement will be determined by ~~College~~ Administration and ~~contained as set forth~~ in the ~~linked~~ Administrative Procedures. Due to inflationary and market- driven reasons, the amounts may need to be adjusted accordingly.

Reference: Board Reports 6519, 6520

Implemented: June 24, 2008

Revised: April 8, 2014; July 26, 2022; January 24, 2024

Rock Valley College

RVC Board Policy 3:20.050

Workers's Compensation

All paid employees of ~~the~~ Rock Valley College will be covered under the provisions of the *Illinois Workers' Compensation Act*, 820 ILCS 305/1 et seq., for all job-related injuries covered by the Act. An employee's *Family and Medical Leave Act* leave entitlement will be applied to any worker's compensation absence to the extent permitted by law.

~~Workman's~~Workers' Compensation claims will be reviewed and considered by the Vice President of Operations/Chief Operations Officer or designee.

~~Recommendation of a~~Assignment of light duty work, based on medical documentation, shall be provided to the Human Resources Benefits Office and reviewed~~will be at the sole discretion of the College, as determined by the Vice President of Administrative Services or designee~~ in consultation with the employee's supervisor.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: AR 314

Implemented: April 8, 2014~~March 24, 2009~~

Revised: April 8, 2014

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Rock Valley College

RVC Board Policy 3:20.060

Tardiness and Absences

Any Rock Valley College employee who is tardy or absent shall notify their immediate supervisor within fifteen minutes, or earlier, based on departmental protocol, of the employee's normal starting time. In the areas where shift work is required, employees shall provide at least one hour notice to their supervisor.

Any College employee not properly reporting a tardy or absence may not be paid for the tardy or absence.

Any College employee who has been hospitalized or otherwise incapacitated due to illness for any time during an absence of for three or more consecutive scheduled work calendar days must provide a note from a health care provider/physician as a basis for pay for those three days, and must also provide a health care provider/physician's doctor's release prior to returning to work. The release must state that the employee is, in the judgment of the health care provider/doctor/physician, capable of returning to work as of a specified date. The employee will not be allowed to return to work prior to the specified date, and the employee must return to work on the specified date an extension of the absence is required. Extensions must be approved by the appropriate Vice President.

The College reserves the right to terminate employment for a history of tardiness and absence, and/or for being absent three consecutive scheduled work days without proper notification.

This Policy shall be implemented consistent with all applicable state and federal law, as well as any applicable Collective Bargaining Agreements.

Reference: Board Reports 2303, 909, 150

Implemented: February 28, 2012

Revised: April 8, 2014

Commented [TH68]: based on departmental protocol

Commented [TH69R68]: We will leave as is

Rock Valley College

RVC Board Policy 3:20.070

Employee Discipline

The College is committed to providing a fair and equitable working environment in which all individuals are treated with respect and dignity. It is the intent of Rock Valley College to foster optimum performance and otherwise assist all employees in successfully accomplishing their professional responsibilities. The College's Administration will utilize administrative procedures for resolving alleged unfair or inappropriate treatment by a supervisor, an alleged violation of Board Policy, or disciplinary sanctions.

Reasons for disciplinary sanctions include, but are not necessarily limited to, conviction of a serious crime or offense, dishonesty or theft, willful damage to College property, immorality or indecent conduct, falsification of records, unsatisfactory attendance, unsatisfactory work performance, insubordination, failure to comply with prior Board or administrative directives, violation of Board Policy, or any other act committed while a College employee, which is detrimental to the general welfare and ~~/or~~ best interests of the College, as determined by the College.

In connection with any allegation of misconduct, the College may suspend an employee with or without pay pending the outcome of the College's investigation of the allegation. The College will notify any employee who is suspended regarding with-
pay of the general nature of the allegations.

Recognizing that the preferred desired outcome of disciplining any employee is positive change in the employee's performance and/or conduct, the College may utilize the following disciplinary options:

- Step 1 - ~~Oral-Verbal~~
Warning
- Step 2 - Written Warning
- Step 3 - ~~Final Written Warning and/or Written Warning and~~
Suspension With /without Pay
- Step 4 - Dismissal

The College ~~fully~~ reserves the right to bypass any of these steps if, in the College's sole discretion, it determines that the severity ~~or repetitive nature~~ of the employee's ~~performance and/or~~ conduct, record of previous discipline, the length of service since the last documented offense, or other circumstances warrants a more severe level of discipline, up to and including immediate dismissal. ~~-~~

This Policy will be administered consistent with the College's collective bargaining

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RVC Board Policy 3:20.070

agreement obligations where applicable.

Reference: Board Report 6121

Implemented: March 24, 2009

Revised: April 8, 2014

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~~RVC Board Policy 3:20.080~~

~~Problem Resolution Policy for Educational Support Personnel (ESP) and Professional Staff Association (PSA)~~

~~Rock Valley College is committed to providing a fair and equitable working environment in which all individuals are treated with respect and dignity. The College's Administration shall develop administrative procedures for resolving alleged unfair or inappropriate treatment by a supervisor or an alleged violation of Board Policy.~~

~~Reference: Board Report 6548~~

~~Implemented: September 23, 2008~~

~~Revised: April 8, 2014~~

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Commented [LS70]: @RVC - we recommend removal given formation of the support staff union. Additionally, it is our understanding that this may not be necessary.

Commented [TH71R70]: We moved the language to Employee Discipline 3:20.070 and agree with removal of this policy

Commented [JL72R70]: Confirmed, thank you.

Rock Valley College

RVC Board Policy 3:20.090

Employment of Related Parties

The Board of Trustees is committed to ensuring the hiring and retention of the most qualified individuals for all positions and preventing nepotism and conflicts of interest at ~~the Rock Valley~~ College. In order to avoid both the reality and the appearance of nepotism in employment, related parties of College employees or Trustees may only be employed or hired as independent contractors under the following conditions:

No employment decision regarding an employee, applicant, or independent contractor may be made by a College employee or Trustee who is related to the employee, applicant, or independent contractor. This includes, but is not limited to, references, interviewing, hiring, any supervisory activity, evaluation, recommendation, compensation, other employment benefits, ~~or~~ termination or other adverse employment action.

For purposes of this policy, "related party" means members of the same family including a child, spouse, mother, father, brother, sister, stepchild, stepparent, grandchild, or grandparent (including the spouse of any of the foregoing) or people living in the same residence. People living in the same residence are individuals residing at the same US postal address.

If an employee becomes a related party of a subordinate, the individuals involved will be offered an opportunity for alternate employment. If neither person volunteers for alternate employment, the employee with the least seniority will be transferred to a different assignment at an equivalent level of pay, if applicable.

~~The~~ Any affected employee/employees are responsible for promptly notifying the College of a relationship that is covered by this Policy.

~~The written approval of the President will be necessary in making exceptions to this Policy~~ No exception shall be made to this Policy unless approved by the President in writing. Individuals who are employed by the College as of December 2013, will be excluded from this Policy in their current position. This Policy applies to the employment of full-time, part-time, temporary employees, and independent contractors.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

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

Implemented: April 8, 2014

Revised:

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Commented [TH73]: We noticed that this policy references supervision relationships but not being related and working in the same department together. Do you recommend that we add information to include this? We have had instances where family members have applied to work in the same department as their relative. There is nothing in writing that prohibits this (although we are fully aware that it is highly problematic)

Commented [JL74R73]: While having relatives in the same department can be problematic, in one way or another, this policy is focused on bias, or the appearance of bias, when a supervisor is related to a subordinate. A broad prohibition on any relatives working at the College can implicate certain protected characteristics, such as marital status. If there are issues between relatives, it should be addressed through the discipline process.

Rock Valley College

RVC Board Policy 3:20.100

Physical Examinations and Fitness for Duty

Physical Examination

Designated positions at Rock Valley College may require an individual to meet certain physical requirements, such as weight restrictions and ~~ertain~~ lifting requirements. For those positions, a physical examination will be required and the employee will be notified. The examination will take place at the College's expense.

Fitness for Duty

In instances where the employee exhibits manifestations of diminished capacity in their areas of responsibility and/or where the employee exhibits behaviors that pose a direct threat to the employee's own safety or the safety of others, the Board of Trustees reserves the right to request a Fitness for Duty examination by a Physician chosen by the College at the College's expense as a condition for continued employment at the College. The employee may designate a Board-Certified Physician to conduct the examination.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6330

Implemented: April 4, 2016

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:20.110

Independent Contractors

Rock Valley College may retain the services of independent contractors as necessary. Employees of the College cannot also serve as independent contractors of the College.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Policy 191
Implemented: October 19, 1981
Revised: April 8, 2014

Commented [TH75]: Is this policy more appropriate in Article 2 Operations? We believe this process is more of a primary function of Business Services

Commented [JL76R75]: We would recommend keeping it Article 3, since it mainly pertains to employees.

Rock Valley College

RVC Board Policy 3:20.120

Changes in Job Titles and Organizational Restructuring

The Administration will periodically review job descriptions, job analysis and the College's organizational structure. ~~Recommendations on organizational restructuring changes will be made to the Board of Trustees as needed. The Administration shall share information concerning any substantive administrative reorganization with the Board of Trustees.~~

Reference: Board Report 6143

Implemented: February 24, 2004

Revised: April 8, 2014

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Rock Valley College

RVC Board Policy 3:20.130

Separation of Employment

Rock Valley College reserves the right to terminate the employment of any College employee for any reason consistent with applicable state and federal law, and consistent with any applicable Collective Bargaining Agreement.

The Administration will maintain procedures on the employment termination process.

Reference: Board Reports 2386, 1224

Implemented: February 18, 1974

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:20.140

Attendance of Faculty Members and Administrators at Commencement Exercises

Commencement exercises always fall on a day within the academic calendar approved by the Board. Attendance at these exercises are a part of the duties of certain administrators and all full-time faculty members.

Any ~~faculty member or designated~~ administrator ~~or faculty member~~ who is unable to attend commencement exercises because of illness, professional duties, or urgent personal business should request the appropriate leave.

Reference: Board Policy 96

Implemented: November 23, 1970

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:20.150

Employee Recognition

[The Rock Valley](#) College values employees who provide outstanding service or contributions to the College, or who enhance the College's mission and educational reputation in the College community. The Administration will establish criteria and procedures for Employee Recognition.

Reference: Board Report 4820

Implemented: July 20, 1992

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:30.010

Health and Life Insurance

The opportunity for coverage under a health insurance plan and group term life insurance policy will be made available to eligible employees. The extent of coverage and ratio of cost sharing for ~~non-collective bargained employees~~ ~~each employee~~ ~~group~~ will be determined by ~~college administration~~ ~~the Board of Trustees~~. The Board of Trustees reserves the right to modify or change insurance provisions and coverage, consistent with any collective bargaining obligations and applicable limitations in collective bargaining agreements covering ~~the Rock Valley~~ College's eligible employees.

The College's health insurance plan will be administered consistent with all provisions of the *Health Insurance Portability and Accountability Act of 1996* (HIPAA), and all other applicable federal and state laws.

This Policy will also be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 5336

Implemented: May 20, 1996

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:30.020

Health Insurance Portability and Accountability Act (HIPAA)

Rock Valley College will comply with all [applicable](#) requirements of the *Health Insurance Portability and Accountability Act of 1996* ("HIPAA"), including requirements for ensuring the security and privacy of individuals' medical information. The College is subject to the HIPAA Privacy Rule requirements as both a health plan, based on the College's flexible benefits spending plan, and as a plan sponsor based on the College's other health plans.

The College designates the Human Resources Department as the sole healthcare component of a hybrid entity in accordance with HIPAA. The College's Human Resources Department shall comply with all HIPAA obligations applicable to a health plan. The remainder of the College is designated as a non-healthcare component of the hybrid entity and not subject to the requirements of a health plan as defined under HIPAA. The College as a whole shall comply with all of its obligations under HIPAA which are applicable to a plan sponsor as defined under HIPAA.

The Administration is authorized to adopt procedures necessary to comply with the obligations of the hybrid entity status of the Human Resources Department, as well as the College's general obligations as a health plan sponsor.

Reference: Board Report 6148

Implemented: March 23, 2004

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:30.030

Insurance Coverage for Full-Time Faculty Members Who Retire or Resign

Full-time faculty members ~~teaching specialists (and other professional 9/10 month employees in similar situations)~~ who participate in ~~the Rock Valley~~ College's medical and dental group insurance plans at the time of retirement or resignation, and who leave the College no earlier than the last day of a spring semester but no later than August 31 of the same year shall:

- be allowed to continue in the College's Dental Plan until August 31 of the last year of employment, and
- be required to make payments for the Dental Plan in the same amount as full-time faculty members.

For retirees, the retiree shall:

- be allowed to continue in the Medical Plan until August 31 of the year of retirement, and
- be required to make payments in the same amount as full-time faculty members or as other retirees, whichever is less costly to the retiree, through August 31 of the year of retirement.

For those who resign, the resignee shall:

- be allowed to continue in the Medical Plan as determined by COBRA, and have COBRA payments made by ~~the resignee the Board of Trustees~~ through August 31 of the year of resignation.

Full-time faculty members whose employment is terminated by the College shall not be allowed to continue in the College's Medical Plan or Dental Plan after the last day of the month of termination unless specifically required by COBRA, applicable ~~of~~ other State or Federal laws, or any executed in the termination agreement.

Group life insurance terminates on the last day of the month of employment.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 5336

Implemented: May 20, 1996

Revised: April 8, 2014

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Commented [TH77]: Is it permissible to have paid dental benefits only apply to retirees and not to resignees?

Commented [JL78R77]: Yes, however, keep in mind that the College must offer COBRA continuation for dental plans.

Rock Valley College

RVC Board Policy 3:30.040

Vacation

The Board of Trustees Rock Valley College recognizes that employees need opportunities for rest, relaxation and personal pursuits. Eligible employees earn and may use vacation leave as set forth below and as provided in the ~~vacation~~ procedures implementing this Policy.

Employee Status	Days of Vacation per Year	Maximum Number of Hours of Unused Time Accrued Hours Permitted to Annually Carry Over
Full-time Exempt, Non-Grant Funded	20 days of vacation per year. (Based on per pay period accrual.)	160 unused vacation hours, as of December 31
Full-time Non-Exempt, Non-Grant Funded	Year 1 through 5 = 10 days. Year 6 through 10 = 15 days. Year 11 or more = 20 days. (Based on per pay period accrual.)	160 unused vacation hours, as of December 31
Full-time Exempt, Grant Funded	20 days of vacation per year. (Frontloaded with pro-rata time earned per pay period, 50% distribution on January 1 and the first business day of the grant period and 50% distribution on July 1 6 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.)	None, as of the end of the contract period
Full-time Non-Exempt, Grant Funded	Year 1 through 5 = 10 days. Year 6 through 10 = 15 days. Year 11 or more = 20 days. (Frontloaded with pro-rata time earned per pay period, 50% distribution on January 1 the first business day of the grant period and 50% distribution on July 1 6 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.)	None, as of the end of the contract period

1. ~~Vacation hours may be used for any reason of the employee's choosing.~~
2. ~~Vacation hours must be taken in increments of no less than 2 hours per day.~~
3. ~~Vacation hours shall be accrued on an ongoing pro-rata basis for non-grant funded employees.~~
4. ~~Vacation hours shall be initially frontloaded and earned on an ongoing pro-rata basis for grant-funded employees.~~
5. ~~Written requests for vacation leave must be submitted to the immediate supervisor who will approve and forward to be forwarded to~~

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Commented [HJ79]: @RVC - we recommend ensuring your employee handbook and all other iterations/policy statements on vacation leave are consistent with these revisions and the Paid Leave for All Workers Act.

Please also note that pursuant to the Act, you must notify your employees of any changes made to paid leave policies. We recommend notifying College employees of this policy's update after it has been adopted by the Board of Trustees.

Commented [TH80R79]: Thank you. We will make sure we are in compliance with these suggestions

Commented [HJ81]: @RVC - are the hours available as they accrue, are they frontloaded, or does this depend on the type of position? We recommend making it clear in the policy when certain employees are able to access vacation hours. Note that the PLFAWA requires that employees be able to begin using earned paid leave time no later than 90 calendar days after commencement of employment.

Commented [TH82R81]: They are frontloaded. Please see our additional language

Commented [HJ83]: @RVC - the PLFAWA requires that employees be allowed to make such requests either orally or in writing.

Commented [TH84R83]: Understood, thank you.

Rock Valley College

RVC Board Policy 3:30.040

- Payroll. If an employee makes the initial request for vacation leave orally, the employee must provide written notice of the request to their immediate supervisor as soon as possible.
- ~~2.6.~~ If an employee's need for leave under this Policy is foreseeable, the employee must make the request for leave at least 7 calendar days in advance. If an employee's need for leave under this Policy is unforeseeable, the employee must provide notice as soon as practically possible after the employee is aware of the need for leave.
 7. The College may deny an employee's request for leave under this Policy in order to ensure that the College's operational needs are met during the requested time period.
 - ~~3.8.~~ Generally, the earliest request for time off takes priority. If two or more requests are made at the same time on the same day, priority shall be given to the employee with the most seniority.
 4. Vacation shall be granted to the employee's preference as long as necessary staff is maintained to meet operation requirements. During vacation periods, work assignments shall be shared.
 - ~~9.~~ Requests cannot be submitted more than one year from the date of request.
 10. Grant-funded employees who transition within the college to a non-grant-funded position who have earned, but unused vacation time will be paid out the remaining earned time during the next payroll period.
 - ~~5.~~ Non-grant-funded employees who transition within the college to a grant-funded position and who have accrued vacation time will be paid out all accrued but unused time during the next payroll period.
 11. Upon separation of employment, non-grant-funded employees will be paid all accrued but unused vacation.
 - ~~6.12.~~ Upon separation of employment, grant-funded employees will be paid all earned but unused vacation. Frontloaded vacation taken, but not yet earned, will be deducted from the final paycheck.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6269; 7295

Implemented: March 24, 2009

Revised: April 8, 2014; April 26, 2016 (Effective May 1, 2016)

Rock Valley College

RVC Board Policy 3:30.050

Tax-Sheltered/Deferred Compensation Plans

All eligible, ~~non-student employees, excluding student workers,~~ may participate in tax-sheltered annuity and/or deferred compensation programs through payroll deduction in accordance with Section 403(b) (tax sheltered annuities), 26 U.S.C. § 403(b), and Section 457 (deferred compensation), 26 U.S.C. § 457, of the *Internal Revenue Code*. ~~The Board of Trustees assumes no liability for the investment decisions of any 403(b) or 457(b) vendors.~~

All ~~companies vendors~~ must provide certification to the College that they follow Internal Revenue Service (IRS) guidelines for administering 403(b) and 457 programs. The Board of Trustees assumes no liability for the investment decisions of any 403(b) or 457(b) vendors.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6182

Implemented: July 27, 2004

Revised: April 8, 2014

Commented [TH85]: What does this mean? Does this mean a "non student" at Rock Valley College or another institution? Or is the intention to exempt student workers? If so, we would like to reword this to "all eligible employees excluding student workers"

Commented [JL86R85]: This excludes Rock Valley College student employees/interns from participating in deferred compensation plans. We made the requested change.

Rock Valley College

RVC Board Policy 3:30.060

Tuition Assistance

The Rock Valley College ~~will~~ may reimburse eligible employees ~~towards~~ for the cost of tuition for the successful completion of prior approved course work or equivalent study, ~~not to exceed the amount approved by the Board of Trustees for the fiscal year.~~ Such reimbursement is subject to the approval of the Vice President of Human Resources ~~and~~ Chief Human Resources Officer.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 5670; 6249; 6682

Implemented: January 24, 2000; April 26, 2005; January 26, 2010

Revised: April 8, 2014

Commented [TH87]: We had an in depth conversation about this and more employees are using this benefit. If we remove board approval of the budget amount, could we transfer funds from other budgets to cover additional costs?

Commented [JL88R87]: We would recommend discussing these changes with Ellen Olson before making substantive changes to how this is funded.

Rock Valley College

RVC Board Policy 3:30.070

College-Sponsored Trainings, Seminars and Workshops

~~The Rock Valley College will may sponsor mandatory training, seminars and workshops. Identified employees are expected to attend, and must notify their immediate supervisor regarding this obligation, subject to obtaining prior approval from their immediate supervisor.~~

~~Subject to obtaining prior approval from their immediate supervisor, E~~employees may enroll in optional College-sponsored trainings, seminars and workshops, ~~subject to obtaining prior approval from their immediate supervisor.~~ When space is available in a seminar or workshop, the College division or department will not be charged for the employee's registration fee. A special fee for handouts and/or meals may be charged.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: [AR 314](#)

Implemented: ~~March 24, 2009~~ [April 8, 2014](#)

Revised: [April 8, 2014](#)

Rock Valley College

RVC Board Policy 3:30.080

Jury Duty/Compulsory Witness

Full-time and continuous part-time employees shall be granted time off without loss of pay for jury duty or to serve as a witness if subpoenaed. The employee shall notify their immediate supervisor as soon as possible after being subpoenaed or notified of jury duty.

The employee may retain any compensation or fees received for service as a juror or witness, and any reimbursement for travel expenses.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 2301

Implemented: March 24, 2009

Revised: April 8, 2014

Commented [HJ89]: @RVC - flagging that this policy allows an employee who has been subpoenaed to testify in a case against the College to receive pay for their time doing so. If this is in line with the intent of the policy, no changes are needed. If you do not want to compensate an employee for testifying against the College, we recommend including the following language: "except in cases where the employee is subpoenaed to serve as a witness in a case brought against the College."

Commented [TH90R89]: Does this put us at liability to make the employee share why they are testifying? We are a bit uncomfortable with getting someone to divulge this information and then tracking their time testifying in this manner. We would like a more detailed explanation of the implications of this before deciding upon this.

Commented [JL91R89]: In practice, the employee should be asked to provide documentation showing a jury summons or subpoena, as applicable. The subpoena will state the parties involved in the lawsuit as well as the date the individual is required to testify.

Rock Valley College

RVC Board Policy 3:30.090

Family and Medical Leave

1. FAMILY AND MEDICAL LEAVE DEFINED:

In accordance with and subject to the *Family and Medical Leave Act of 1993* (the "FMLA"), [29 U.S.C. § 2601 et seq.](#), and the *Public Community College Act* ("PCCA"), [110 ILCS 805/3-29.1a](#), unpaid leaves of absence are available to eligible Rock Valley College employees for certain enumerated reasons. The College will grant an eligible employee up to a total of 12 work weeks during any rolling 12-month period to take unpaid, job-protected family and medical leave when the employee is unable to work because of the following reasons, as set forth and defined by the FMLA:

- a. The birth and first-year care of a child;
- b. The placement of a child with an employee in connection with the adoption or foster care of a child by an employee;
- c. To care for a child, parent or spouse who has a serious health condition, ~~as these terms are defined by the FMLA;~~
- d. The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her position;
- e. The existence of a qualifying exigency caused by the military deployment of an employee's spouse, child, or parent to a foreign country, arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty service). "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care and additional activities as provided in the FMLA regulation; or
- f. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. ~~A "covered servicemember" means (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. Covered veteran means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.~~

Commented [HJ92]: @RVC - please confirm you use a rolling 12-month rather than a fixed 12-month calendar.

Commented [AT93R92]: RVC does use a rolling 12-month.

Commented [HJ94]: @RVC - we recommend removing these definitions from the policy because they are lengthy and unnecessary to include in a policy document. These can be included in procedures, but it is not necessary because the policy already states that the College will comply with the FMLA.

Commented [TH95R94]: Thank you. We accept this recommendation

Rock Valley College

An employee seeking unpaid family and medical leave must be eligible for such leave under the FMLA, the PCCA, or both. To be eligible for family and medical leave under this policy-FMLA, an employee must:

- have been employed by Rock Valley College for at least a total of 12 months prior to the event giving rise to the need for leave;
- have been employed for at least +250-1,000 hours of service over the 12-month period immediately preceding the commencement of the leave; and
- be employed at a worksite where Rock Valley College employs at least 50 employees within a 75-mile radius of that worksite.

~~To be eligible for family and medical leave under the PCCA, an employee must:~~

- ~~have been employed by the College for at least 12 months; and~~
- ~~have worked at least 1000 hours in the previous 12 month period.~~

~~The College will grant family and medical leave under the PCCA under the same terms and conditions as FMLA leave, as described further in this Policy.~~

~~Spouses employed by the College are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a dependent child or parent (but not a parent-in-law) who has a serious health condition as defined in the regulations implementing the FMLA. Spouses employed by the College are entitled to a combined total of 26 weeks if a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty exists.~~

Family and medical leave is unpaid, and may be taken intermittently or continuously, depending on the specific circumstances. However, employees will be required to on family leave must use accrued applicable vacation, personal, sick, or family leave, simultaneously with unpaid leave under this policy, for the birth or placement of a child for adoption or foster care. Employees must also use vacation, personal and/or sick leave to care for an immediate family member (spouse, child or parent, but not parent-in-law) or the employee's own serious health condition prior to being placed in unpaid status. If and when all available paid time off is exhausted, the remainder of the family or medical leave shall be unpaid. Employees are required to use available paid time off first, before unpaid leave is granted.

2— JOB PROTECTION/REINSTATEMENT:

~~Upon return from an approved family or medical leave that is equal to or less than the aggregate maximum of 12 weeks required by law, an employee will be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. An employee is not entitled to job protection within the aggregate leave exceeds 12 weeks in any rolling 12 month period.~~

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Commented [LS96]: @RVC - the PCCA provides that employees will receive family and medical leave under the same terms and conditions as eligible employees under the FMLA. In other words, once an employee reaches eligibility under the PCCA, they are eligible for FMLA as well. We recommend combining these requirements into one set of criteria for eligibility and treating employees who reach 1,000 hours as FMLA eligible as well.

Commented [HJ97]: @RVC - we generally recommend that employers run accrued paid time off simultaneously with any unpaid leave under the FMLA, rather than running FMLA leave subsequent to paid time off. This is permissible under the FMLA and allows employers to avoid situations where employees can take double the time off from work. Please confirm that this would be consistent with your current practice.

Commented [AT98R97]: This is consistent with our current practice.

Commented [HJ99]: @RVC - see comment directly above.

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However, Rock Valley College may refuse to reinstate:

- a. ~~certain highly paid "key" employees after using family or medical leave. "Key employee is an eligible salaried employee who is among the highest paid ten percent of employees. Such employees would be notified of their status as a "key" employee in response to the employee's notice of intent to take family or medical leave. The employee would be offered a reasonable opportunity to work. A final determination as to whether reinstatement will be denied will be made at the end of the leave period if the employee requests restoration.~~
- b. ~~employees who would have been laid off or otherwise had their employment terminated had they continued to work during the period the family or medical leave was used.~~

3.2 REQUESTING FAMILY OR MEDICAL LEAVE:

An employee requesting family or medical leave is required to:

- a. provide 30-day advance notice before the leave is to begin to his/her supervisor and the Vice President of Human Resources when the need for family or medical leave is foreseeable. ~~If 30 days' notice is not practicable, or where the need for leave is not foreseeable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. Where the need for leave is not foreseeable, the employee must give notice as soon as possible (within 1 to 2 business days of learning of the need for leave, except in extraordinary circumstances).~~ Employees must provide at least verbal notice sufficient to make the College aware of their need for family or medical leave, and the anticipated timing and duration of the leave. Failure to provide such notice may be grounds for delay in granting or for denying the leave;
- b. within fifteen calendar days after the College's request for family or medical certification is made, provide a medical certification from the employee or family member's health care provider supporting the need for a leave due to the employee's own serious health condition or that of an immediate family member. ~~When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered servicemember and any other additional information in accordance with the FMLA's regulations. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty status in support of a contingency operation, the dates of the covered military member's active duty service and any other additional information in accordance with the FMLA's regulations.~~ Failure to provide a satisfactory certification may result in a denial or postponement of the leave;

Rock Valley College

provide periodic, ~~(normally every thirty (30) days) written~~ updates to the Vice President of Human Resources, Chief Human Resources Officer, or designee during the leave on the employee's status and intent to return to work, if requested by the College in accordance with the FMLA. The Human Resources Department ~~will~~ may require clarification or authentication of medical certification that is incomplete or insufficient as needed in accordance with the FMLA.

~~4. INTERMITTENT FAMILY AND MEDICAL LEAVE~~

~~An eligible employee may take family or medical leave on an intermittent basis in accordance with the FMLA's regulations. An employee needing intermittent leave must consult with the College regarding the scheduling of such leave so as to minimize the disruption to the College's operations.~~

~~5. VACATION ACCRUAL AND GROUP HEALTH COVERAGE WHILE ON LEAVE:~~

~~An employee on family or medical leave is not eligible to accrue vacation time. An employee on family or medical leave will continue in the group health insurance, life insurance and long term disability programs under the same terms and conditions that the employee was covered prior to the leave. The employee is responsible for paying the employee's portion of the premiums associated with these programs while on family or medical leave. The obligation of Rock Valley College to continue an employee's medical coverage shall cease if the employee's premium payment is more than thirty (30) days late or informs Rock Valley College of an intent not to return to work at the end of a leave period. In the event either of the foregoing occur, or if the employee fails to return to work when the leave entitlement is used up, the employee shall be responsible for reimbursing the College for the employer-paid portion of the employee's benefits—premiums. When an employee exhausts his or her family or medical leave and is unable to return to work, the employee will be entitled to continuing medical insurance coverage under COBRA.~~

~~6. MEDICAL CERTIFICATION TO RETURN TO WORK~~

~~Upon return from a leave resulting from the employee's own serious health condition, the employee must provide the College's Human Resources Department with certification from a health care provider indicating that the employee is fit to return to work and able to perform the essential duties of his or her job. The College may deny the employee's return to work until the medical certification is submitted.~~

~~7. ADMINISTRATION OF POLICY~~

~~Rock Valley College intends to administer this policy in accordance with the requirements of the FMLA and any other applicable law pertaining to family and medical leaves. Therefore, this policy will be interpreted and applied in a manner that accords with all applicable legal regulations and requirements. Any leave of absence that is granted to an eligible employee under this policy or any other College policy, including but not limited to the Worker's Compensation policy, for a purpose specified above shall run concurrently and be credited against the 12 week benefit contained~~

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in this policy to the extent permitted by applicable law.

~~8. EXIGENCY AND SERVICEMEMBER FAMILY LEAVE~~

~~In accordance with the National Defense Authorization Act, an eligible employee who is the family member of a covered servicemember is permitted to take up to 26 work weeks of leave in a single 12-month period to care for a covered servicemember with a serious illness or injury incurred in the line of duty on active duty. These 26 work weeks include the 12 work weeks of job protection provided by Rock Valley College's Family and Medical Leave policy that will be available to eligible employees with a covered military member serving in the National Guard or Reserves to use for any "qualifying exigency" arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. Accordingly, all eligible employees shall be entitled to Exigency and Servicemember Family Leave, on a gender-neutral basis, provided leave is taken in accordance with the following provisions.~~

~~Applicable Definitions and Limitations:~~

~~A. Definitions~~

- ~~1. "Covered Servicemember," as used herein, shall mean a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury incurred in the line of duty.~~
- ~~2. "Qualified Exigency," as used herein, shall be defined to include one or more of the following exigencies as provided in the U.S. Department of Labor ("DOL") Regulations implementing the Military Family Leave provisions of the Family and Medical Leave Act:~~
 - ~~a. Short notice deployment (for up to seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty in support of a contingency operation);~~
 - ~~b. To attend military events and related activities;~~
 - ~~c. For childcare and school activities as enumerated by the DOL Regulations (29 C.F.R. Section 825.106(a)(3));~~
 - ~~d. To make or update financial or legal arrangements to address the covered military member's absence while on active duty or call to active duty status or to act as the Covered Servicemember's representative before a federal, state or local agency to obtain, arrange, or appeal military benefits while the Covered Servicemember is on active duty or call to active duty status;~~

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- e. ~~To attend counseling provided by someone other than a health care provider for oneself, for the Covered Servicemember, or the Covered Servicemember's child or stepchild, provided that the need for counseling arises from the active duty or call to active duty status of the Covered Servicemember;~~
- f. ~~To spend time with a Covered Servicemember who is on short-term, temporary rest and recuperation leave during the period of deployment (for up to five days for each instance of rest and recuperation);~~
- g. ~~To attend post-deployment activities and address issues arising from the death of a Covered Servicemember while on active duty status; and~~
- h. ~~To address other events which arise out of the Covered Servicemember's active duty or call to active duty status provided that the College and the employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.~~

B. ~~Exigency Leave.~~ ~~Eligible employees shall be entitled to a total of twelve (12) work weeks of unpaid leave during the twelve (12) month period because of any "Qualifying Exigency" arising out of the active duty or call to active duty in the Armed Forces in support of a contingency operation of the employee's spouse, son, daughter or parent, subject to the following:~~

1. ~~the employee must state a qualifying reason for the needed leave to allow the College to determine whether the purpose for the leave is one allowed under the Act;~~
2. ~~leave may be taken on an intermittent basis (in separate blocks of time) or reduced schedule (reducing the usual number of hours per week or per day) because of a "Qualifying Exigency," subject to the requirements and limitations set forth in the FMLA Regulations; and~~
3. ~~the College may require requests seeking leave due to a "Qualifying Exigency" be supported by a signed Certification of Qualifying Exigency for Military Leave in the form provided by Rock Valley College.~~

C. ~~Servicemember Family Leave.~~ ~~Eligible employees (the spouse, son, daughter, parent, or next of kin of a Covered Servicemember) shall be entitled to a total of twenty-six (26) work weeks of unpaid leave during a single twelve (12) month period to care for a Covered Servicemember (beginning the first day the eligible employee takes leave to care for a Covered Servicemember) provided that the Covered Servicemember's injury or illness renders him or her medically unfit to perform duties of the member's office, grade, rank or rating, subject to the following:~~

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- ~~1. the employee must state a qualifying reason for the leave to allow the College to determine whether the purpose for the leave is one allowed under the Act;~~
- ~~2. a husband and wife who are both employed by the College and both eligible for leave, are only permitted to take a combined total of twenty-six (26) weeks of leave during a single twelve (12) month period;~~
- ~~3. leave to care for a Covered Servicemember and leave for any other FMLA-qualifying event may not exceed twenty-six (26) weeks in a single twelve (12) month period;~~
- ~~4. leave may be taken on an intermittent basis (in separate blocks of time due to a single illness or injury) or reduced schedule (reducing the usual number of hours per week or per day) if medically necessary; and~~
- ~~5. The College may require that requests seeking leave for Servicemember Family Leave be supported by medical certification from the Covered Servicemember's health care provider sufficient to establish that the Covered Servicemember is in need of care. Such medical certification must be submitted within 15 calendar days after the Superintendent or his or her designee requests the certification.~~

~~In cases where the College has reason to doubt the validity of a medical certification it may seek authentication or clarification in accordance with DOL Regulations (29 C.F.R. Section 825.307(a)).~~

~~The College reserves the right to request certification at a later date in cases where it does not initially request medical certification to support the leave request but it later has reason to question the appropriateness or duration of the leave. The College may deny a leave request, for foreseeable leaves, or deny continuation of leave, for unforeseeable leaves, until the employee provides the required certification.~~

- ~~**D. Substitution of Paid Leave.** Other available paid vacation, personal or family leave must be substituted for Exigency and Servicemember leave prior to being placed in unpaid status. Where leave is necessitated by the care for a seriously ill or injured Servicemember, sick leave must be used prior to an employee being placed in unpaid status. Any substitution required by this policy will count towards the employee's Exigency or Servicemember Family Leave entitlement. The College will pay sick leave only under circumstances permitted by the applicable sick leave policy. Use of Exigency or Servicemember Family Leave shall not necessarily preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, or 26 weeks where applicable, provided that the use of Exigency or Servicemember Family Leave shall not serve to extend such other unpaid leave.~~

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~~**E. — Notice.** When practicable, employees must provide at least 30 days' notice to the College of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given as soon as practicable. Employees shall provide at least verbal notice sufficient to make the College aware that he or she needs Exigency or Servicemember Family Leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in the delay in granting the requested leave until at least 30 days after the date the employee provides notice.~~

~~**F. — Continuation of Health Benefits.** During Exigency or Servicemember Family Leave, employees are entitled to continuation of health benefits that would have been provided if they were working. If the College contributes a portion of an employee's health plan premiums during a period of unpaid Exigency or Servicemember Family Leave, it may recover the amount of such payments if the employee fails to return to work after such leave has been exhausted or expires, as provided under the FMLA.~~

~~**G. — Return to Work.** An employee returning from Exigency or Servicemember Family Leave will be given an equivalent position to his or her position before the leave, subject to the College's reinstatement policies and practices set forth in its Family and Medical Leave policy and FMLA regulations.~~

Any leave taken pursuant to this policy will be administered by the Human Resources Department in accordance with the FMLA, the PCCA, and their implementing regulations. In addition, this Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Implementing Procedures: Rock Valley College may develop procedural guidelines to implement this policy consistent with the Family and Medical Leave Act.

@Reference: Board Report 6575; 7886

Implemented: January 16, 2009

Revised: April 8, 2014; December 21, 2021

Commented [HJ100]: @RVC - we suggest removing all of the language stricken above from the policy and including instead in the referenced procedures document.

Commented [TH101R100]: Thank you. We accept this recommendation

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RVC Board Policy 3:30.100

Military Leave

Rock Valley College employees who are members of any reserve component of the United States Armed Services, ~~the National Guard, or the Illinois State Guard,~~ should advise the College of their military status and training schedule/obligations in advance of pending military service.

Military leave will be administered pursuant to applicable State and Federal law, including the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("IERRA"), and the Illinois Public Community College Act ("IPCCA"). The College will process and administer compensation and benefits during military leave in accordance with applicable law and administrative guidelines. To the extent the language in this Policy conflicts with USERRA, IERRA, and/or the IPCCA, the College will apply the requirements of USERRA, IERRA, and/or the IPCCA.

The College will establish procedures implementing this Policy.

~~Consistent with the IPCCA, any employee who is mobilized to active military duty will receive the same regular compensation that the employee receives or was receiving as an employee of the College at the time of the mobilization to active military duty, plus any health insurance and other benefits he or she was receiving or accruing at that time, minus the amount of base pay for military service, for the duration of the active military service. Consistent with IERRA, an employee may elect to use accrued vacation, annual, or similar leave with pay in lieu of differential compensation during any period of military leave.~~

~~During periods of military leave for inactive duty (such as weekend drills and regularly scheduled unit training assemblies), an employee will receive the same regular compensation that the employee receives minus the daily rate of compensation for military service in accordance with the applicable drill pay chart.~~

~~During periods of military leave for annual training, employees will continue to receive full compensation for up to 30 days per calendar year, which may be performed non-synchronously.~~

~~The employee's military duty shall not result in the loss or diminishment of any employment benefit, service credit, or status accrued at the time the duty commenced. A non-probationary employee who is absent on military leave shall, for the period of military leave, be credited with the average of the efficiency or performance ratings or evaluations received for the three~~

~~(3) years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that he or she received for the rated period immediately prior to his or her absence on military leave. In computing seniority and service requirements for promotion eligibility or any other benefit of employment,~~

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~~the period of military duty shall be counted as civilian service. Employees who are members of any reserve component as defined above, upon the completion of active military service, shall be entitled to continued employment rights and reemployment rights consistent with USERRA. Employees returning from active duty should notify the College of the conclusion of their active duty as soon as possible as consistent with USERRA. Failure to notify the College as required under USERRA may result in a waiver of rights.~~

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6331, 7619

Implemented: March 24, 2009

Revised: June 25, 2019

Commented [HJ102]: @RVC - we recommend relocating these provisions to procedures instead of keeping them in the Policy. These provisions restate the current law on military leave, and the paragraphs above already affirm that the College will adhere to the law. This material is better suited to procedures that can easily be changed by the College if the law were to be amended in any way.

Commented [TH103R102]: Thank you. We accept these recommendations

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RVC Board Policy 3:30.110

Victims' Economic Security and Safety Act (VESSA)

Rock Valley College will grant ~~full time and part time~~ employees up to a total of 12 workweeks of ~~unpaid~~ leave ~~in any 12-month period~~ to address ~~issues arising from~~ domestic ~~or sexual~~ violence ~~in accordance with the Victims' Economic Security and Safety Act ("VESSA" or "the Act"), 820 ILCS 180/1, et seq.~~

~~Rock Valley College will grant employees unpaid leave in accordance with the Victims' Economic Security and Safety Act ("VESSA" or "the Act"), 820 ILCS 180/1, et seq. The Act provides an~~Any employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence as defined by VESSA, or who has a family or household member who is a victim of such crimes of violence, ~~the right to may~~ take up to a total of 12 workweeks of unpaid leave ~~from work~~ during any 12- month period to address the violence by:

- A. seeking medical attention for, or recovering from, physical or psychological injuries caused by any crime of violence to the employee or the employee's family or household member;
- B. obtaining services from a victim services organization for the employee or the employee's family or household member;
- C. obtaining psychological or other counseling for the employee or the employee's family or household member;
- D. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future crimes of violence or ensure economic security; or
- E. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from any crime of violence.

An employee needing leave under this Policy shall provide their immediate supervisor with at least 48 hours' advance notice of their intention to take leave, unless it is not practicable to do so. The College may require the employee to provide certification that leave is being taken for a reason permissible under VESSA and this Policy, including by requiring a sworn statement of the employee, documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance, a police or court

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record, or other corroborating evidence. This information should be submitted to the Vice President of Human Resources/Chief Human Resources Officer, or their designee, for consideration.

The College shall maintain confidentiality of all information pertaining to the use of leave under this Policy.

Such leave Leave under this Policy shall not be available to an employee to address violence against the employee's family or household member if the employee's interests as they relate to the violence are adverse to the interests of the family or household member.

~~The Act governs the requirements, scheduling, continuity of benefits, and all other terms of the leave. This Act prohibits the College from discharging, discriminating, or retaliating against any employee who exercises his or her rights to take such unpaid leave.~~ If the basis for an employee's leave under this Policy ~~is~~ also qualifies for FMLA leave, both leaves will run concurrently. This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Reports 6169, 7887

Implemented: March 24, 2009

Revised: December 21, 2021

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RVC Board Policy 3:30.120

Special Leave of Absence for Full-Time Employees

A full-time employee with at least who has been continuously employed with the College for at least 6 months of employment may apply for a special unpaid leave of absence. This policy is only open to employees that have exhausted all paid time off and vacation. A special leave of absence without pay and without loss of seniority, status, appointment, or accrued benefits, may be granted if recommended by the employee's supervisor and approved by the Vice President of Human Resources / Chief Human Resources Officer. The employee will be required to disclose the rationale and proposed length of time for this special leave request. Any leave of absence requested under this Policy for of more than one calendar month in duration must be approved by the President. Where applicable, the College will run an employee's leave entitlement under the Family and Medical Leave Act ("FMLA") concurrently with any leave granted under this Policy.

If the request for leave of absence without pay is for more than three (3) calendar months, a recommendation shall be submitted to the Board of Trustees for its approval.

During the first month, the employee will continue to accrue vacation, sick, and personal time, and will continue to pay the employee portion of their Medical and Dental Insurance plus any voluntary coverages they have elected. After an employee has been on a leave of absence under this Policy of for more than one calendar month, the employee (a) shall not longer accrue sick leave and/or vacation time; (b) shall be required to pay both the employee's and the College's share of all health and major medical insurance premiums; (c) shall pay all life insurance premiums; and (d) shall not longer accrue any other designated benefits. Insurance coverage shall be dropped-discontinued if the employee elects not to pay the full premium as set forth above.

Where applicable, the College will run an employee's leave entitlement under the Family and Medical Leave Act ("FMLA") concurrently with any leave granted under this Policy, and will give priority to leave guidelines as stated in FMLA.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 2300-A
Implemented: September 4, 1973
Revised: April 8, 2014

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Commented [AT104]: We have some questions regarding this policy and how it is intended to be applied, to ensure we are interpreting it correctly. In practice, we typically look at FMLA first; however, if an individual is not eligible (either because they have not yet met the required length of service or because they have exhausted their FMLA), we then turn to this policy. Is that the correct approach?

Additionally, if someone has exhausted FMLA but still has paid sick time available, how should that interact with this policy, which is unpaid? More broadly, is the purpose of this policy intended to provide coverage in situations where FMLA does not apply?

We would gladly entertain a more in-depth conversation about this policy so we can talk through our thoughts and ensure we understand its purpose.

Commented [JL105R104]: Yes, that is the correct approach. This policy should be used as a last resort for individuals that do not have any other paid or unpaid leave available to them, and will conceivably return to work. We could add that this policy is only open to employees that have exhausted all PTO and vacation. Happy to discuss in more detail.

Commented [TH106]: Is it okay for us to ask for a reason? This is the nature of this sentence we are proposing

Commented [JL107R106]: Yes, the College can request details about the reasons why the leave is necessary, but it should be kept as confidential as possible.

Commented [TH108]: Grant funded employees get their vacation front loaded. How do we address this if they request special leave?

Commented [JL109R108]: Ultimately, it shouldn't affect these employees, because they would likely have exhausted their vacation prior to obtaining special leave.

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RVC Board Policy 3:30.075-130

Leave for Non College Sponsored? In-Service Training and Workshops

An employee may request to be released from regular duties to attend in-service training and workshops without loss of pay. However, ~~the~~ College will provide compensation for hours worked during the employee's standard work schedule while participating in non-college sponsored in service training and workshops. The College will not pay overtime to travel, lodge, eat meals or attend workshops and/or in-service training requested by an employee. Remuneration for expenses shall be according to Board policy.

Leave for in-service training or workshops shall be granted on the following basis:

- a. Appropriateness and/or applicability to job duties of ~~person-employee~~ requesting leave.
- b. Budgeting restrictions.
- c. Previous participation in similar program.
- d. Seniority.
- e. Best interests of the College as determined by the immediate supervisor and the appropriate Leadership Team member.
- e.f. Operational needs of the employee's department during the requested period of leave.

Requests to attend in-service trainings and workshops must be in writing and submitted to the immediate supervisor and the appropriate Leadership Team member for approval.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Reports 1152, 1170

Implemented: September 4, 1973

Revised: April 8, 2014

Commented [HJ110]: @RVC - we recommend combining this Policy with the policy above on College-Sponsored Trainings. This will help avoid any inconsistencies between the policies and make it easier for employees to locate all the information in one place.

Commented [TH111R110]: Can we keep them separate but move them up right next to each other so they are read together? Such as 3:30.075 so its right next to the other one

Commented [JL112R110]: There's no issue keeping the policies separate, if you would prefer. We agree that moving it next to the other policy would make it easier for employee to locate the related information.

Commented [TH113]: ****Consult Cabinet**** Does this include conferences and committees outside of the college (i.e. HLC, AACCC, ICCTA) yes

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RVC Board Policy 3:30.150

Bereavement Leave

~~The Board of Trustees of~~ Rock Valley College recognizes that employees may require time following the death of a covered family member to grieve such loss and make arrangements for and/or attend funerals or other similar services. Accordingly, all eligible employees (as defined under the FMLA) ~~are eligible for~~ may take bereavement leave under this Policy.

In accordance with the Illinois Family Bereavement Leave Act ("the Act"), and subject to administrative procedures adopted by the College, the College will provide each eligible employee up to two (2) working weeks (ten [10] workdays) of bereavement leave, ~~of in~~ which three (3) of those workdays will be paid, in the event of:

1. the death of an employee's covered family member. For purposes of this Policy, the term "covered family member" shall include the employee's- child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, spouse, an individual living in the employee's household at the time of death, child, foster child, step-child, son-in-law, daughter-in-law, brother, half-brother, step-brother, brother-in-law, sister, half-sister, step- sister, sister-in-law, parent, foster parent or person who has served in that role, legal guardian who has reared the employee, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, nephew, step-nephew, niece, step- niece, uncle, step-uncle, great-uncle, aunt, step-aunt, or great-aunt.
2. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, a miscarriage, or a stillbirth. ~~For these reasons, the Illinois Department of Labor has developed a form to be filled out by the applicable healthcare practitioner or adoption or surrogacy organization, certifying such an event has occurred. An employer may not require that the employee identify which type of event occurred, necessitating the basis for leave.~~

An employee requiring need under this Policy must give at least 48 hours' advance notice to their immediate supervisor of the need for leave unless doing so is not reasonable or practicable.

If an employee experiences more than one of the events listed above in a 12-month period, the employee is entitled to a maximum of 6 weeks of unpaid leave within that 12-month period. All leave taken under this Policy must be completed within 60 days after the employee receives notice of the event giving rise to the need for leave.

-

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Commented [HJ114]: @RVC - the FMLA does not require that any bereavement leave be paid. You may leave this at three days paid leave or change to all ten days unpaid.

Commented [TH115R114]: Thank you. We will continue to give 3 paid days.

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RVC Board Policy 3:30.150

~~The College shall adopt administrative procedures to implement this Policy. The College reserves the right to require employees to provide evidence documenting reasonable documentation of the need for such leave taken under this Policy. However, the College shall not require any employee to identify which category of event has occurred which necessitates the basis for leave.~~

~~If an employee is separately eligible for leave under the Child Extended Bereavement Leave Act (820 ICS 516), the employee shall be given unpaid leave pursuant only to that Act and not this Policy.~~

~~The College shall adopt administrative procedures to implement this Policy. –~~
Where applicable, this Policy will be administered with the College's collective bargaining obligations.

Reference: Board Reports 7395, 7898, 8002

Implemented: March 28, 2017

Revised: January 25, 2022; December 13, 2022

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RVC Board Policy 3:40.010

Compensation –Philosophy: Non-Union Employees

The Rock Valley College intends to provide a fair and equitable compensation package to all non- union ~~full-time and continuous part-time~~ employee groups to the extent possible. The compensation package will include ~~wagesalary,~~ benefits ~~(if applicable),~~ and working conditions. In making compensation decisions, the College will consider the impact of such decisions on the College's students. The College acknowledges that providing a competitive compensation package is a key component in the College's approach to recruiting, retaining and motivating employees.

The College's compensation programs will be guided by the following objectives:

- Establish pay levels for positions on the basis of their external competitiveness with relevant labor markets and their relative internal value;
- ~~Reward employees on the basis of work performance;~~
- Administer pay equitably and consistently;
- Establish appropriate compensation procedures:

Methodology

External markets define pay levels that may vary according to where, and with whom, the College competes for qualified employees. In some cases the local labor market is considered, and for other positions, regional or national markets must be targeted.

Internal job value relationships are also factored into the setting of compensation rates. Although basic salary rates or ranges for similar positions are established on a system wide basis, the individual effectiveness of employees will have a direct relationship to their respective rates of pay, including good performance, educational achievement and career competencies.

Salary survey data shall include, but not be limited to, reports from the Illinois Community College Board (ICCB), the College's peer and contiguous community colleges, the AAIM Employers' Association, the Society of Human Resource Management (SHRM), the Consumer Price Index (CPI) fiscal year-to-date average and other professional compensation sources as needed.

This survey data will be used to periodically determine whether adjustments to the RVC salary ranges are warranted. Any decisions on salary adjustments will be made in a timely manner.

Employees whose salary is above the minimum of their salary range shall not be eligible for any approved across the board (ATB) increase but will be eligible for any merit (pay for performance) increases. However if merit pay is awarded, it shall be

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~~payable in one lump sum on July 1 and shall not be added to the employees' base pay.~~

Reference: Board Reports 6650, 6650-2

Implemented: October 27, 2009

Revised: April 8, 2014

Commented [HJ116]: @RVC - we recommend considering whether to move the methodology to an internal guidance document rather than a public-facing policy. We recommend either removing this entirely, or simplifying to just one sentence. By placing this entire section in policy, you publicly commit the College to adhering to this formula and reduce flexibility in hiring and recruiting efforts.

Commented [TH117R116]: We agree with this recommendation and will move this to an internal document

Commented [JL118R116]: Confirmed, thank you.

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RVC Board Policy 3:40.020

Salary Program: Non-Union Employees

The Administration will ensure appropriate administration of a salary program for all non-union [Rock Valley](#) College employees. The ~~e~~A~~Administration~~ will maintain procedures to facilitate administration of the salary program. The Board shall be informed of ~~approve~~ the salary program of the President, on an annual basis, as specified in their contract, and Leadership Team Members. A salary program recommendation will be provided by Administration to the Board of Trustees on an annual basis for Non-Union employees.

Reference: Board Reports 6979, 6902, 6903, 6411, 6555, 6634, 6635, 7036

Implemented: April 8, 2014

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RVC Board Policy 3:40.030

Employees Serving as Instructors

Arts and Sciences/Career— Education (AS/CE)

Subject to supervisory approval, non-faculty employees of ~~the~~ Rock Valley College who are qualified and who have been requested by an academic department to teach a specific course in Arts and Sciences or Career Education may teach classes during outside of their regular non-work hours. Any employee wishing to engage in instruction during regular work hours ~~requires must submit~~ a schedule of time work hours to be made up ~~and submitted~~ to their immediate supervisor for approval ~~and sent to and the~~ Human Resource Department for approval prior to the start of instruction.

Where applicable, this Policy will be administered with the College's collective bargaining obligations.

Calculation of pay per contact hour is equal to 0.825% of the employee's base salary rate or lane and column from the Adjunct Faculty Salary Schedule, whichever is greater, but not greater than the faculty overload rate.

Reference: Board Report 6628

Implemented: June 30, 2009

Revised: April 8, 2014

Commented [AT119]: Why is it being suggested to remove this portion?

Commented [JL120R119]: This change was made to prevent any issues revising this policy (or forgetting to revise the policy) in the event that the relevant CBA language changes in the future.

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RVC Board Policy 3:40.040

Temporary Employees

~~The Rock Valley~~ College will employ temporary employees as needed. Temporary employees are employees who are hired for a definite duration of no more than 180 days.

~~Temporary assignments may be extended upon written request to the Executive Director of Vice President of Human Resources, Chief Human Resources Officer and upon approval.~~

Temporary employees will be paid within the pay grade of the employee they are replacing. Temporary employees are not eligible for College-provided benefits.

~~Temporary assignment extensions and additional pay considerations may be adjusted upon written request to the Vice President of Human Resources/ Chief Human Resources Officer.~~

~~Where applicable, this Policy will be administered with the College's collective bargaining obligations. This Policy will be administered consistent with the College's collective bargaining agreements where applicable.~~

Commented [TH121]: In accordance with CBA- Temp FT Faculty- 1 year assignment?? They work more than 180 days and get benefits up front. Refer to 1.3.14 in the Faculty CBA.

Commented [JL122R121]: We recommend including a disclaimer, similar to those used in other policies, to indicate that a direct conflict will be resolved in favor of the applicable CBA.

Reference: Board Reports 6628, 7584

Implemented: February 27, 1978

Revised: April 8, 2014; January 29, 2019

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RVC Board Policy 3:40.050

Shift Differential

Full-time, non-exempt employees will qualify for differential pay for work performed during the second or third shift. The amount of the shift differential will be approved by the Board of Trustees.

This Policy will be administered consistent with the College's collective bargaining agreements where applicable.

Reference: Board Report 2431

Implemented: June 22, 1974

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 3:40.060

Overtime/Compensatory Time

Rock Valley College will fully comply with its obligations under the *Illinois Minimum Wage Law* ("IMWL"), 820 ILCS 105/1 et seq., and the *Fair Labor Standards Act*, ("FLSA") 29 U.S.C. §201 et seq.

The work week shall begin ~~at~~ 12:00~~1~~ a.m. on Monday and end on the following Sunday at ~~11:59pm~~12:00 a.m. "Overtime" is time worked in excess of 40 hours in a single work week.

Holidays, vacation, compensatory time and other leave time (whether paid or unpaid) do not count towards hours worked for purposes of determining overtime. Non-exempt employees shall be paid one and one-half times their regular rate of pay for all overtime hours worked in a work week consistent with the FLSA and IMWL.

The College discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor's ~~express-prior~~ written approval.

The Administration is authorized to adopt and maintain procedures regarding overtime and compensatory time. In the event of a conflict between ~~this~~ Policy and ~~s~~State or federal law, the ~~latter-law~~ shall control.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Reports 6157, 6220

Implemented: March 24, 2009; January 25, 2005

Revised: April 8, 2014

**Authorization to Proceed with Architectural Design and Estimation
for Artificial Intelligence and Virtual Reality Centers**

Background: The Illinois Department of Commerce and Economic Opportunity (DCEO) has issued a Notice of Funding Opportunity (NOFO) to provide capital grants to establish advanced workforce training facilities at downstate community colleges. Six grant awards ranging from \$3 million to \$6 million will be awarded to eligible community colleges. Rock Valley College is eligible for and intends to apply for this grant and other funding opportunities.

These capital grants are designed to fund the construction of facilities and purchases of durable equipment needed to establish manufacturing training academies. The workforce training to be subsequently provided will foster development in manufacturing operations aligned with priority industries identified in the Illinois Economic Growth Plan.

Rock Valley College's intended request is to create an artificial intelligence (AI) innovation center at the RVC Downtown-West location in Rockford, IL, and a virtual reality (VR) center at the Advanced Technology Center in Belvidere, IL.

Since construction buildout will be required at both locations, the administration is requesting approval of the Board of Trustees to employ the services of two architectural firms to provide basic schematic design and cost estimates for its designated project. OPN, the College's architect of record, will focus on the Advanced Technology Center, and Demonica Kemper Architects (DKA) will focus on the RVC Downtown-West project.

Recommendation: It is recommended that the Board of Trustees approves employing the services of OPN Architects and Demonica Kemper Architects (DKA) to provide basic schematic design and cost estimates for the College facilities at the Downtown-West location (DKA) and at the Advanced Technology Center (OPN).

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

STUDENT TRUSTEE REPORT

Rock Valley College | Board of Trustees

Respectfully submitted by: Isiah Blake, Student Trustee | March 24, 2026

To the Board of Trustees, the Chair, and President Dr. Spearman,

Student Government Association (SGA)

I am proud to share that the SGA has officially passed our brand-new Constitution and Bylaws, and we did it unanimously. This has been a long time coming. We started the process of revising and revamping our governing documents back in Fall 2025, and after months of hard work, careful deliberation, and a lot of collaboration, we finally crossed the finish line on March 4th, 2026. To see it pass without a single dissenting vote speaks volumes about the dedication and unity of our student government. This new Constitution and Bylaws will set a stronger foundation for everything SGA does going forward, and I could not be more proud of what we accomplished together.

SGA also recently held elections for our Nontraditional Senator and Diversity Senator positions. We will soon be holding elections for the remaining executive positions within SGA, including the Student Trustee position, so that is something to look forward to in the coming weeks. On March 6th, SGA attended the Student Advisory Committee (SAC) meeting of the Illinois Community College Board (ICCB) to plan for Advocacy Day, which is coming up on April 16th. At the meeting, we received a presentation on how to effectively advocate to our state senators and legislators, as well as the key issues we can advocate on behalf of students. It was very informative, and we learned a great deal. Advocacy Day on April 16th will bring together student representatives from colleges across Illinois, including RVC, to make their voices heard at the state level. Representing RVC at the SAC meeting were our Treasurer Leo Jang, SGA President Paul Poirier, and Parliamentarian Brandon Drewlowe.

Student Organizations: InterVarsity Christian Fellowship

InterVarsity Christian Fellowship is gearing up for their Summer Retreat, taking place May 17 through 23. The group will be traveling to Indiana for the trip. It is shaping up to be a meaningful week of community, reflection, and fellowship for the students involved. It is great to see student organizations planning ahead and investing in experiences that go beyond the classroom.

Academic Climate: Midterm Season

This past week, students were deep in midterm prep mode. Campus has had that familiar energy that comes with crunch time, with students putting in extra hours, hitting the library, and pushing through. It is a reminder of just how much our students are juggling, and I want to acknowledge the effort and resilience they are showing at this point in the semester.

Campus Survey: Viewfinder Campus Climate Survey

The Cultural Excellence and Belonging (CEB) Office administered the Viewfinder Campus Climate Survey for Students from February 16 through March 2, 2026. The survey has now concluded, and I am glad to report that many students across campus took the time to complete it. It was great to see that level of student engagement, and I look forward to seeing how the results help shape the culture and direction of Rock Valley College going forward.

Personnel Report

A. Appointments

Dr. Michael Watson, Economics Faculty, Full-time, FAC, Lane VII, Step 9, \$83,772, effective August 15, 2026.

B. Departures

Howard J. Spearman, Ph.D.
President

Personnel Report

A. Appointments

_____, Project Manager, Full-time, ADM, Grade _____, \$ _____, effective _____.

_____, Dr. Michael Watson, Economics Faculty, Full-time, FAC, Lane VII_____, Step 9_____, \$83,772_____, effective August 15, 2026_____.

B. Departures

Howard J. Spearman, Ph.D.
President

Rock Valley College FOIA Report

February 15, 2026 - March 15, 2026

Date Received	FOIA#	Requestor	Request	Response Date
2/25/2026	2026-42	Academy Research Group	List of your current employees, full names, hire date, phone numbers, e-mail address, and salary - newly hired since October 2025	completed February 26, 2026
2/26/2026	2026-43	University of Phoenix	Directory list of currently enrolled students and Spring 2025 graduates as well as Fall 2025 graduates at Rock Valley College with the following data elements: <ul style="list-style-type: none"> • First Name • Last Name • Email Address • Mailing Address • Program of Study / Major • Enrollment Status 	commercial request completed March 10, 2026
3/3/2026	2026-44	Torrin Scheben	Arrest or booking logs for the following period: Months requested: January to March 2025 Include: <ul style="list-style-type: none"> • Case Number • Subject Name • Arrest Date & Time • Address • Statute • Description 	completed March 13, 2026
3/4/2026	2026-45	Jomer Genite, SmartProcure	Current employee/staff contact information. The specific information requested from your record-keeping system is: <ol style="list-style-type: none"> 1. First Name 2. Last Name 3. Position Title 4. Department 5. Direct Phone Number (if does not exist, list main phone number with extension) 6. Business Cell Phone (if provided by Rock Valley College) 7. Email Address 8. Office Address (Address, City, State, Zip) 	commercial request completed March 10, 2026
3/9/2026	2026-46	Lila Grant	Incident reports with full narratives for incidents occurring between February 3, 2026, and March 9, 2026, involving arrestees charged with any of the following offenses: Aggravated Battery of a Police Officer (720 ILCS 5/12-3.05(d)(4)) Resisting or Obstructing a Peace Officer (720 ILCS 5/31-1) Obstructing Justice (720 ILCS 5/31-4) Endangering the Life or Health of a Child (720 ILCS 5/12C-5) Please include, as available: Date, time, and location of each incident; Involved officer(s) and parties; Narrative summary; Charges.	completed March 17, 2026

3/11/2026	2026-47	Acme Research (Rose)	<p>Copies of documents, such as – but not limited to – Construction Notice to Proceed, Guaranteed Maximum Price (GMP), project directories, contractor reporting forms, work orders, and the like that specify subcontractors and other salient points (noted below) for construction or renovation projects valued at \$2,000,000 or more at Rock Valley College. Please include information for both currently active projects as well as those completed since September 1, 2025. We do not need every document that mentions subcontractors, just one for each subcontractor or set of subcontractors.</p> <p>Specifically, we seek:</p> <ul style="list-style-type: none"> • Project name • Project number • Projected completion date • Prime/General Contractor name(s) • Construction Manager (at Risk) name • Architect/Engineer names • Subcontractor names <p>Excel spreadsheets containing similar information are welcome.</p>	commercial request due April 10, 2026
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