

# Rock Valley College

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

**COMMITTEE OF THE WHOLE MEETING**  
**Educational Resource Center, Performing Arts Room, Room 0214**  
**5:15 p.m. Tuesday, April 14, 2026**

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

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

**A. Call to Order**

**B. Roll Call**

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

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

**E. Recognition of Visitors**

**F. Review of Minutes:** Committee of the Whole, March 10, 2026

**G. General Presentations**

1. RVC ADA Self-Evaluation, Transition, and Prioritization Plan Update

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

1. Dual and Articulated Credit Memorandums of Understanding (MOU)
  - a. Boylan Catholic High School
  - b. Byron Community Unit School District #226
  - c. Winnebago Community Unit School District #323
2. Running Start Intergovernmental Agreements (IGA)
  - a. Byron Community Unit School District #226
  - b. Winnebago Community Unit School District #323
3. Senior Semester Intergovernmental Agreement (IGA)
  - a. Byron Community Unit School District #226
4. Industrial Systems Technology AAS
5. Enrollment Update
6. Completion Ceremonies Update
7. Lobbying Update
8. \*Informational Only – Presented at the AACC Annual Conference, April 10-14, 2026
  - a. Pioneering a Culture of Excellence for Leaders
  - b. Expanding the Reach of Traditional Customer Relationship Management Systems
  - c. Dual Enrollment – Boosting College Enrollment and Providing Greater Access

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

1. Purchase Reports (A and B)
2. Bond Parameter Resolution
3. Tentative Budget for Fiscal Year 2027 and Public Notice
4. Cash and Investment Report

# Rock Valley College

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

1. Board Policy Manual Update: Article 3: Human Resources / Second Reading
2. 2026 Summer Flex Days
3. Retirement Resolution
4. Downtown West Quarterly Update
5. Classroom II Building (CLII) Update
6. Change Order Update
7. Personnel Report
8. Rock Valley College Events Calendar

## **K. Other Business:**

1. Unfinished Business
2. New Business

## **L. Adjourn to Closed Session to discuss:**

- 1)** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or
- 2)** 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.

## **M. Reconvene Open Session**

## **N. Next Regular and Reorganization Board of Trustees Meeting:**

April 28, 2026, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

## **O. Next Committee of the Whole Meeting:**

May 12, 2026, at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

## **P. Adjourn**

Paul Gorski, Board Chair

# Rock Valley College

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

## BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING 5:15 p.m. Tuesday, March 10, 2026

### Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, March 10, 2026, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:18 p.m. by Board Chair Paul Gorski. Due to the absence of Board Secretary, Dr. Goldsmith, Board Chair Gorski appointed Trustee Kristen Simpson as Secretary Pro-Tempore.

### Roll Call

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

Mr. Paul Gorski	Ms. Gloria Cardenas Cudia
Mr. John Nelson	Ms. Kristen Simpson
Ms. Crystal Soltow	Mr. Isiah Blake, Student Trustee

The following Trustees were absent from the roll call: Dr. Jenna Goldsmith and Mr. Robert 'Bob' Trojan.

Also present: Dr. Howard J. Spearman, President; Dr. Keith Barnes, Vice President of Cultural Excellence and Belonging; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Terrica Huntley, Vice President of Human Resources; 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 Diciolla (f/k/a Huotari), Assistant to the President; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations, Attorney Matthew Gardner, Robbins Schwartz.

### Board Member Attendance by Means Other than Physical Presence

Trustee John Nelson made a motion, seconded by Student Trustee Isiah Blake, to allow Trustee Robert 'Bob' Trojan and Trustee Jenna Goldsmith to participate in the meeting via teleconference. The motion was approved by a unanimous roll call vote. Trustees Trojan and Goldsmith entered the meeting via telephone.

### Communications and Petitions

Citizen John Stassi raised concerns regarding RVC's policy on the distribution of materials and verbal expression, citing a 2001 policy that requires administrative approval for such activities.

The Board noted that a rigorous review of all College policies is currently underway and referred the matter to the administration for inclusion in that review.

### Recognition of Visitors

Dr. Spearman recognized two Student Government Association members: Mr. Leo Jang and Ms. Sarah Espinoza.

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## Review of Minutes

There were no comments on the minutes from the February 10, 2026, Board of Trustees Committee of the Whole meeting.

## General Presentation

There were no general presentations.

## Teaching, Learning & Communications Discussion: Board Liaison Trustee Goldsmith

### **1. 14<sup>th</sup> Day Census and Student Profile**

Ms. Heather Snider, vice president of institutional effectiveness and communications, provided an update on the 14<sup>th</sup> Day Census and Student Profile. Vice President Snider stated that spring enrollment has shown substantial growth in both headcount and credit hours over the last five years. Headcount is growing faster than credit hours, indicating a rise in part-time students, largely driven by dual-credit high school programs. Discussion ensued.

Ms. Snider provided an update on the Student Profile report. The report provides a snapshot of the student body for the current spring semester, focusing on enrollment trends, demographics, and academic pathways. The total enrollment is 6,345 students who are currently enrolled in credit-bearing programs. The average age is 22; when high school dual-enrollment students are excluded, the average rises to 24, reflecting a significant adult learner population. The majority of the student body is female, and most students are enrolled part-time. Minority enrollment is on the rise, driven primarily by a consistent five-year increase in Hispanic students. "First-time" student numbers are low this term, as most new learners typically begin in the fall. Most students are declared in Liberal Arts and Sciences rather than Career Technical Education (CTE). The report distinguishes between declared majors (which favor Liberal Arts) and credit hours sold (where CTE shows higher engagement). Discussion ensued.

### **2. Return on Investment Academic Program Support**

Ms. Snider provided an update on RVC's return on investment and academic program support.

- **Aviation:** Enrollment has grown substantially over 11 years, aided by the new airport facility. A temporary "dip" occurred during COVID due to FAA-mandated face-to-face requirements.
- **Welding:** Showing substantial growth due to high community demand and dual-credit offerings for high schoolers.
- **Mechatronics:** Also seeing strong growth, though a slight decline in Fiscal Year (FY) 2025 as tuition waivers expired.
- **Associate of Engineering Science (AES) Program:** Enrollment in engineering courses remains stable. This suggests students are choosing the more flexible Associate of Science (AS) degree to transfer to institutions other than NIU. Trustees expressed disappointment in the downward trend. The College will look into better ways to track students on an engineering path who are not declared in the specific AES major.
- **Health Sciences (Nursing, Dental, Respiratory):** Enrollment in these programs remains flat/stable because they are capped. Growth is limited by clinical site availability (partnerships with outside organizations) and strict faculty-to-student ratios (e.g., 5:1 or 6:1 in dental hygiene). Nursing saw a temporary dip due to a skipped cohort during COVID, but has since rebounded.

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- **Fire Science:** Enrollment has bounced back following changes to State Fire Marshal certification standards and FEMA grant opportunities.
- **Downtown Campus:** Trustees requested specific "measurables" (like automotive training stats) for the upcoming Downtown campus to track the return on the \$58 million investment.

## 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.	<b>Van Galder Bus Company</b>	<b>Janesville, WI</b>	<b>\$ 50,000.00*(1)</b>
			<b>Not to Exceed</b>

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

2.	<b>Johnson Controls Building Solutions</b>	<b>Rockford, IL</b>	<b>\$ 10,000.00*(2)</b>
			<b>Not to Exceed</b>

#### **Purchase Report B – FY2026 Purchases**

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

1.	<b>Government Goods, Inc.</b>	<b>Brooklyn, NY</b>	<b>\$ 517,264.06*(1)</b>
	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	Pensacola, FL	\$ 626,852.00
	Milliard Tek, LLC	Clarksburg, MD	\$ 646,873.40
	Howard Technology Solutions	Laurel, MS	\$ 738,293.00

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

2.	<b>Semper Fi Land, Inc.</b>	<b>Yorkville, IL</b>	<b>\$ 320,054.00*(2)</b>
			<b>Not to Exceed</b>

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

3.	<b>Atmosphere Commercial Interiors</b>	<b>Rockford, IL</b>	<b>\$ 607,805.34*(3)</b>
			<b>Not to Exceed</b>

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

4.	<b>Creative Conners</b>	<b>Cranston, RI</b>	<b>\$ 43,025.00*(4)</b>
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E. Used Aircraft – (Capital Instructional Equipment – Aviation)

5.	<b>TBD</b>	<b>TBD</b>	<b>\$ 91,000.00*(5)</b>
			<b>Not to Exceed</b>

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Discussion ensued on items A, B, C, and E.

## 2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through February 28, 2026. Total operating cash is \$17,322,635. Total operating cash and investments are \$99,747,903. The operating cash and investments have changed by <\$3,881,031> since January 31, 2026. Total capital funds are \$67,381,557. Since January 31, 2026, the change in capital funds has been \$1,905,456. Ms. Olson stated that the total operating cash and investment funds were 92.84% of the FY2026 operating budget.

### Operations Discussion: Board Liaison Trustee Trojan

#### 1. Board Policy Manual Update: Article 3: Human Resources / First Reading

Dr. Terrica Huntley, vice president of human resources, presented the first reading of the Board Policy Update: Article 3, Human Resources. The review aims to ensure that College policies support the institution's mission and strategic goals, particularly those related to professional development and cultural excellence. The policy review follows a structured workflow to maintain legal and operational relevance. The policies are initially vetted by legal counsel (Robbins Schwartz) and then refined by the Office of the President and Human Resources (HR) in collaboration with campus leadership. Proposed changes undergo two readings at Board of Trustees meetings (scheduled for March and April), where feedback is solicited. Once approved, HR works with Marketing and Communications to update the College website and inform the campus community.

The administration reviewed or created 48 procedures to clarify institutional expectations. Notable updates include:

- **Structural Adjustments:** Three policies (Sex-based Misconduct, Violence and Disruptive Behavior, and Service Animals) were moved to Article 2 Operations because they apply to the entire campus community.
- **Deletions:** The Corporal Punishment policy is recommended for deletion as it is an outdated concept for higher education. The Problem Resolution Policy for Educational Support Personnel (ESP) is also slated for removal because collective bargaining agreements now cover these protections.
- **Legal & Statutory Updates:** Service hour requirements for the Family Medical Leave Act (FMLA) were updated from 1,250 to 1,000 hours to comply with the FMLA and the Public Community College Act.
- **Background Checks:** Updated to align with the Illinois Human Rights Act, requiring interactive assessments before making final employment decisions based on conviction records.
- **Equal Opportunity:** Added specific protections for pregnant employees and anti-retaliation provisions.
- **Operational Clarifications:** New language for remote work emphasizes the College's right to revoke remote work at any time due to performance or operational needs.
- **Personnel Reports:** The Board now acknowledges personnel reports rather than voting to approve them, per a 2025 amendment.
- **Compensation:** The "merit-based" rewarding of performance was removed to reflect current practices where rewards are dictated by collective bargaining or board-approved salary programs.

Following the completion of the Article 3 review, the College will begin the same process for Article 4 (Students) to keep the manual current.

# Rock Valley College

Trustee Nelson's primary objection was based on a fundamental distinction in institutional leadership. He argued that the current documents blur the lines between Governance (the Board's role) and Management (the Administration's role). Trustee Nelson contends that the draft includes "discipline" and "mandates" that are too granular. In his view, the Board should state the policy, but the Administration should determine the disciplinary procedures and daily workflows. There was a debate over this term; Trustee Nelson suggested that instead of using "congruity," the board should state that reports must align with historical data and current practices to avoid "gobbledygook." A core of his frustration stems from the fact that the legal team and administration drafted these without a trustee present on the committee, leading to a document that reflects an "administrative" philosophy rather than a "governance" one. Board Chair Gorski requested that Trustee Nelson provide specific written examples of where he believes the policy crosses into "operations" for the rest of the board and counsel to consider. Board Chair Gorski will provide the presentation video previously emailed to trustees on a USB drive to Trustee Nelson, given Trustee Nelson's difficulty accessing digital files.

## **2. Rock Valley College and Rock Valley College Foundation Memorandum of Understanding (MOU)**

Ms. Olson stated that the revised Memorandum of Understanding (MOU) between Rock Valley College and the Rock Valley College Foundation reflects the ongoing partnership in which the Rock Valley College Foundation manages funds to support the College's educational mission. At the same time, the College provides the necessary administrative and personnel support. Key updates to the MOU include adding staffing support. The revised agreement documents a \$100,000 increase to the Foundation, which was approved on January 27, 2026, with Board Report #8348. These funds are specifically allocated to help fund an additional employee, the Coordinator of Fund Development and Engagement. While the MOU was renewed without changes in February 2025, this version officially records the College's increased financial commitment to the Foundation's operational needs. Discussion ensued.

## **3. Brightly / Capital Predictor Software**

Mr. Jenks, vice president of operations, provided details, implementation, and benefits of the Brightly software system for facility and asset management. Brightly is a comprehensive computer program used by the Facilities, Plant, Operations, and Maintenance department to track building materials, equipment, and sub-components. The system is designed to track work orders, monitor tickets against assets to identify problematic equipment, and determine if early replacement is necessary. Brightly's inventory management will provide automatic notifications for ordering common parts, and the asset lifecycle tracking stores critical data for each component, including installation dates, projected end-of-life, enhancement history (e.g., roof overlays), and replacement costs. Artificial Intelligence (AI) Forecasting uses "Predictor" software and AI to project future expenses and model funding scenarios up to 100 years into the future. Mr. Jenks discussed the numbers from December 2025 through the current period and stated that the College has seen a positive shift in asset health, with an increase in Service State 1 (optimal) and a decrease in Service State 4 (poor). While the system is currently operational, RVC plans to add several more categories to the tracking database, including server equipment and academic equipment, cedar roofs, and furniture from the Downtown campus and Classroom II Building (CLII). Vice President Jenks stated that the data entry for Brightly is currently paused while the team focuses on completing the Downtown West campus.

# Rock Valley College

The Trustees expressed strong support for the system, offering additional staffing or resources to ensure the data entry is finished. They emphasized that the software is only as good as the data put into it, and they want to see it used to its “maximum capacity.”

## 4. Downtown West Update

Vice President Jenks stated that the project remains on schedule for an August 17, 2026, opening. A major focus recently has been clearing a backlog of Architect’s Supplemental Instructions (ASIs: technical documents that clarify how contractors should proceed). The backlogs have been resolved, leaving only two outstanding Requests for Information (RFIs). By ensuring contractors have the right information quickly, the College is avoiding further construction delays. Mr. Jenks explained that a specific point of tension has arisen regarding "submittals" (contractor plans reviewed by the architect). The architect's contract covers two reviews per trade package. For the roofing sheet metal, the project is moving into its fourth revision. The architect is seeking additional compensation (estimated at not to exceed \$3,000 at an hourly rate) to conduct this final review. To keep the project moving without waiting for monthly Board votes, the Board reached a consensus to allow the Finance Liaison and Board Chair to act as a "buffer." They will tentatively approve these small, "not-to-exceed" amounts to prevent work stoppages, with formal votes to follow later for the record. Vice President Jenks is now personally "intercepting" submittals to act as a buffer, rejecting poor-quality submissions before they reach the architect to avoid incurring extra hourly fees. The administration is emphasizing a "come to us first" policy for the architect and construction manager to ensure no work is done without prior authorization. Mr. Jenks explained what change orders have been processed for the Downtown West project. Mr. Jenks stated that to date, \$370,737.98 has been submitted for change orders, leaving a contingency amount of \$1,851,501.02.

## 5. Classroom II Building (CLII) Update

Mr. Jenks said that the funding authorized by the Board has been officially set aside. The College administration has ensured the money is allocated to the correct accounts to meet the Capital Development Board (CDB) requirements to move forward. CDB is currently negotiating the second phase of the contract with the architects. This phase is critical as it covers the bulk of the project's technical lifecycle: design development, construction oversight, and closeout procedures. Mr. Jenks reiterated that because this is a CDB-managed project, RVC acts as the “customer and advisory partner” rather than the lead manager. Vice President Jenks anticipates having a more comprehensive update for the Board next month, provided CDB gives the “green light” on the negotiated architectural terms.

## 6. Change Order Update

Vice President Jenks discussed the following change orders:

- **Bengt Sjoström Theatre (Starlight) Lighting Phase 2 and 3:** two change orders in the amounts of \$254.00 and \$200.00 were requested for dimmer switches and 12 Chauvet Storm 3 Profile (IP65) fixtures. The project remains on schedule.
- **Health Sciences Center (HSC) Buildout/Elevator:** A credit to eliminate a valve cabinet was given. The running total of change orders is \$2,237,308.00, leaving a contingency of \$161,524.00.

## 7. Personnel Report

Mr. Jenks discussed the March 2026 Personnel Report. There is a placeholder for the Project Manager and an Economics Faculty member, both of which are full-time positions. An update on those two positions is expected at the Regular Board meeting on March 24, 2026.

## 8. RVC Events Calendar

Mr. Jenks discussed the March 2026 RVC Events Calendar. Some of the events that were mentioned were: The Groundwater Festival, Science Olympiad, CNC, T and E Regional Competition, being held at the Advanced Technology Center (ATC), which will host high school students competing in welding, engineering, and carpentry, Massage Therapy Open House, and the theater program's performance of *Leaving Iowa*.

### New Business/Unfinished Business

#### Unfinished Business

Dr. Spearman addressed two key items under unfinished business. The first is celebrating the men's bowling and men's doubles teams for winning two National Championships. The team will be invited to the March 24, 2026, Regular Board meeting to receive official congratulations in person.

The second item is that RVC has an opportunity to receive a capital grant ranging from \$3,000,000 to \$6,000,000. The College intends to apply for the maximum \$6,000,000. The funds would be used to build out and equip dedicated AI centers at two locations: Downtown West in Rockford and the Advanced Technology Center (ATC) in Belvidere. Because this is a capital grant, it covers construction and durable equipment, not faculty salaries or cloud-based software licensing. Dr. Spearman stated that to submit a competitive application by the April 30, 2026, deadline, the College needs professional architectural designs for both locations immediately. By consensus, the Board authorized the administration to move forward with the application and the necessary preliminary architectural work. While the Board approved the effort, they clarified that the specific "not-to-exceed" costs for the architectural work will be presented to the Board for formal approval in a subsequent meeting. Trustees emphasized that they expect clear, measurable plans for the space usage before authorizing any final construction expenditures.

#### New Business

Board Chair Gorski had new business to present to the Board. The Association of Community College Trustees (ACCT) Leadership Congress is meeting on October 21 through October 24, 2026, in Chicago, Illinois. The administration plans to submit a proposal to present on the institution's Strategic Plan Directions. The proposal requires at least one trustee to co-present alongside College staff. The campus proposal must be submitted by May 15, 2026. Board Chair Gorski has offered Trustee Goldsmith "first dibs" to serve as the co-presenter, and if she declines, the opportunity will be opened to the rest of the Board. Board Chair Gorski stated that the administration will coordinate with the Board regarding attendance and cost in the coming weeks.

Board Chair Gorski changed the agenda and announced the next Regular Board meeting and the next Committee of the Whole meetings before adjourning to Closed Session for this meeting and meetings moving forward.

# Rock Valley College

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

The next Regular Board of Trustees Meeting will be held on Tuesday, March 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, April 14, 2026, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

## **Adjourn to Closed Session**

At 7:24 p.m., Trustee Nelson made a motion, seconded by Trustee Cardenas Cudia, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees per Section 2 (c) (2), all in accordance with the Illinois Open meetings Act.

The motion was approved by a unanimous roll call vote.

## **Reconvene Open Session**

At 8:06 p.m., a motion was made by Trustee Nelson, seconded by Student Trustee Blake, to adjourn the closed session and return to open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

## **Adjourn**

At 8:07 p.m., a motion was made by Trustee Nelson, seconded by Student Trustee Blake, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje.

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Kristen Simpson, Secretary Pro Tempore

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Paul Gorski, Board Chairman

## 2026–2027 Dual and Articulated Credit Memorandum of Understanding (MOU) Between Boylan Catholic High School and Rock Valley College

### Background:

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

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

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

Appendix A notes the courses approved to be taught at Boylan Catholic High School as dual credit for the 2026–2027 academic year.

### Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Boylan Catholic High School beginning August 1, 2026, and expiring June 30, 2027.  
[Attorney Reviewed.](#)

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Howard J. Spearman, Ph.D.  
President

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

**Attachment:** Boylan Catholic High School Dual and Articulated Credit Memorandum of Understanding

**Dual and Articulated Credit**  
**Memorandum of Understanding between**  
**Rock Valley College and Boylan Catholic High School**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 24 day of March, 2026 between Boylan Catholic High School ("School District"), located at 4000 Saint Francis Drive, Rockford Illinois 61103 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
  - a. **Qualifications of Students.** Eligible students are defined as those who demonstrate readiness for college-level work, where said determination shall be consistent with the placement procedures used at the college level. Students who are accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college-level course.
  - i. School District or its career center is responsible for disseminating all dual credit and course information directly to the students.
  - b. **Dual Credit Course.** Dual credit courses shall meet requirements set forth in applicable law and regulations including, but not limited to, 23 Ill. Adm. Code 1501.313. The courses listed in Appendix A will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest, and availability in specific courses, and/or local board policy.
2. In accordance with applicable law and regulations, all dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") , where instructors shall be reviewed by Rock Valley College during the academic year.
  - a. Qualified, eligible, and approved Rock Valley College faculty may elect to be assigned to teach a dual credit course if there is no interest by the School District Instructors and in accordance with Rock Valley College's procedures on dual credit programs, as may be amended from time to time.

3. All dual credit and articulated credit courses shall be taught at the School District's campuses unless otherwise noted in Appendix A.
4. It is further agreed upon by the Parties that the School District will:
  - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
  - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
  - c. Verify that School District Dual Credit Instructors meet Illinois Community College Board (ICCB) Administrative Rules including, but not limited to, Section 1501.313, HLC-allowed minimally qualified faculty standards, the Dual Credit Quality Act's recognized minimums (e.g., master's in the discipline; or master's in any discipline plus a minimum of, but not more than 18 graduate hours in the discipline) (110 ILCS 27/20(1)(A)) and Rock Valley College's minimum qualifications to teach including:
    - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
  - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;
  - e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
  - f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
  - g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
  - h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
  - i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus,

appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;

Ensure that the instructor receives necessary information to provide academic support to students that require modifications and/or accommodations as contained in an IEP or 504 plan;

- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the second week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code and shall be completed within the same school year that the course is taught;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- n. Distribute on the first day of class, the course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that School District Dual Credit Instructors assign letter grades following Rock Valley College's grading scale;
- p. Ensure that School District Dual Credit Instructors report instances of academic dishonesty to the Parties.
- q. Ensure that the total class contact time meets or exceeds Rock Valley College's requirements;
- r. Review this MOU annually for accuracy and pricing;
- s. Attend bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.
- t. Provide associated instructional costs such as instructional materials and supplies, as needed;
- u. Provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide,

at its cost, appropriate academic support to participating students to ensure delivery of quality instruction;

- v. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
- w. Provide necessary academic support and guidance to students enrolled in the program.

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

- a. Designate a Rock Valley College point-of-contact for all inquiries with respect to this Agreement.
- b. Provide course credit from Illinois Community College Board ("ICCB") approved programs;
- c. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- d. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
- e. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
- f. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
- g. Provide guidance on appropriate placement of students using multiple measures;
- h. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
- i. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- j. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
- k. Take appropriate steps to ensure that Dual Credit Courses are equivalent to those courses offered by Rock Valley College in quality and rigor.
- l. Establish a mechanism for evaluating and documenting, on a regular basis, performance of students who complete dual credit courses and share this data with the School District on the performance of students who complete dual credit courses;

- m. Notify the School District within 30 calendar days from the initial course request of any disapproval or withdrawal regarding a course, instructor, or course documentation.
  - n. Review this MOU annually for accuracy and pricing; and
  - o. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.
  
- 6. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2025-2026 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
  
- 7. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
  
- 8. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
  
- 9. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
  
- 10. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
  
- 11. The Parties will work collaboratively to:
  - Annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance, to the extent feasible, pursuant to the Dual Credit Quality Act.
  
- 12. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
  - a. The School District will ensure that all of its eligible students have access to dual credit course offering information prior to course selection.
  
  - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
  
  - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal

Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.

- d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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

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

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

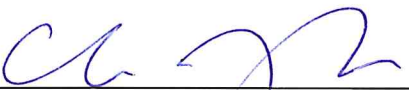
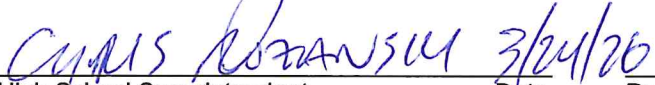
To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit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

15. Rock Valley College and the School District each agree to mutually indemnify, defend, and hold harmless the other party and their respective board members, employees, and agents from all claims, causes of action, damages, and losses (collectively "Loss") to the extent the loss arises out of the negligent or willful

acts or omissions of the indemnifying party, and/or the indemnifying party's breach of this Agreement.

- 16. This Memorandum will be governed by and interpreted in accordance with the laws of the State of Illinois. Both Parties will comply with all applicable laws, rules, and regulations.
- 17. No provision of this Memorandum, or act of either Party, will be construed as creating the relationship of principal and agent, or as creating a partnership, joint venture, or other enterprise. This Memorandum is not intended to benefit any third parties.
- 18. No provision of this Memorandum, or act of either Party, will be construed as a waiver of any rights or immunities.
- 19. Should any clause or paragraph of this Memorandum be held to be unenforceable, void, or unconstitutional, it is the intent of the parties that all remaining clauses of this Agreement shall survive and be deemed enforceable despite such occurrence.
- 20. This Agreement will be in effect August 1, 2026 and end on June 30, 2027.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of the dates indicated below.

 _____	_____
 _____	_____
High School Superintendent                      Date	Rock Valley College President                      Date
_____	_____
Board of Education                      Date	Rock Valley College Board of Trustees                      Date

Appendix A  
Dual Credit Courses

The following Rock Valley College courses will be offered at \_\_\_\_\_ as dual credit effective during this Agreement:

<b>Dual Credit Courses</b>	<b>Campus Location</b>
ART 131 – Introduction to Visual Arts	Boylan HS
ENG 101 – English Composition I	Boylan HS
MUS 104 – Introduction to American Music	Boylan HS

## Appendix B Curriculum Development, Feedback, and Approval

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

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

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

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

## Appendix D Articulated Credit Policy & Procedures

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

## 2026–2027 Dual and Articulated Credit Memorandum of Understanding Between Byron Community Unit School District #226 and Rock Valley College

### Background:

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

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

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

Appendix A notes the courses approved to be taught at Byron Community Unit School District #226 as dual credit for the 2026–2027 academic year.

### Recommendation:

It is recommended that the Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Byron Community Unit School District #226, beginning August 1, 2026, and expiring June 30, 2027. [Attorney Reviewed.](#)

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Howard J. Spearman, Ph.D.  
President

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

**Attachment(s):** Byron Community Unit School District #226 Dual and Articulated Credit Memorandum of Understanding

**Dual and Articulated Credit  
Memorandum of Understanding between  
Rock Valley College and Byron Community School District  
No. 226**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 26 day of March 2026 between Byron Community School District No. 226 ("School District"), located at 696 North Colfax Street, Byron, Illinois 61010 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
  - a. **Qualifications of Students.** Eligible students are defined as those who demonstrate readiness for college-level work, where said determination shall be consistent with the placement procedures used at the college level. Students who are accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college-level course.
    - i. School District or its career center is responsible for disseminating all dual credit and course information directly to the students.
  - b. **Dual Credit Course.** Dual credit courses shall meet requirements set forth in applicable law and regulations including, but not limited to, 23 Ill. Adm. Code 1501.313. The courses listed in Appendix A will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest, and availability in specific courses, and/or local board policy.
2. In accordance with applicable law and regulations, all dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") , where instructors shall be reviewed by Rock Valley College during the academic year.
  - a. Qualified, eligible, and approved Rock Valley College faculty may elect to be assigned to teach a dual

credit course if there is no interest by the School District Instructors and in accordance with Rock Valley College's procedures on dual credit programs, as may be amended from time to time.

3. All dual credit and articulated credit courses shall be taught at the School District's campuses unless otherwise noted in Appendix A.
4. It is further agreed upon by the Parties that the School District will:
  - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
  - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
  - c. Verify that School District Dual Credit Instructors meet Illinois Community College Board (ICCB) Administrative Rules including, but not limited to, Section 1501.313, HLC-allowed minimally qualified faculty standards, the Dual Credit Quality Act's recognized minimums (e.g., master's in the discipline; or master's in any discipline plus a minimum of, but not more than 18 graduate hours in the discipline) (110 ILCS 27/20(1)(A)) and Rock Valley College's minimum qualifications to teach including:
    - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
  - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;
  - e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
  - f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
  - g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
  - h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
  - i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include

all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;

Ensure that the instructor receives necessary information to provide academic support to students that require modifications and/or accommodations as contained in an IEP or 504 plan;

- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the second week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code and shall be completed within the same school year that the course is taught;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- n. Distribute on the first day of class, the course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that School District Dual Credit Instructors assign letter grades following Rock Valley College's grading scale;
- p. Ensure that School District Dual Credit Instructors report instances of academic dishonesty to the Parties.
- q. Ensure that the total class contact time meets or exceeds Rock Valley College's requirements;
- r. Review this MOU annually for accuracy and pricing;
- s. Attend bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.
- t. Provide associated instructional costs such as instructional materials and supplies, as needed;

- u. Provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction;
  - v. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
  - w. Provide necessary academic support and guidance to students enrolled in the program.
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. Designate a Rock Valley College point-of-contact for all inquiries with respect to this Agreement.
  - b. Provide course credit from Illinois Community College Board ("ICCB") approved programs;
  - c. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
  - d. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
  - e. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
  - f. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
  - g. Provide guidance on appropriate placement of students using multiple measures;
  - h. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
  - i. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
  - j. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
  - k. Take appropriate steps to ensure that Dual Credit Courses are equivalent to those courses offered by Rock Valley College in quality and rigor.

- l. Establish a mechanism for evaluating and documenting, on a regular basis, performance of students who complete dual credit courses and share this data with the School District on the performance of students who complete dual credit courses;
  - m. Notify the School District within 30 calendar days from the initial course request of any disapproval or withdrawal regarding a course, instructor, or course documentation.
  - n. Review this MOU annually for accuracy and pricing; and
  - o. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.
6. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2026-2027 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
  7. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
  8. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
  9. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
  10. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
  11. The Parties will work collaboratively to:
    - Annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance, to the extent feasible, pursuant to the Dual Credit Quality Act.
  12. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
    - a. The School District will ensure that all of its eligible students have access to dual credit course offering information prior to course selection.

- b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
- c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
- d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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

- 13. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
  - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
  - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
  - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.
  
- 14. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual and/or articulated credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with

credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

15. Rock Valley College and the School District each agree to mutually indemnify, defend, and hold harmless the other party and their respective board members, employees, and agents from all claims, causes of action, damages, and losses (collectively "Loss") to the extent the loss arises out of the negligent or willful acts or omissions of the indemnifying party, and/or the indemnifying party's breach of this Agreement.
16. This Memorandum will be governed by and interpreted in accordance with the laws of the State of Illinois. Both Parties will comply with all applicable laws, rules, and regulations.
17. No provision of this Memorandum, or act of either Party, will be construed as creating the relationship of principal and agent, or as creating a partnership, joint venture, or other enterprise. This Memorandum is not intended to benefit any third parties.
18. No provision of this Memorandum, or act of either Party, will be construed as a waiver of any rights or immunities.
19. Should any clause or paragraph of this Memorandum be held to be unenforceable, void, or unconstitutional, it is the intent of the parties that all remaining clauses of this Agreement shall survive and be deemed enforceable despite such occurrence.
20. This Agreement will be in effect August 1, 2026 and end on June 30, 2027.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of the dates indicated below.

\_\_\_\_\_  
*Bruce Banta* 3/26/26  
High School Superintendent Date

\_\_\_\_\_  
\_\_\_\_\_  
Rock Valley College President Date

\_\_\_\_\_  
*Christina Lynch* 3/26/26  
Board of Education Date

\_\_\_\_\_  
\_\_\_\_\_  
Rock Valley College Board of Trustees Date



## Appendix A Dual Credit Courses

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

Dual Credit Courses	Campus Location
ATM 106 – Advanced Automotive Technology/Introduction to Electrical Systems/Powertrain (Auto 6)	Byron
BUS 130 – Entrepreneurship Principles	Byron
BUS 131 – Entrepreneurship Planning	Byron
CIS 102 – Introduction to Computers and Information Systems	Byron
EDU 224 – Introduction to Education*	Byron
EDU 244 – Students with Disabilities in Schools	Byron
ENG 101 – Composition 1	Byron
HLT 110 – Medical Terminology	Byron
HST 141 – Western Civilization 1	Byron
MTH 220 – Elements of Statistics	Byron
NAD 101 – Nursing Aide	Byron

The following Byron High School courses are eligible for Rock Valley College articulated credit:

RVC Course Eligible for Articulated Credit	Student Earns Articulated Credit by:
ATM 105 (Auto 1-5)	Successful completion of ATM 106

## Appendix B Curriculum Development, Feedback, and Approval

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

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

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

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

## Appendix D Articulated Credit Policy & Procedures

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

## 2026–2027 Dual and Articulated Credit Memorandum of Understanding Between Winnebago Community Unit School District #323 and Rock Valley College

### Background:

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

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

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

Appendix A notes the courses approved to be taught at Winnebago Community Unit School District #323 as dual credit for the 2026–2027 academic year.

### Recommendation:

It is recommended that the Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Winnebago Community Unit School District #323, beginning August 1, 2026, and expiring June 30, 2027. [Attorney Reviewed.](#)

---

Howard J. Spearman, Ph.D.  
President

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

**Attachment(s):** Winnebago Community Unit School District #323 Dual and Articulated Credit Memorandum of Understanding

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 9<sup>TH</sup> day of MARCH, 2026 between Winnebago School District 323 ("School District"), located at 304 East McNair Road, Winnebago, Illinois 61088 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
  - a. **Qualifications of Students.** Eligible students are defined as those who demonstrate readiness for college-level work, where said determination shall be consistent with the placement procedures used at the college level. Students who are accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college-level course.
    - i. School District or its career center is responsible for disseminating all dual credit and course information directly to the students.
  - b. **Dual Credit Course.** Dual credit courses shall meet requirements set forth in applicable law and regulations including, but not limited to, 23 Ill. Adm. Code 1501.313. The courses listed in Appendix A will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest, and availability in specific courses, and/or local board policy.
2. In accordance with applicable law and regulations, all dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors"), where instructors shall be reviewed by Rock Valley College during the academic year.
  - a. Qualified, eligible, and approved Rock Valley College faculty may elect to be assigned to teach a dual credit course if there is no interest by the School District Instructors and in accordance with Rock

Valley College's procedures on dual credit programs, as may be amended from time to time.

3. All dual credit and articulated credit courses shall be taught at the School District's campuses unless otherwise noted in Appendix A.
4. It is further agreed upon by the Parties that the School District will:
  - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
  - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
  - c. Verify that School District Dual Credit Instructors meet Illinois Community College Board (ICCB) Administrative Rules including, but not limited to, Section 1501.313, HLC-allowed minimally qualified faculty standards, the Dual Credit Quality Act's recognized minimums (e.g., master's in the discipline; or master's in any discipline plus a minimum of, but not more than 18 graduate hours in the discipline) (110 ILCS 27/20(1)(A)) and Rock Valley College's minimum qualifications to teach including:
    - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
    - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
  - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;
  - e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
  - f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
  - g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
  - h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
  - i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of

assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;

Ensure that the instructor receives necessary information to provide academic support to students that require modifications and/or accommodations as contained in an IEP or 504 plan;

- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the second week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code and shall be completed within the same school year that the course is taught;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- n. Distribute on the first day of class, the course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that School District Dual Credit Instructors assign letter grades following Rock Valley College's grading scale;
- p. Ensure that School District Dual Credit Instructors report instances of academic dishonesty to the Parties.
- q. Ensure that the total class contact time meets or exceeds Rock Valley College's requirements;
- r. Review this MOU annually for accuracy and pricing;
- s. Attend bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.
- t. Provide associated instructional costs such as instructional materials and supplies, as needed;
- u. Provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit

instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction;

- v. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
- w. Provide necessary academic support and guidance to students enrolled in the program.

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

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

- l. Establish a mechanism for evaluating and documenting, on a regular basis, performance of students who complete dual credit courses and share this data with the School District on the performance of students who complete dual credit courses;
  - m. Notify the School District within 30 calendar days from the initial course request of any disapproval or withdrawal regarding a course, instructor, or course documentation.
  - n. Review this MOU annually for accuracy and pricing; and
  - o. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.
6. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2026-2027 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
  7. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
  8. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
  9. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
  10. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
  11. The Parties will work collaboratively to:
    - Annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance, to the extent feasible, pursuant to the Dual Credit Quality Act.
  12. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
    - a. The School District will ensure that all of its eligible students have access to dual credit course offering information prior to course selection.
    - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet

which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.

- c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
- d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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


- 13. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
  - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
  - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
  - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.
- 14. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual and/or articulated credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

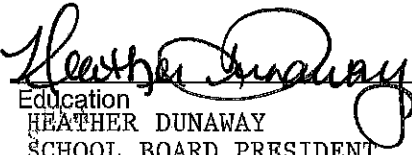
To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit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

data concerning students enrolled in dual credit courses for high school credit only.

15. Rock Valley College and the School District each agree to mutually indemnify, defend, and hold harmless the other party and their respective board members, employees, and agents from all claims, causes of action, damages, and losses (collectively "Loss") to the extent the loss arises out of the negligent or willful acts or omissions of the indemnifying party, and/or the indemnifying party's breach of this Agreement.
16. This Memorandum will be governed by and interpreted in accordance with the laws of the State of Illinois. Both Parties will comply with all applicable laws, rules, and regulations.
17. No provision of this Memorandum, or act of either Party, will be construed as creating the relationship of principal and agent, or as creating a partnership, joint venture, or other enterprise. This Memorandum is not intended to benefit any third parties.
18. No provision of this Memorandum, or act of either Party, will be construed as a waiver of any rights or immunities.
19. Should any clause or paragraph of this Memorandum be held to be unenforceable, void, or unconstitutional, it is the intent of the parties that all remaining clauses of this Agreement shall survive and be deemed enforceable despite such occurrence.
20. This Agreement will be in effect August 1, 2026 and end on June 30, 2027.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of the dates indicated below.

<hr/>		<hr/>	
	03/09/2026		
High School Superintendent	Date	Rock Valley College President	Date
JOHN SCHWUCHOW			

<hr/>		<hr/>	
	03/09/2026		Board of
Education	Date	Rock Valley College Board of Trustees	Date
HEATHER DUNAWAY			
SCHOOL BOARD PRESIDENT			

## Appendix A Dual Credit Courses

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

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

## Appendix B Curriculum Development, Feedback, and Approval

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

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

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

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

## Appendix D Articulated Credit Policy & Procedures

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

## 2026–2027 Running Start Intergovernmental Agreement (IGA) Byron Community Unit School District #226

### Background:

*Running Start* is a formal program that allows qualified students from the Byron Community Unit School District #226 to attend Rock Valley College (RVC) for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate's Degree simultaneously, or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The *Running Start* program will be administered through the Early College office at Rock Valley College in conjunction with Byron Community Unit School District #226.

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

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

### Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the *Running Start* Intergovernmental Agreement with Byron Community Unit School District #226, effective on the date both parties have approved and executed the Agreement, for classes beginning Summer 2026 and automatically expiring on June 30, 2027. [Attorney Reviewed](#).

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Howard J. Spearman, Ph.D.  
President

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

**Attachment(s):** Byron Community Unit School District #226 Intergovernmental Agreement

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
BYRON COMMUNITY SCHOOL DISTRICT NO. 226,  
OGLE COUNTY, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of Byron Community School District No. 226, Ogle County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

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

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

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

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

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

**Section 1 Incorporation of Preamble Recitals**

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

**Section 2 Implementation of Running Start**

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

following terms and conditions.

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

### **Section 3 DISTRICT Obligations**

DISTRICT will:

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

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

- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 226 students and their parents or a guardian that they are responsible for covering textbooks, associated instructional material costs, and 100% of the in-district tuition and fees for the Running Start Program.
- M. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- N. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

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

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Self Service, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. Students are responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 226 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.
- K. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

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

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

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

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

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.

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

shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

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

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

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

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

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2027. This agreement is applicable for the Running Start Class who begins Summer 2026 and for program applicants and participants who begin the Running Start program in Summer 2027. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

Byron Community School District No. 226  
Att'n: Superintendent  
696 N. Colfax St.  
Byron, IL 61010  
Facsimile: (815) 335-7574

with a copy to counsel;

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

If to COLLEGE:

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

with a copy to counsel:

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

- E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.
- F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.
- G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

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

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

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

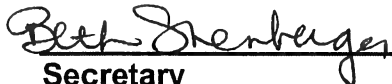
**WHEREFORE,** the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education  
Byron School District No.  
226  
Ogle County, Illinois**

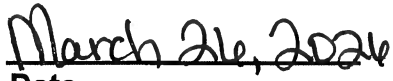
**Board of Trustees  
Illinois Community COLLEGE  
District No. 511  
Winnebago County, Illinois**

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

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

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

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

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

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

**APPENDIX A**  
**DISTRICT Running Start Program Process Procedures**

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

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

**APPENDIX B**  
**DISTRICT Procedures to Fulfill Qualifications and Admissions**

Note: "DISTRICT" refers to Byron DISTRICT 226. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

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

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

## APPENDIX C

### Running Start Student Academic Conduct Policies

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

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

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

#### **ATTENDANCE POLICY**

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

#### **MAINTAINING ACADEMIC INTEGRITY**

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

#### **ACADEMIC EARLY WARNING**

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

#### **ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)**

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

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

#### **DISMISSAL FROM PROGRAM**

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

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

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

- Earning a combination of three "D", "F" or "W" grades in a single semester.
- Earning two "F" grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.

Needing to recover more than 7 credits by the end of the first year in the program.

**Appendix D**  
**Running Start Program Course Offerings 2026-2027**  
**Running Start Courses Approved to be taken at an RVC Campus**

Allied Health					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Grad Requirement
FWS-110	Fitness Walking	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-116	Step Aerobics	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-119	Cardio Kickboxing	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-121	Cardio Fitness & Conditioning	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-126	Beginning Weight Lifting	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-127	Advanced Weight Lifting	2	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-128	Sports Performance Fitness	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-131	Basketball & Touch Football	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-133	Power Volleyball	1	RVC-RS plus RVC Course Name	0.5	
FWS-151	Tae Kwon Do	1	RVC-RS plus RVC Course Name	0.5	
FWS-220	Intro Career Opportunity in PE	3	RVC-RS plus RVC Course Name	0.5	
FWS-231	Contemporary Health Issues	3	RVC-RS plus RVC Course Name	0.5	
FWS-233	Community Health	3	RVC-RS plus RVC Course Name	0.5	
FWS-235	Alcohol and Drug Education	3	RVC-RS plus RVC Course Name	0.5	
FWS-236	Human Sexuality	3	RVC-RS plus RVC Course Name	0.5	
FWS-237	Nutrition for Optimum Living	3	RVC-RS plus RVC Course Name	0.5	
FWS-243	First Aid/Gen Safety/CPR/AED	3	RVC-RS plus RVC Course Name	0.5	
FWS-250	Introduction Sport Management	3	RVC-RS plus RVC Course Name	0.5	
FWS-253	Introduction to Coaching	3	RVC-RS plus RVC Course Name	0.5	
FWS-254	ASEP Sport First Aid and CPR	3	RVC-RS plus RVC Course Name	0.5	

FWS-255	Sociology of Sport	3	RVC-RS plus RVC Course Name	0.5
FWS-256	History of Phy Ed & Sport	3	RVC-RS plus RVC Course Name	0.5
FWS-258	Sport & Exercise Psychology	3	RVC-RS plus RVC Course Name	0.5
FWS-260	Intro to Exercise Science	3	RVC-RS plus RVC Course Name	0.5
FWS-261	Nutrition for Fitness&Sport	3	RVC-RS plus RVC Course Name	0.5
FWS-263	Nutrit, Exercise & Weight Cntr	3	RVC-RS plus RVC Course Name	0.5
FWS-265	Personal Fitness and Wellness	3	RVC-RS plus RVC Course Name	0.5
FWS-266	Personal Trng I-Concepts&Appl	3	RVC-RS plus RVC Course Name	0.5
FWS-267	Persnl Trng II-Concepts&Appl.	3	RVC-RS plus RVC Course Name	0.5
HLT-110	Medical Terminology	2	RVC-RS plus RVC Course Name	0.5

### Business

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS GRAD REQUIREMENT
ATG-110	Financial Accounting	4	RVC-RS plus RVC Course Name	0.5	
ATG-111	Managerial Accounting	4	RVC-RS plus RVC Course Name	0.5	
BUS-101	Introduction to Business	3	RVC-RS plus RVC Course Name	0.5	
BUS-103	Business Mathematics	3	RVC-RS plus RVC Course Name	0.5	
BUS-105	Consumer Econ and Prsnl Fin	3	RVC-RS plus RVC Course Name	0.5	
BUS-130	Entrepreneurship Principles	3	RVC-RS plus RVC Course Name	0.5	
BUS-131	Entrepreneurship Planning	3	RVC-RS plus RVC Course Name	0.5	
BUS-170	Intro Organizational Behavior	3	RVC-RS plus RVC Course Name	0.5	
BUS-200	Legal Environment in Bus	3	RVC-RS plus RVC Course Name	0.5	
BUS-223	Business Statistics	3	RVC-RS plus RVC Course Name	0.5	
BUS-230	Entrepreneurship Capstone	3	RVC-RS plus RVC Course Name	0.5	
BUS-279	Principles of Finance	3	RVC-RS plus RVC Course Name	0.5	

BUS-282	International Business	3	RVC-RS plus RVC Course Name	0.5
MGT-170	Business Communications	3	RVC-RS plus RVC Course Name	0.5
MGT-270	Principles of Management	3	RVC-RS plus RVC Course Name	0.5
MGT-271	Human Resource Manage	3	RVC-RS plus RVC Course Name	0.5
MGT-274	Leadership	3	RVC-RS plus RVC Course Name	0.5
MKT-260	Principles of Marketing	3	RVC-RS plus RVC Course Name	0.5
MKT-265	Salesmanship	3	RVC-RS plus RVC Course Name	0.5
MKT-266	Principles of Advertising	3	RVC-RS plus RVC Course Name	0.5
MKT-288	Customer Relations	3	RVC-RS plus RVC Course Name	0.5
OFF-118	Computer Keyboarding	1	RVC-RS plus RVC Course Name	0.5

#### Communications

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
COM-113	Intro to Public Relations	3	RVC-RS plus RVC Course Name	0.5	
COM-119	News Writing	3	RVC-RS plus RVC Course Name	0.5	
COM-120	News Editing	3	RVC-RS plus RVC Course Name	0.5	
COM-130	Intro to Mass Communication	3	RVC-RS plus RVC Course Name	0.5	
COM-140	Writing for Multimedia	3	RVC-RS plus RVC Course Name	0.5	
COM-156	Audio Production I	3	RVC-RS plus RVC Course Name	0.5	
COM-157	Video Production I	3	RVC-RS plus RVC Course Name	0.5	
COM-208	Screenwriting	3	RVC-RS plus RVC Course Name	0.5	
COM-218	Broadcast Performance	3	RVC-RS plus RVC Course Name	0.5	
COM-221	Photojournalism	3	RVC-RS plus RVC Course Name	0.5	
COM-251	Film History and Appreciation	3	RVC-RS plus RVC Course Name	0.5	
COM-252	International History of Film	3	RVC-RS plus RVC Course Name	0.5	

COM-256	Advanced Audio Production	3	RVC-RS plus RVC Course Name	0.5	
COM-257	Advanced Video Production	3	RVC-RS plus RVC Course Name	0.5	
COM-260	Advanced Post-Production	3	RVC-RS plus RVC Course Name	0.5	
COM-296	Documentary Production	3	RVC-RS plus RVC Course Name	0.5	
COM-297	Motion Picture Production	3	RVC-RS plus RVC Course Name	0.5	
ENG-101	Composition I	3	RVC-RS Composition I	0.5	Required: English 3
ENG-103	Composition II	3	RVC-RS Composition II	0.5	Required: English 3
ENG-108	Intro Creative Writing	3	RVC-RS plus RVC Course Name	0.5	
ENG-109	Creative Writing II	3	RVC-RS plus RVC Course Name	0.5	
ENG-110	Intro to Technical Writing	3	RVC-RS plus RVC Course Name	0.5	
ENG-200	Language, Power & Public Life	3	RVC-RS plus RVC Course Name	0.5	
LIT-101	Introduction to Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-139	Mythology	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-140	The Bible As Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-141	Film and Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-142	Exploring Literature: Poetry	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-144	Exploring Literature: Fiction	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-152	Multicultural American Lit	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-154	Intro Non-Western Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-201	American Lit Before 1865	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-202	American Literature Since 1865	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
SPH-131	Fundamentals of Communication	3	RVC-RS plus RVC Course Name	0.5	Required: English 4
SPH-201	Interpersonal Communication	3	RVC-RS plus RVC Course Name	0.5	
SPH-202	Intercultural Communication	3	RVC-RS plus RVC Course Name	0.5	
SPH-211	Group Leadership	3	RVC-RS plus RVC Course Name	0.5	

**Computers and Information Systems**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>	<b>HS Graduation Requiremen</b>
CIS-102	Intro Computer & Info Systems	3	RVC-RS plus RVC Course Name	0.5	
CIS-120	Intro to Microsoft Word	1	RVC-RS plus RVC Course Name	0.5	
CIS-121	Introduction to Excel	1	RVC-RS plus RVC Course Name	0.5	
CIS-124	Introduction to Powerpoint	1	RVC-RS plus RVC Course Name	0.5	
CIS-130	Introduction to Access	2	RVC-RS plus RVC Course Name	0.5	
CIS-170	Programming Logic & Design	3	RVC-RS plus RVC Course Name	0.5	
CIS-180	Intro to Visual Basic Prgrmg.	4	RVC-RS plus RVC Course Name	0.5	
CIS-240	Intro to Java Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-245	Program Android-Mobile Devices	4	RVC-RS plus RVC Course Name	0.5	
CIS-254	Database Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-276	Intro to C/C++ Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-277	Advanced C/C++ Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-279	Visual C# Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-280	Program iOS Apple Mobile Dev	4	RVC-RS plus RVC Course Name	0.5	
CIS-290	Special Topics in CIS	1	RVC-RS plus RVC Course Name	0.5	
CIS-291	Internship Field Project	1	RVC-RS plus RVC Course Name	0.5	
GAT-101	Intro to Graphic Arts Tech	4	RVC-RS plus RVC Course Name	0.5	
GAT-110	Introduction to Photoshop	2	RVC-RS plus RVC Course Name	0.5	
GAT-115	Introduction to Illustrator	2	RVC-RS plus RVC Course Name	0.5	
GAT-150	Typography	2	RVC-RS plus RVC Course Name	0.5	
GAT-178	Fundamentals of Desktop Publis	3	RVC-RS plus RVC Course Name	0.5	
GAT-190	Image Generation and Output	2	RVC-RS plus RVC Course Name	0.5	

GAT-215	Advanced Illustrator	2	RVC-RS plus RVC Course Name	0.5
GAT-220	Adv Photoshop Grap Arts Indus.	3	RVC-RS plus RVC Course Name	0.5
PCT-110	Networking Essentials	3	RVC-RS plus RVC Course Name	0.5
PCT-111	Windows Active Directory	3	RVC-RS plus RVC Course Name	0.5
PCT-112	Windows Server Fundamentals	3	RVC-RS plus RVC Course Name	0.5
PCT-113	Microsoft Win Infrastructure	3	RVC-RS plus RVC Course Name	0.5
PCT-120	Cisco Networking I	4	RVC-RS plus RVC Course Name	0.5
PCT-122	Cisco Networking II	4	RVC-RS plus RVC Course Name	0.5
PCT-124	Cisco Networking III	4	RVC-RS plus RVC Course Name	0.5
PCT-126	Cisco Networking IV	4	RVC-RS plus RVC Course Name	0.5
PCT-130	Intro Network Security Fndmntl	3	RVC-RS plus RVC Course Name	0.5
PCT-132	Advanced Network Security	3	RVC-RS plus RVC Course Name	0.5
PCT-140	IP Telephony I	4	RVC-RS plus RVC Course Name	0.5
PCT-142	IP Telephony II	4	RVC-RS plus RVC Course Name	0.5
PCT-211	VMWare vSphere:Install/Config	3	RVC-RS plus RVC Course Name	0.5
PCT-262	A+ Essentials	3	RVC-RS plus RVC Course Name	0.5
PCT-270	Introduction to Unix/Linux	3	RVC-RS plus RVC Course Name	0.5
PCT-275	Cisco Firewall Design	4	RVC-RS plus RVC Course Name	0.5
PCT-290	Special Topic in PC Tech	1	RVC-RS plus RVC Course Name	0.5
WEB-101	Programming Related-Internet	4	RVC-RS plus RVC Course Name	0.5
WEB-102	Adv Program Related - Internet	4	RVC-RS plus RVC Course Name	0.5
WEB-111	Introduction to Multimedia	3	RVC-RS plus RVC Course Name	0.5
WEB-225	Digital Photography	3	RVC-RS plus RVC Course Name	0.5
WEB-233	Introduction to Javascript	4	RVC-RS plus RVC Course Name	0.5
WEB-234	PHP Programming	4	RVC-RS plus RVC Course Name	0.5

**Engineering and Technology**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>	<b>HS Graduation Requiremen</b>
EGR-101	Introduction to Engineering	2	RVC-RS plus RVC Course Name	0.5	
EGR-135	Engineering Graphics/CAD	4	RVC-RS plus RVC Course Name	0.5	
EGR-206	Statics	3	RVC-RS plus RVC Course Name	0.5	
EGR-207	Dynamics	3	RVC-RS plus RVC Course Name	0.5	
EGR-221	Elem Mech of Defmabl Bodies	3	RVC-RS plus RVC Course Name	0.5	
EGR-231	Engineering Circuit Analysis	4	RVC-RS plus RVC Course Name	0.5	
EGR-250	Digital Electronics	4	RVC-RS plus RVC Course Name	0.5	

**Humanities / Fine Arts**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Name</b>	<b>HS Credits</b>	<b>HS Graduation Requiremen</b>
ART-101	Drawing and Composition I	3	RVC-RS plus RVC Course Name	0.5	
ART-102	Drawing and Composition II	3	RVC-RS plus RVC Course Name	0.5	
ART-103	Design I	3	RVC-RS plus RVC Course Name	0.5	
ART-111	Painting I	3	RVC-RS plus RVC Course Name	0.5	
ART-121	Ceramics I	3	RVC-RS plus RVC Course Name	0.5	
ART-122	Ceramics II	3	RVC-RS plus RVC Course Name	0.5	
ART-131	Introduction to Visual Art	3	RVC-RS plus RVC Course Name	0.5	
ART-141	Intro Non-Western Visual Art	3	RVC-RS plus RVC Course Name	0.5	
ART-201	Life Drawing	3	RVC-RS plus RVC Course Name	0.5	
ART-203	Design II	3	RVC-RS plus RVC Course Name	0.5	
ART-212	Painting II	3	RVC-RS plus RVC Course Name	0.5	
ART-216	Relief Printmaking	3	RVC-RS plus RVC Course Name	0.5	

ART-251	History of Art I	3	RVC-RS plus RVC Course Name	0.5
ART-252	History of Art II	3	RVC-RS plus RVC Course Name	0.5
CRM-101	Intro to Criminal Justice	3	RVC-RS plus RVC Course Name	0.5
CRM-102	Intro to Probation & Parole	3	RVC-RS plus RVC Course Name	0.5
CRM-103	Intro to Corrections	3	RVC-RS plus RVC Course Name	0.5
CRM-104	Intro to Private Security	3	RVC-RS plus RVC Course Name	0.5
CRM-105	Police Report Writing	3	RVC-RS plus RVC Course Name	0.5
CRM-120	Criminal Investigation	3	RVC-RS plus RVC Course Name	0.5
CRM-125	Criminal Proced & Civil Rights	3	RVC-RS plus RVC Course Name	0.5
CRM-127	Ethics in Law Enforcement	3	RVC-RS plus RVC Course Name	0.5
CRM-210	Criminal Law	3	RVC-RS plus RVC Course Name	0.5
CRM-225	Juvenile Procedures	3	RVC-RS plus RVC Course Name	0.5
CRM-260	Police Organization & Admin	3	RVC-RS plus RVC Course Name	0.5
CRM-271	Patrol Procedures	3	RVC-RS plus RVC Course Name	0.5
CRM-281	Rules of Evidence	3	RVC-RS plus RVC Course Name	0.5
CRM-282	Interviews & Interrogations	3	RVC-RS plus RVC Course Name	0.5
ECE-100	Intro to Early Childhood Ed.	3	RVC-RS plus RVC Course Name	0.5
ECE-101	The Developing Child	3	RVC-RS plus RVC Course Name	0.5
ECE-103	Health, Safety & Nutrition of Young Child	3	RVC-RS plus RVC Course Name	0.5
ECE-105	Observation and Assessment of Young Children	3	RVC-RS plus RVC Course Name	0.5
ECE-113	Infant and Toddler Curriculum	3	RVC-RS plus RVC Course Name	0.5
ECE-201	Language Development	3	RVC-RS plus RVC Course Name	0.5
ECE-202	Child, Family & Community	3	RVC-RS plus RVC Course Name	0.5
ECE-203	Curriculum Plan-Young Child	3	RVC-RS plus RVC Course Name	0.5
ECE-205	Org & Superv-Early Child Facil	3	RVC-RS plus RVC Course Name	0.5

EDU-202	Children's Literature	3	RVC-RS plus RVC Course Name	0.5
EDU-224	Introduction to Education	3	RVC-RS plus RVC Course Name	0.5
EDU-234	Intro Technology for Teachers	3	RVC-RS plus RVC Course Name	0.5
EDU-244	Students With Disabilities	3	RVC-RS plus RVC Course Name	0.5
FRN-101	Beginning French	4	RVC-RS plus RVC Course Name	0.5
FRN-102	Continuatn of Begng French	4	RVC-RS plus RVC Course Name	0.5
GRM-101	Beginning German	4	RVC-RS plus RVC Course Name	0.5
GRM-102	Continuatn of Begng German	4	RVC-RS plus RVC Course Name	0.5
HUM-111	Intro to Humanities I	3	RVC-RS plus RVC Course Name	0.5
HUM-112	Intro to Humanities II	3	RVC-RS plus RVC Course Name	0.5
HUM-114	Intro Hum III:Contem West Wrl	3	RVC-RS plus RVC Course Name	0.5
HUM-125	Intro Non-Western Humanities	3	RVC-RS plus RVC Course Name	0.5
HUM-211	War & West Hum Thru Mid Ages	3	RVC-RS plus RVC Course Name	0.5
HUM-212	War & W.Hum-Renaiss to Present	3	RVC-RS plus RVC Course Name	0.5
HUM-250	Leadership Development Stud	3	RVC-RS plus RVC Course Name	0.5
MUS-101	Fundamentals of Music	3	RVC-RS plus RVC Course Name	0.5
MUS-102	Intro to Music Literature	3	RVC-RS plus RVC Course Name	0.5
MUS-104	Intro to American Music	3	RVC-RS plus RVC Course Name	0.5
MUS-106	Intro to Non-Western Music	3	RVC-RS plus RVC Course Name	0.5
MUS-131	Class Piano I	2	RVC-RS plus RVC Course Name	0.5
MUS-132	Class Piano II	2	RVC-RS plus RVC Course Name	0.5
MUS-191	Chorus I	1	RVC-RS plus RVC Course Name	0.5
MUS-194	Instrumental Ensemble I	1	RVC-RS plus RVC Course Name	0.5
MUS-195	Band I	1	RVC-RS plus RVC Course Name	0.5
MUS-198	Orchestra I	1	RVC-RS plus RVC Course Name	0.5

MUS-294	Instrumental Ensemble II	1	RVC-RS plus RVC Course Name	0.5
MUS-295	Band II	1	RVC-RS plus RVC Course Name	0.5
MUS-298	Orchestra II	1	RVC-RS plus RVC Course Name	0.5
PHL-150	Intro to Philosophy	3	RVC-RS plus RVC Course Name	0.5
PHL-151	Intro Non-Western Philosophy	3	RVC-RS plus RVC Course Name	0.5
PHL-152	Environmental Ethics	3	RVC-RS plus RVC Course Name	0.5
PHL-153	Medical Ethics	3	RVC-RS plus RVC Course Name	0.5
PHL-154	Introduction to Religion	3	RVC-RS plus RVC Course Name	0.5
PHL-155	World Religions	3	RVC-RS plus RVC Course Name	0.5
PHL-156	Religion in American Society	3	RVC-RS plus RVC Course Name	0.5
PHL-157	Foundational Religious Texts	3	RVC-RS plus RVC Course Name	0.5
PHL-255	Logic	3	RVC-RS plus RVC Course Name	0.5
PHL-256	Contemporary Moral Issues	3	RVC-RS plus RVC Course Name	0.5
PHL-260	Philosophy of Religion	3	RVC-RS plus RVC Course Name	0.5
SPN-101	Beginning Spanish	4	RVC-RS plus RVC Course Name	0.5
SPN-102	Continuation Beginning Spanish	4	RVC-RS plus RVC Course Name	0.5
SPN-203	Intermediate Spanish	3	RVC-RS plus RVC Course Name	0.5
SPN-204	Continue Intermediate Spanish	3	RVC-RS plus RVC Course Name	0.5
THE-133	Introduction to the Theater	3	RVC-RS plus RVC Course Name	0.5
THE-134	Stagecraft & Theater Lighting	3	RVC-RS plus RVC Course Name	0.5
THE-135	Acting I	3	RVC-RS plus RVC Course Name	0.5
THE-235	Acting II	3	RVC-RS plus RVC Course Name	0.5

**Life Sciences**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requirements
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BIO-100	Introductory Human Biology	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-103	Introductory Life Science	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-104	Intro Life Science Lab	1	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-106	Environmental Science	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-107	Environmental Biology Lab	1	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-113	Plants and Society	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-140	Introduction to Evolution	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-150	Microbes and Society	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-152	Microbes & Society Laboratory	1	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-162	Human Heredity	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-171	Biology of Human Disease	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-185	Foundations Anat & Physiol	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-201	Fundamentals of Biology I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-202	Fundamentals of Biology II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-274	Microbiology	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-281	Anatomy and Physiology I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-282	Anatomy and Physiology II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)

**Mathematics**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requirement
MTH-115	General Education Math	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-120	College Algebra	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-125	Plane Trigonometry	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-132	College Algebra & Trigonometry	5	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-135	Calculus W/Analytic Geom I	5	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation

MTH-164	Computer in Mathematics C/C++	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-211	Calc for Business & Soc Scienc	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-216	Math for Elem Teachers I	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-217	Math for Elem Teachers II	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-220	Elements of Statistics	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-235	Calculus W/Analytic Geom II	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-236	Calculus W/Analyt Geom III	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-240	Differential Equations	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-250	Modern Linear Algebra	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation

#### Physical Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requirement
ATS-105	Intro to Atmospheric Science	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-110	General Organic & BioChem I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-120	General Chemistry I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-130	General Chemistry II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-210	General, Organic & BioChem II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-220	Organic Chemistry I	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-230	Organic Chemistry II	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-240	General Biological Chemistry	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
GEL-101	Introduction to Geology	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
GEL-107	Geology of the Solar System	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
GEL-206	Environmental Geology	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
PGE-100	Physical Geography	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
PGE-102	Physical Geography With Lab	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)

PGE-240	Global Climate Change	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-201	Mechanics and Heat	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-202	Waves/Elec/Light & Modrn Phys	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-215	Mechanics, Wave Motion, Thermo	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-225	Electr, Magnetism, Light, Phys	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)

### Social Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Course Code
ANP-102	Intro Biolo Anthro & Archaeol	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ANP-103	Intro to Cultural Anthro	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ECO-101	Introduction to Economics	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ECO-110	Principles of Economics: Macro	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ECO-111	Principles of Economics: Micro	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
GEO-130	World Geography	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-140	History of Western Civ I	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-141	History of Western Civ II	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-142	History of U S to 1865	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-143	History of U S Since 1865	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-144	Current Hist 1945 to Present	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-151	African History Survey to 1600	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-152	African Hist Survey Since 1600	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-162	History of Latin America I	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-163	History of Latin America II	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-172	History of Middle East to 1453	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-173	History Middle East Since 1453	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required

HST-182	Hist of Eastern Civ to 1500	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-183	Hist of East Civ Since 1500	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-192	History of World Until 1750	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-193	Hist of the World Since 1750	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-210	History of Women of the U.S.	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-150	Intro to Political Science	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-160	American National Government	3	RVC-RS plus RVC Course Name	0.5	Required for graduation
PSC-161	State and Local Government	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-210	Intro to Legal System	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-211	The American Presidency	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-269	International Relations	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-190	Introduction to Sociology	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-290	Social Problems	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-291	Criminology	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-292	Sociology of Deviance	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-294	Urban Sociology	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-295	Racial and Ethnic Relations	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-298	Sociology of Sex and Gender	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-299	Sociology of the Family	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required

**STU Student Development**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Course Code
STU-100	Planning for Success	1	RVC-RS plus RVC Course Name	0.5	
STU-101	Career Planning	2	RVC-RS plus RVC Course Name	0.5	

STU-103	Workplace Ethics	1	RVC-RS plus RVC Course Name	0.5
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## 2026–2027 Running Start Intergovernmental Agreement (IGA) Winnebago Community Unit School District #323

### Background:

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

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

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

### Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Winnebago Community Unit School District #323, effective on the date both parties have approved and executed the Agreement, for classes beginning Summer 2026 and automatically expiring on June 30, 2027. [Attorney Reviewed](#).

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Howard J. Spearman, Ph.D.  
President

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

**Attachment(s):** Winnebago Community Unit School District #323 Intergovernmental Agreement

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

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

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

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

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

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

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

**Section 1 Incorporation of Preamble Recitals**

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

**Section 2 Implementation of Running Start**

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

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

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

### **Section 3 DISTRICT Obligations**

DISTRICT will:

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

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

planning.

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

COLLEGE will provide participating DISTRICT students with:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2027. This agreement is applicable for the Running Start Class who begins Summer 2026 and for program applicants and participants who begin the Running Start program in Summer 2027. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

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

with a copy to counsel;

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

If to COLLEGE:

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

with a copy to counsel:

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

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

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

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

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

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

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

instrument. Counterparts may be exchanged in PDF format by email.

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


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

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



**President**  
HEATHER DUNAWAY,

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



\_\_\_\_\_  
**Secretary**  
CALI OBERBROECKLING

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

03/09/2026  
\_\_\_\_\_  
**Date**

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

**APPENDIX A**  
**DISTRICT Running Start Program Process Procedures**

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

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

**APPENDIX B**  
**DISTRICT Procedures to Fulfill Qualifications and Admissions**

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

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

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

## APPENDIX C

### Running Start Student Academic Conduct Policies

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

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

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

#### **ATTENDANCE POLICY**

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

#### **MAINTAINING ACADEMIC INTEGRITY**

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

#### **ACADEMIC EARLY WARNING**

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

#### **ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)**

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

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

#### **DISMISSAL FROM PROGRAM**

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

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

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

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

**Appendix D**  
**Running Start Program Course Offerings 2026-2027**  
**Running Start Courses Approved to be taken at an RVC Campus**

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

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

CIS-245	Program Android-Mobile Devices	4	RSCIS-245	Program Android-Mobile Devices	.5 Elective
CIS-254	Database Programming	4	RSCIS-254	Database Programming	.5 Elective
CIS-276	Intro to C/C++ Programming	4	RSCIS-276	Intro to C/C++ Programming	.5 Elective
CIS-277	Advanced C/C++ Programming	4	RSCIS-277	Advanced C/C++ Programming	.5 Elective
CIS-279	Visual C# Programming	4	RSCIS-279	Visual C# Programming	.5 Elective
CIS-280	Program iOS Apple Mobile Dev	4	RSCIS-280	Program iOS Apple Mobile Dev	.5 Elective
CIS-290	Special Topics in CIS	1	RSCIS-290	Special Topics in CIS	.5 Elective
CIS-291	Internship Field Project	1	RSCIS-291	Internship Field Project	.5 Elective
GAT-101	Intro to Graphic Arts Tech	4	RSGAT-101	Intro to Graphic Arts Tech	.5 Elective
GAT-110	Introduction to Photoshop	2	RSGAT-110	Introduction to Photoshop	.5 Elective
GAT-115	Introduction to Illustrator	2	RSGAT-115	Introduction to Illustrator	.5 Elective
GAT-150	Typography	2	RSGAT-150	Typography	.5 Elective
GAT-178	Fundamentals of Desktop Publis	3	RSGAT-178	Fundamentals of Desktop Publis	.5 Elective
GAT-190	Image Generation and Output	2	RSGAT-190	Image Generation and Output	.5 Elective
GAT-215	Advanced Illustrator	2	RSGAT-215	Advanced Illustrator	.5 Elective
GAT-220	Adv Photoshop Grap Arts Indus.	3	RSGAT-220	Adv Photoshop Grap Arts Indus.	.5 Elective
PCT-110	Networking Essentials	3	RSPCT-110	Networking Essentials	.5 Elective
PCT-111	Windows Active Directory	3	RSPCT-111	Windows Active Directory	.5 Elective
PCT-112	Windows Server Fundamentals	3	RSPCT-112	Windows Server Fundamentals	.5 Elective
PCT-113	Microsoft Win Infrastructure	3	RSPCT-113	Microsoft Win Infrastructure	.5 Elective
PCT-120	Cisco Networking I	4	RSPCT-120	Cisco Networking I	.5 Elective
PCT-122	Cisco Networking II	4	RSPCT-122	Cisco Networking II	.5 Elective
PCT-124	Cisco Networking III	4	RSPCT-124	Cisco Networking III	.5 Elective
PCT-126	Cisco Networking IV	4	RSPCT-126	Cisco Networking IV	.5 Elective
PCT-130	Intro Network Security Fndmntl	3	RSPCT-130	Intro Network Security Fndmntl	.5 Elective
PCT-132	Advanced Network Security	3	RSPCT-132	Advanced Network Security	.5 Elective
PCT-140	IP Telephony I	4	RSPCT-140	IP Telephony I	.5 Elective
PCT-142	IP Telephony II	4	RSPCT-142	IP Telephony II	.5 Elective
PCT-211	VMWare vSphere:Install/Config	3	RSPCT-211	VMWare vSphere:Install/Config	.5 Elective
PCT-262	A+ Essentials	3	RSPCT-262	A+ Essentials	.5 Elective
PCT-270	Introduction to Unix/Linux	3	RSPCT-270	Introduction to Unix/Linux	.5 Elective
PCT-275	Cisco Firewall Design	4	RSPCT-275	Cisco Firewall Design	.5 Elective
PCT-290	Special Topic in PC Tech	1	RSPCT-290	Special Topic in PC Tech	.5 Elective
WEB-101	Programming Related-Internet	4	RSWEB-101	Programming Related-Internet	.5 Elective
WEB-102	Adv Program Related - Internet	4	RSWEB-102	Adv Program Related - Internet	.5 Elective
WEB-111	Introduction to Multimedia	3	RSWEB-111	Introduction to Multimedia	.5 Elective
WEB-225	Digital Photography	3	RSWEB-225	Digital Photography	.5 Elective
WEB-233	Introduction to Javascript	4	RSWEB-233	Introduction to Javascript	.5 Elective
WEB-234	PHP Programming	4	RSWEB-234	PHP Programming	.5 Elective

**Engineering and Technology**

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

**Humanities / Fine Arts**

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

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

MUS-294	Instrumental Ensemble II	1	RSMUS-294	Instrumental Ensemble II	.5 Elective
MUS-295	Band II	1	RSMUS-295	Band II	.5 Elective
MUS-298	Orchestra II	1	RSMUS-298	Orchestra II	.5 Elective
PHL-150	Intro to Philosophy	3	RSPHL-150	Intro to Philosophy	.5 Elective
PHL-151	Intro Non-Western Philosophy	3	RSPHL-151	Intro Non-Western Philosophy	.5 Elective
PHL-152	Environmental Ethics	3	RSPHL-152	Environmental Ethics	.5 Elective
PHL-153	Medical Ethics	3	RSPHL-153	Medical Ethics	.5 Elective
PHL-154	Introduction to Religion	3	RSPHL-154	Introduction to Religion	.5 Elective
PHL-155	World Religions	3	RSPHL-155	World Religions	.5 Elective
PHL-156	Religion in American Society	3	RSPHL-156	Religion in American Society	.5 Elective
PHL-157	Foundational Religious Texts	3	RSPHL-157	Foundational Religious Texts	.5 Elective
PHL-255	Logic	3	RSPHL-255	Logic	.5 Elective
PHL-256	Contemporary Moral Issues	3	RSPHL-256	Contemporary Moral Issues	.5 Elective
PHL-260	Philosophy of Religion	3	RSPHL-260	Philosophy of Religion	.5 Elective
SPN-101	Beginning Spanish	4	RSSPN-101	Beginning Spanish	.5 Elective
SPN-102	Continuation Beginning Spanish	4	RSSPN-102	Continuation Beginning Spanish	.5 Elective
SPN-203	Intermediate Spanish	3	RSSPN-203	Intermediate Spanish	.5 Elective
SPN-204	Continue Intermediate Spanish	3	RSSPN-204	Continue Intermediate Spanish	.5 Elective
THE-133	Introduction to the Theater	3	RSTHE-133	Introduction to the Theater	.5 Elective
THE-134	Stagecraft & Theater Lighting	3	RSTHE-134	Stagecraft & Theater Lighting	.5 Elective
THE-135	Acting I	3	RSTHE-135	Acting I	.5 Elective
THE-235	Acting II	3	RSTHE-235	Acting II	.5 Elective

Life Sciences					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
BIO-100	Introductory Human Biology	3	RSBIO-100	Introductory Human Biology	0.5
BIO-103	Introductory Life Science	3	RSBIO-103	Introductory Life Science	0.5
BIO-104	Intro Life Science Lab	1	RSBIO-104	Intro Life Science Lab	0.5
BIO-106	Environmental Science	3	RSBIO-106	Environmental Science	0.5
BIO-107	Environmental Biology Lab	1	RSBIO-107	Environmental Biology Lab	0.5
BIO-113	Plants and Society	4	RSBIO-113	Plants and Society	0.5
BIO-140	Introduction to Evolution	3	RSBIO-140	Introduction to Evolution	0.5
BIO-150	Microbes and Society	3	RSBIO-150	Microbes and Society	0.5
BIO-152	Microbes & Society Laboratory	1	RSBIO-152	Microbes & Society Laboratory	0.5
BIO-162	Human Heredity	3	RSBIO-162	Human Heredity	0.5
BIO-171	Biology of Human Disease	3	RSBIO-171	Biology of Human Disease	0.5
BIO-185	Foundations Anat & Physiol	5	RSBIO-185	Foundations Anat & Physiol	0.5
BIO-201	Fundamentals of Biology I	4	RSBIO-201	Fundamentals of Biology I	0.5
BIO-202	Fundamentals of Biology II	4	RSBIO-202	Fundamentals of Biology II	0.5
BIO-274	Microbiology	4	RSBIO-274	Microbiology	0.5
BIO-281	Anatomy and Physiology I	4	RSBIO-281	Anatomy and Physiology I	0.5
BIO-282	Anatomy and Physiology II	4	RSBIO-282	Anatomy and Physiology II	0.5

Mathematics					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
MTH-115	General Education Math	3	RSMTH-115	General Education Math	0.5
MTH-120	College Algebra	3	RSMTH-120	College Algebra	0.5
MTH-125	Plane Trigonometry	3	RSMTH-125	Plane Trigonometry	0.5
MTH-132	College Algebra & Trigonometry	5	RSMTH-132	College Algebra & Trigonometry	0.5
MTH-135	Calculus W/Analytic Geom I	5	RSMTH-135	Calculus W/Analytic Geom I	0.5
MTH-164	Computer in Mathematics C/C++	4	RSMTH-164	Computer in Mathematics C/C++	0.5
MTH-211	Calc for Business & Soc Scienc	4	RSMTH-211	Calc for Business & Soc Scienc	0.5
MTH-216	Math for Elem Teachers I	3	RSMTH-216	Math for Elem Teachers I	0.5
MTH-217	Math for Elem Teachers II	3	RSMTH-217	Math for Elem Teachers II	0.5
MTH-220	Elements of Statistics	3	RSMTH-220	Elements of Statistics	0.5
MTH-235	Calculus W/Analytic Geom II	4	RSMTH-235	Calculus W/Analytic Geom II	0.5
MTH-236	Calculus W/Analyt Geom III	4	RSMTH-236	Calculus W/Analyt Geom III	0.5

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

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

## 2026–2027 Senior Semester Intergovernmental Agreement (IGA) Byron Community Unit School District #226

### Background:

*Senior Semester* is a formal program launched in partnership with the Byron Community Unit School District #226 during the 2026-2027 school year. The program allows up to 20 qualified District students to attend Rock Valley College for their final high school semester of senior year. Students take dual credit courses that meet the requirements for both a high school diploma and one semester of Rock Valley College credit courses simultaneously. The *Senior Semester* program is administered through the Early College office at Rock Valley College in conjunction with Byron Community Unit School District #226.

Students selected for *Senior Semester* must be academically and socially ready for college. The program provides an opportunity for students to engage in a more challenging educational environment while finishing their high school careers.

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

### Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Senior Semester Intergovernmental Agreement with Byron Community Unit School District #226, effective on the date both parties have approved and executed the Agreement, for classes beginning January 2027. The agreement shall expire on June 30, 2027. [Attorney Reviewed](#).

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Howard J. Spearman, Ph.D.  
President

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

**Attachment(s):** Byron Community Unit School District #226 Intergovernmental Agreement

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
BYRON COMMUNITY SCHOOL DISTRICT NO. 226,  
OGLE COUNTY, ILLINOIS  
AND  
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,  
WINNEBAGO COUNTY, ILLINOIS  
FOR SENIOR SEMESTER PROGRAM**

This Agreement is made and entered into by and between the Byron Community School District No. 226, Ogle County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community COLLEGE DISTRICT No. 511, Winnebago County, Illinois ("COLLEGE") (together, the Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

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

**WHEREAS**, Senior Semester is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn a semester of college credits by attending COLLEGE full-time during a semester of their senior year of high school; and

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

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

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

**Section 1    Incorporation of Preamble Recitals**

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

**Section 2    Implementation of Senior Semester**

DISTRICT and COLLEGE agree to collaborate to implement Senior Semester as a joint program, administered jointly by Rock Valley COLLEGE and Byron School District, subject to the following terms and conditions.

- A. The Parties intend to establish and offer Senior Semester to provide eligible DISTRICT students with full-time instruction at COLLEGE during a semester of their senior year of high school in satisfaction of:
- 1) DISTRICT'S requirements for earning a high school diploma.
- B. Any DISTRICT student interested in Senior Semester will meet with a DISTRICT high school counselor to discuss whether they meet the pre-selection criteria set forth in the Senior Semester Program Process Procedures (Appendix A). If an Interested DISTRICT student meets said pre-selection criteria, they will follow the application process set forth in the Senior Semester Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Senior Semester program.
- D. Instruction for DISTRICT students accepted into Senior Semester shall be provided by COLLEGE, which shall then charge the cost of in-district tuition and fees directly to each individual participating student.
- E. If a DISTRICT student is not successful academically or is not meeting Senior Semester academic standards at the midterm grading period, COLLEGE will notify District staff within one week after the midterm date.
- F. At semester end, COLLEGE will provide the District staff with student transcripts enrolled in Senior Semester.

### **Section 3 DISTRICT Obligations**

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Senior Semester, identifying a maximum of 10 eligible students to participate In Senior Semester per school year.
- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5110- 20.13(b)) and who are accepted into Senior Semester are provided equal access to Senior Semester consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Senior Semester program by the COLLEGE's annual deadline.
- D. DISTRICT will be responsible for communicating to the Senior Semester students and a parent or guardian the enrollment and selection of courses defined as Senior Semester schedules.
- E. DISTRICT will be responsible for communicating to Senior Semester students and their parents or a guardian in regard to resolving disputes within the overall operation of the Senior Semester program, including but not limited to the DISTRICT Senior Semester selection process results and qualifications and expectations of student independence not governed by in loco parentis.

- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with one point-of-contact i.e.; Principal, to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Senior Semester students.
- J. DISTRICT will provide all personal and academic success counseling services to Senior Semester students.
- K. DISTRICT will provide students who successfully complete Senior Semester with credit towards a high school diploma.
- A. DISTRICT will communicate to the DISTRICT 226 students and their parents or a guardian that they are responsible for covering textbooks, associated instructional material costs, and 100% of the in-district tuition and fees for the Running Start Program.
- L. District agrees to work with their Senior Semester students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Senior Semester. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

**Section 4 COLLEGE Obligations**

COLLEGE will:

- A. COLLEGE will provide technology accounts for Self Service, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE Policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the Senior Semester enrollment. The student is responsible for tuition and fees for STU 100, Planning for Success.
- D. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- E. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- F. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.

- G. COLLEGE will ensure that instructors for Senior Semester courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and 110 ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Senior Semester Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- H. COLLEGE will take appropriate steps to ensure that Senior Semester courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Senior Semester student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE'S review and evaluation policy for on-campus adjunct faculty, in consultation with the DISTRICT'S superintendent.
- I. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 200 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.
- J. COLLEGE will maintain appropriate academic control over the curriculum of all Senior Semester Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.
- K. COLLEGE will evaluate and document the performance of students who complete dual credit courses, and share such data with DISTRICT. To the extent applicable, the evaluation shall not impact the instructor's performance evaluation under the School Code.
- L. COLLEGE will make publicly available and provide to each student all institutional policies relating to the academic standing of students enrolled in dual credit courses or the transfer of credit for dual credit courses.

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

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

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Senior Semester Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment at the midterm of the Senior Semester with a COLLEGE advisor and DISTRICT counselor in advance of assigned priority registration dates.
- E. Student will keep all scheduled appointments.
- F. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- G. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.

- H. Student will meet and maintain requirements as set forth in the Senior Semester Academic Conduct Policies (pursuant to Appendix C).
- I. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met prior to the start of the Senior Semester.

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

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely memorializes implementation of Senior Semester, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.
- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Senior Semester Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Senior Semester courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.
- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law, and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- E. The Parties agree that their respective representatives shall use their best efforts to timely communicate with one another as needed to pursue the objectives and implementation of Senior Semester, and to work cooperatively to resolve any issues which may from time to time

arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

### **Section 7 Participation in the Senior Semester Program by Students with Disabilities**

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

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

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

### **Section 8 Miscellaneous Provisions**

- A. **Effective Date.** This Agreement becomes effective upon the date as of which It has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2027, but may be mutually extended by the parties for subsequent one (1) year terms. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

Byron Community School District No. 226  
Att'n: Superintendent  
696 N. Colfax St.  
Byron, IL 61010  
Facsimile: (815) 335-7574

with a copy to counsel;

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

If to COLLEGE:

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

with a copy to counsel:

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

- E. Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.
- F. Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Senior Semester program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in non-binding mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.
- G. Severability.** If for any reason any provision of this Agreement is determined by a court or an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.
- The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.
- H. Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.
- I. Signature In Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument. Counterparts may be exchanged in PDF format by email.

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

Board of Education  
Byron School District  
No. 226  
Ogle County, Illinois

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

Christen Lynde  
President

\_\_\_\_\_  
President

Beth Sherberges  
Secretary

\_\_\_\_\_  
Secretary

March 26, 2026  
Date

\_\_\_\_\_  
Date

**APPENDIX A**  
**DISTRICT Senior Semester Program Process Procedures**

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

1. Meet with the DISTRICT high school counselor regarding the selection process.
2. Must be in their high school junior year to apply for Senior Semester.
3. Have a minimum 3.5 cumulative high school GPA.
4. Be on track for high school graduation by the end of the junior year for the one semester program.
5. Completed one year of Algebra 1, one year of Geometry, and Algebra 2 with a grade of "B" or higher in each semester by the end of the junior year.
6. Completed three years of English with a grade of "B" or higher in each semester by the end of the junior year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the junior year.
8. Have a positive recommendation from the DISTRICT and school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT high school counselor to complete steps outlined In Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

**APPENDIX B**  
**DISTRICT Procedures to Fulfill Qualifications and Admissions**

Note: "DISTRICT" refers to Byron School District 226. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT Counselors determine who is Interested in applying for the Senior Semester Program.
3. DISTRICT interested students complete an RVC Application for Admission.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center (RVC Application for Admission must be completed no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC Accuplacer placement test In Reading, English, and math or submit ACT/SAT scores for possible wavier of the placement test. DISTRICT students with disabilities shall be provided reasonable accommodations, consistent with policies of DISTRICT and COLLEGE.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Senior Semester Application period for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. RVC provides ACCUPLACER scores report to District staff.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Senior Semester Program based on Accuplacer scores and/or SAT/ACT scores and pre-selection criteria.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format, with the RVC Student ID that contains all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT Counselors update shared file with qualified DISTRICT Senior Semester students and alerts District staff that file has been updated.
11. District staff compiles list of all qualified DISTRICT Senior Semester students with RVC Student ID's and submits to COLLEGE.
12. COLLEGE will verify qualified students and send the confirmed report back to District staff to complete the DISTRICT selection process.
13. DISTRICT based on number of slots available (not to exceed 20 spots), District staff will select students based upon process outlined by DISTRICT.
14. After selection process is conducted, District staff will send final and approved DISTRICT Senior Semester student list to DISTRICT Master Schedule and COLLEGE.
15. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Senior Semester program OR placement on DISTRICT waiting list.
16. COLLEGE sends welcome packet to DISTRICT students and request for transcripts to final and

approved DISTRICT Senior Semester students.

17. Accepted DISTRICT students return completed welcome packet forms and transcripts to COLLEGE.
18. DISTRICT staff manages DISTRICT Senior Semester waiting list.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet Byron School District 226 graduation requirements.
20. COLLEGE provides schedules to district staff for students enrolled in the DISTRICT Senior Semester program.
21. District staff distributes schedules to DISTRICT counselors.
22. District staff will work with DISTRICT students and COLLEGE on any changes to schedules offered to the DISTRICT.
23. COLLEGE provides students access to college advisors to assist with scheduling, as needed
24. When a student scheduling change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
25. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to District staff for processing to the Early College Office.
26. COLLEGE provides student transcripts to district staff for semester completed by participating students within two weeks of final grades posting.

## **APPENDIX C**

### **Senior Semester Academic Conduct Policies**

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

#### **ADVISING & COMMUNICATION**

*Senior Semester* students are expected to:

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

#### **ATTENDANCE POLICY**

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

#### **MAINTAINING ACADEMIC INTEGRITY**

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

#### **ACADEMIC EARLY WARNING**

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

Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.

#### **DISMISSAL FROM PROGRAM**

*Senior Semester* students may be dismissed from the program as a result of *any* of the following:

- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.





# **INDUSTRIAL SYSTEMS TECHNOLOGY**

## **ASSOCIATE OF APPLIED SCIENCE**

Dr. Hansen Stewart  
Board of Trustees  
Committee of the Whole Meeting  
April 14, 2026

# EXECUTIVE SUMMARY

## **What:**

The Industrial Systems Technology A.A.S. prepares students for employment in modern industrial environments where mechanical, electrical, fabrication, digital, and troubleshooting systems intersect.

## **Why:**

Regional employers increasingly need adaptable, cross-functional technicians who can work across multiple systems rather than a single isolated trade.

## **Next Steps:**

Board approval will authorize submission of the ICCB Form 20 for permanent approval and launch a new stackable pathway connecting existing certificates in welding, automotive, networking, mechatronics, and manufacturing.

# THE WHAT:

The Industrial Systems Technology A.A.S. provides a flexible, interdisciplinary technical pathway designed for both new students and working professionals.

## Students build skills in:

- CAD and print reading
- Mechanical systems
- Electrical fundamentals
- Welding and fabrication
- Digital and computer systems
- Troubleshooting and diagnostics
- Safety and process improvement

## Designed for:

- Recent high school graduates.
- Adult learners and career changers.
- Returning students with prior credits.
- Incumbent workers seeking advancement.
- Students exploring technical specialization options.

# THE WHY:

The Rockford region continues to demonstrate strong demand for broadly skilled industrial technicians.

## **Regional Need:\***

- District 511 identified as a regional hotspot for these occupations.
- 65+ monthly openings in core industrial roles.
- 128 monthly openings when specialty pathways are included.
- Local wages exceed national averages for similar regions.
- Aging workforce creates replacement demand.
- Opportunity to diversify underrepresented technical fields

*\*Lightcast Q1 2026 Data Set*

# PROGRAM OBJECTIVES

## **Students completing the Industrial Systems Technology A.A.S. will be able to:**

- Explain how mechanical, electrical, digital, and fabrication systems interact.
- Apply industry-recognized safety procedures.
- Interpret technical drawings and schematics.
- Diagnose problems using systematic troubleshooting methods.
- Use data to support quality, process, and operational decisions.

These objectives are intentionally broad so they can be assessed across all specialty pathways, while also remaining adaptable to future employment needs.

# HOW IT WORKS

**The Industrial Systems Technology A.A.S. is 60 total credit hours and combines:**

- General Education Courses (15 credit hours)
- Industrial Systems Technology Core (16 credit hours)
- Specialty Electives (29 credit hours)
  - Specialty Electives are created by utilizing existing certificates that can stack into the degree.
  - A short list of additional specialty electives have also been identified based on industry need.

# GENERAL EDUCATION COURSES

General Education Courses		Credits
ENG-101	Composition I	3
ENG-110	Technical Writing or	3
SPH-131	Fundamentals of Communication	
Gen Ed Science	Physical or Life Science	3
MTH 100	Technical Mathematics or	3
MTH 115	General Math or	
MTH 120	College Algebra	
BUS-101	Introduction to Business or	3
SOC-190	Introduction to Sociology or	
PSY-170	General Psychology or	
SPH-201	Interpersonal Communication	
	<b>Subtotal</b>	<b>15</b>

# INDUSTRIAL SYSTEMS CORE

Industrial Systems Technology Core		Credits
MET-100	Introductory CAD and Print Reading or	3
MEC-123	Graphics	
WLD-100	Introduction to Welding	3
MEC-103	Mechanical Systems	3
MEC-113	Electrical Systems or	3
EET-141	DC/AC Circuits and Electronics I	
CIS-102	Introduction to Computers & Info Systems	3
STU-103	Workplace Ethics	1
	<b>Subtotal</b>	<b>16</b>

# SPECIALTY ELECTIVES

Specialty Electives		Credits
<b>Industrial Welding (WLD Certificate #8219)</b>		
WLD-150	Blueprint Reading for Welders	3
WLD-153	Arc Welding: Flat and Horizontal	3
WLD-157	M.I.G. Welding	3
WLD-158	T.I.G. Welding	3
<b>Advanced Welding (WLD Certificate #8218)</b>		
WLD-152	Arithmetic for Welders	3
WLD-154	Arc Welding: Vertical and Overhead	3
WLD-168	Advanced GTAW	3
WLD-172	Welding Fabrication	3
WLD-175	Certification Qualification Prep	3
WLD-183	Robotic Welding	3
<b>Automotive Maintenance (ATM Certificate #7112)</b>		
ATM-105	Introduction to Brake and Chassis Systems	3
ATM-106	Introduction to Automotive Electrical System	3
ATM-107	Automotive Electronic Fundamentals	4
ATM-114	Brakes	4
ATM-121	Steering and Suspension	4

Specialty Electives		Credits
<b>Network Technician (CIS Certificate #3730)</b>		
PCT-110	Network Essentials	3
PCT-262	A+ Essentials	3
PCT-270	Introduction to Unix/Linux	3
<b>Manufacturing Associate (MET Certificate #8840)</b>		
MET-106	Metrology	3
MET-110	Manufacturing Processes I	3
MET-111	CNC Machine Setup/Operation/Programming	3
<b>Mechatronics Fundamentals (MEC Certificate #8710)</b>		
MEC-123	Graphics	3
MEC-133	Robotics and Automation	3
MEC-143	Advanced Manufacturing	3
<b>Other</b>		
CIS-135	Introduction to Artificial Intelligence	3
CIS-170	Programming Logic & Design	3
CIS-190	Intro to Python Programming	3
MEC-153	Fundamentals of PLC	3
MEC-173	Pneumatics and Hydraulics	3
MET-243	Continuous Improvement in Manufacturing	3
WLD-180	Independent Study in Welding	1 to 5

## Application for Permanent Approval Career & Technical Education Curriculum Associate of Applied Science in Industrial Systems Technology

### Background:

Rock Valley College is establishing an Associate of Applied Science degree in Industrial Systems Technology to prepare students for a diverse range of industrial and technical careers that require broad knowledge of mechanical, electrical, fabrication, digital, and troubleshooting systems. The skills learned in this program will allow students to apply critical thinking and technical problem-solving skills to real-world industrial challenges. While Manufacturing Engineering Technology and Mechatronics provide specialized preparation in manufacturing systems, automation controls, and engineering technology, this degree emphasizes a broader integration of multiple industrial disciplines, including interdisciplinary core coursework and specialty electives, creating a flexible pathway with stackable opportunities aligned to current certificate offerings within welding, computer information systems, automotive technology, mechatronics, and manufacturing engineering technology.

The degree has been informed by employer and advisory input and designed to address a regional workforce need for adaptable, cross-functional technicians, as well as provide educational pathways for professionals currently working within a specific industrial field. As labor market information and employer feedback continue to demonstrate, the Rockford region's industrial and manufacturing sectors require employees with broad technical versatility and systems-level problem-solving skills. An Industrial Systems Technology A.A.S. degree benefits new students entering technical careers, returning students seeking degree completion or career change, and incumbent workers pursuing advancement or broader opportunities within their current industry sector.

### Recommendation:

It is recommended that the Board of Trustees approves the submission of a proposal to the Illinois Community College Board (ICCB) to approve the Associate of Applied Science degree in Industrial Systems Technology. The ICCB Form 20 proposal includes:

- Part A. Feasibility, Curriculum Quality, and Cost Analysis.
- Part B. Supportive Documentation and Data.

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Howard J. Spearman, Ph.D.  
President

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

**Attachment(s):** Illinois Community College Board (ICCB) Form 20 Packet

Illinois Community College Board

Application for Permanent Approval Career & Technical Education Curriculum

COLLEGE NAME:	Rock Valley College	5-DIGIT COLLEGE NUMBER:	51101
CONTACT PERSON:	Jenn Mickelson	PHONE:	815-921-4257
EMAIL:	j.mickelson@rockvalleycollege.edu	FAX:	

**CURRICULUM INFORMATION**

AAS TITLE:	Industrial Systems Technology	CREDIT HOURS:	60	CIP CODE:	15.0613
AAS TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	

PROPOSED CLASSIFICATION:	District	<input checked="" type="checkbox"/> X	Regional		Statewide	
PROPOSED IMPLEMENTATION DATE:	Fall 2026					

<b>SUBMISSION INCLUDES:</b>	
	Part A: Feasibility, Curriculum Quality and Cost Analysis
	Part B: Supportive Documentation and Data

<i>This curriculum was approved by the college Board of Trustees on:</i>	<i>Date:</i>	
State approval is hereby requested:		
<i>Required- Chief Administrative Officer</i>		<i>Date</i>
Signature		

<b>ICCB USE ONLY:</b>			
ICCB APPROVAL DATE:	AAS:	<29 ch Cert:	30+ ch Cert:
IBHE APPROVAL DATE for AAS:			

***Please note: ICCB Use only Box must remain on front page of Application Form.***

**APPLICATION FOR PERMANENT APPROVAL  
CAREER & TECHNICAL EDUCATION CURRICULUM**

**INSTRUCTIONS**

Community Colleges are required to submit requests to offer new degrees and certificate programs to the ICCB for review and approval. **The curriculum approval application should be completed in its entirety, with one electronic copy (MS Word format or MS Word and PDF) emailed to ICCB staff.**

**Please send applications via email to:**

Tricia Broughton, Director for Curriculum & Instruction  
[tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov)

**Application.** Complete the Form 20 as indicated. Include the Form 22 "Curriculum Addition/Withdrawal/Change to the Curriculum Master File". **NOTE:** The signature boxes must remain on the cover page of the application.

NOTES for Approval of Related AAS Degree and Certificate Curricula. When applying for approval of closely related AAS degree and Certificate programs, the college should submit a **single** application that reflects all programs. (For example, a Hospitality Management AAS and a related Hospitality Certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program.

**Application Timeline.** Requests are reviewed on an ongoing basis. Clarification and/or additional information may be requested by ICCB staff if the application is unclear or incomplete. All requests must be reviewed, recommended and approved by ICCB, and potentially the IBHE. The Board considers new program requests at each meeting.

**For More Information:** Questions regarding the completion of the application can be directed to ICCB Academic Affairs staff. Pertinent information is also contained in the [Administrative Rules](#). Contact Tricia Broughton at [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov) with questions.

**Approval Notification.** Once approval by all appropriate Boards has been granted, ICCB Academic Affairs staff will notify the appropriate college staff by email. Approval documentation will include a copy of the dated Form 20 cover page, a copy of the processed Form 22, and an approval letter from our Executive Director to the College President indicating the approval dates of both Boards, if necessary. Questions regarding the status of this documentation should be directed to Tricia Broughton at [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov).

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION**  
**PART A: Feasibility, Curriculum Quality and Cost Analysis**

**FEASIBILITY:** Applicants must verify that the program is feasible from a labor market standpoint and demonstrate

- a. **Program purpose:** Briefly describe the employment goal for completers of the program. (i.e. “...to provide entry-level employment training or support the pursuance of advancement opportunities”.) If more than one program is included in the application, delineate the purpose for each program.

The purpose of the Industrial Systems Technology AAS degree is to provide students with a flexible, interdisciplinary technical education pathway that prepares them for employment in modern industrial environments where mechanical, electrical, fabrication, digital, transportation, and operational systems intersect. The program is designed to meet employer demand for technicians who possess cross-functional skills rather than training in a single isolated trade. This degree also provides students with additional on-ramps and off-ramps throughout their educational and professional career, allowing for the application of related coursework to be applied to a unified credential. In this regard, returning students or adult students looking to reskill, can leverage the coursework they have already completed while shifting their educational and professional goals to a related discipline.

- b. **Target population.** Describe the target audience for the proposed program. Indicate whether this program is intended for individuals seeking entry-level employment, for advancement or cross-training opportunities for existing employees, or for those looking to increase their skill set through specialized education and training.

The program is directed toward recent high school graduates, adult learners seeking career entry into technical fields, incumbent workers seeking advancement or cross-training, and students who are interested in technical careers but are unsure which specialization to pursue initially. It is particularly well suited for students who benefit from hands-on, applied learning, and who prefer career pathways that lead directly to employment.

The program also supports students who have focused on one technical area but have decided to change their academic pathway and career choice. Moreover, this has the opportunity to support workforce transition populations, including individuals changing industries, displaced workers, and students seeking short-term credentials that can stack into a degree over time.

- c. **Related occupations.** Describe the types of jobs for which the program(s) will train graduates (i.e. specific occupational titles and/or multiple jobs within a Career Cluster/Pathway(s) and specify cluster). See [CTE Career Clusters](#) or [Illinois Programs of Study](#) for more information on Career Clusters and Programs of Study in Illinois. Complete the **Occupational Chart** (Part B).

Graduates of the Industrial Systems Technology AAS will be prepared for entry-level technical roles across a variety of industrial and manufacturing environments where mechanical, electrical, fabrication, and digital systems intersect. Because the program provides a broad technical foundation rather than training for a single trade, completers may pursue positions that support production operations, equipment maintenance, fabrication, automation support, and general industrial troubleshooting. Typical occupational titles associated with this program include industrial maintenance technician, industrial machinery mechanic, production technician, manufacturing technician, maintenance and repair worker, welder/fabricator, CNC machine operator, and automation technician assistant.

These occupations primarily fall within the Manufacturing Career Cluster and the Science, Technology, Engineering, and Mathematics (STEM) Career Cluster, particularly pathways related to manufacturing production, maintenance and installation, and engineering technology. Graduates may find employment in sectors such as advanced manufacturing, aerospace supply chains,

fabrication, industrial production, and transportation equipment manufacturing. The program's interdisciplinary structure prepares students to work in modern industrial environments where technicians are expected to operate across multiple systems and contribute to troubleshooting, production support, and operational efficiency.

- d. Supply-Demand Information.** Append in Part B labor market information from current sources (i.e., the Illinois Department of Employment Security) which represent projected demand/job openings versus existing supply/completers in *your district and/or neighboring districts as appropriate*. For comparison purposes you may want to include statewide data and/or regional data. Regional proposals should include data reflective of all districts to be served. Complete the **Enrollment Chart** (Part B).

See Part B and related labor market data.

- e. Alternate Documentation.** If labor market data is not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of program need. This might include survey data, local classified /online advertisements for related occupations, or job outlook information from reputable sources. Append to Part B of this application. See ICCB's "Labor Market Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval" for more information. [Appendix B - Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval](#)

- f. Planning and Collaboration.** Describe how the proposed curriculum fits into the colleges overall plans and goals to meet career and technical education/workforce preparation needs within the district/region.

The proposed Industrial Systems Technology program supports Rock Valley College's four institutional pillars and aligns with priorities outlined in the Academic Strategic Plan.

- Pillar I: Access, the program expands entry points into post-secondary education and supports the plan's focus on cultivating programs and pathways that respond to evolving community needs.
- Pillar II: Education, the program strengthens career-relevant curriculum by integrating multiple technical disciplines into a systems-based framework, supporting the plan's emphasis on aligning programs with community and workforce demand.
- Pillar III: Training, it advances the college's workforce mission by preparing students for adaptable technical roles and supporting partnerships with regional industry.
- Pillar IV: Culture by promoting inclusive access to career education through flexible pathways and stackable credentials, reinforcing the plan's commitment to student success and community impact.

Together, the program advances the college's strategic direction by expanding access, strengthening workforce-aligned education, and reinforcing RVC's role as a responsive community partner.

- 1. Educational & Workforce Partnerships.** Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the Program Advisory Committee, Secondary institutions, Baccalaureate Institutions, Local Workforce Boards, Labor Councils and other appropriate partners.

Program planning included collaboration with multiple technical departments—Welding, Automotive, Computer Information Systems, Manufacturing Engineering Technology, and Mechatronics—to ensure curriculum alignment, avoid duplication, and strengthen shared pathways. Faculty chairs in these areas were consulted during program development, enabling integration of existing coursework and industry-aligned competencies. Regionally, the program supports partnerships with employers who indicated the need for adaptable, cross-trained technicians who can operate across mechanical, electrical, fabrication, and

digital systems.

- 2. Employer Partners.** Complete the Employer Partner Chart by listing all employer partners and their locations (Part B). Employer partners include those that are actively engaged in the development, implementation, and evaluation of the CTE program. Additionally, employer partners may be engaged in the work-based learning component of the program and where successful students may obtain available employment.

The program is grounded in input from regional employers across advanced manufacturing, fabrication, aerospace supply chains, transportation, and industrial production. These employers provided feedback on the need for multi-skilled technicians with foundational troubleshooting abilities, safety awareness, and adaptability across production systems: Woodward, INC, Collins Aerospace, Rock River Valley Tooling and Machining Association, Henning, INC, and Anderson Rock River Ford. They also represent potential hosts for work-based learning and future employment opportunities for graduates.

See Part B.1.f

- 3. Employer Input.** Describe how employers were engaged. Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

Graduates of the Industrial Systems Technology AAS will be prepared for entry-level technical roles in modern industrial and manufacturing environments where mechanical, electrical, fabrication, and digital systems intersect. Development of the program was informed through advisory committee discussions and regional workforce collaboration, including engagement with Career Education Associates of North Central Illinois (CEANCI). CEANCI, an Education for Employment (EFE) region established in 1987, supports Career and Technical Education programs across a 1,075-square-mile region serving more than 17,000 high school students and over 200 certified educators. Through collaboration with CEANCI and regional industry partners, employers consistently identified a need for technicians who possess cross-functional technical skills and can operate across multiple industrial systems rather than within a single isolated trade.

Additional input from the college's Welding advisory committee, including industry partners such as Henning Industrial Software and representatives connected with the IBEW and other regional employers, reinforced the importance of technicians who understand how welding and fabrication integrate with electrical systems, automation, and industrial maintenance. As a result, the program prepares graduates for positions such as industrial maintenance technician, manufacturing technician, industrial machinery mechanic, production technician, welder/fabricator, and CNC machine operator. These occupations primarily align with the Manufacturing Career Cluster and the Science, Technology, Engineering, and Mathematics (STEM) Career Cluster, reflecting the needs of the Rockford region's advanced manufacturing, aerospace supply chain, and industrial production sectors.

- g. Addressing Issues of Equity.** Describe institutional-level plans to close equity gaps as it pertains to students and the proposed program(s).

- 1. Institutional Plan.** Describe the institution's plan, as it relates to the proposed program(s), for attracting, recruiting, retaining, and completing a diverse group of students including working adults, students of color, low-income students or students from other underrepresented/underserved backgrounds.

Rock Valley College is committed to expanding access to career and technical education for students from a wide range of backgrounds, including working adults, students of color, low-income students, and others who may not have traditionally pursued technical education. Recruitment for the Industrial Systems Technology program will include outreach to regional high schools within the Career Education Associates of North Central Illinois (CEANCI) area, collaboration with community organizations, and engagement with workforce development partners that serve individuals seeking new career opportunities or reskilling. The program structure also supports access by allowing students to enter through different pathways and apply previously completed technical coursework toward the degree. This flexibility helps students who may be balancing work, family responsibilities, or financial constraints progress toward a credential while building skills that lead to employment.

**2. Support Services.** Describe the institutions and/or program-specific student support services to ensure equitable access and success for all students enrolled in the proposed program(s).

Rock Valley College offers a range of student support services designed to help students enter, persist, and complete their programs. These services include academic advising, tutoring, career services, disability support services, and financial aid counseling. Together, these resources help students navigate program requirements, strengthen academic skills, and address barriers that may impact their ability to complete a credential.

Students in technical programs also benefit from career preparation services such as resume development, interview preparation, and connections to regional employers. In addition, the college works with workforce and community partners that may provide supportive services related to employment readiness, transportation, or other needs that can affect student success.

**3. Evidence-based Practices.** What evidence-based best practices has the college identified and will deploy to ensure equitable completion of programs and/or credentials.

Rock Valley College uses several practices that have been shown to support student success in career and technical education programs. These include guided academic pathways that help students clearly understand course sequencing and program expectations, multiple-measures placement that allows students to begin coursework at the most appropriate level, and co-requisite academic support that enables students to progress into college-level courses while receiving additional assistance.

Faculty also incorporate hands-on learning, applied problem solving, and project-based instruction throughout the program. These instructional approaches align well with technical education and help students connect classroom learning with real-world industry applications, which can strengthen engagement and persistence.

The College's Center for Instructional Design, Teaching, and Innovation leads supports departments, programs, and faculty to implement principles of digital accessibility, Universal Design for Learning, culturally responsive teaching, and other evidence-based practices for course design and delivery.

**4. Data Collection.** Has your college established a target for (disaggregated) enrollment? How are you monitoring progress and collecting information to assess completion of credentials and programs to ensure equitable outcomes?

The College has a goal of an enrollment in all programs that is reflective of the college community. This would be an enrollment of 12% Black/African American and 16% Hispanic.

Rock Valley College monitors enrollment, retention, and completion outcomes through institutional research and program review processes. Student data are disaggregated by demographic characteristics such as race, ethnicity, gender, and socioeconomic indicators so the college can identify potential equity gaps and better understand how different student populations are progressing through programs.

Program faculty and academic leadership review these data regularly as part of annual assessment and the college's broader program review cycle. Institutional Research provides reports that track student progression, course success, and credential completion. These reviews allow the college to identify trends, address barriers that may impact specific student groups, and make adjustments to advising, support services, or program structure to help ensure equitable completion outcomes.

**h. Related Offerings:** Describe what similar programs are being offered by your institution and other training providers within your district. Include information on neighboring districts or border state providers as appropriate.

Rock Valley College currently offers several specialized technical programs that overlap with, but do not duplicate, the proposed Industrial Systems Technology AAS. Existing programs include Welding, Automotive Technology, Networking, Manufacturing Engineering Technology, and Mechatronics. These programs focus on single technical disciplines—such as production processes, advanced manufacturing, automation/controls, or automotive systems—while the proposed program is intentionally broader, integrating multiple technical domains into a systems-based curriculum.

Within the district and region, most other training providers likewise offer single-trade or short-term certificates, typically aligned to specific occupations such as welding, CNC machining, or industrial maintenance. These offerings do not provide the cross-functional, multi-disciplinary preparation that employers in the Rockford region have identified as a growing need. The proposed program fills this gap by preparing students to work across fabrication, maintenance fundamentals, technical troubleshooting, automation-related tasks, and general industrial operations—functions that are often siloed in other training programs.

Together, these distinctions demonstrate that while similar technical fields exist across RVC and regional providers, no existing program offers the integrated, systems-oriented, multi-skill pathway that this degree provides, reinforcing the program's unique role within both the college and the district/region.

**i. Regional Programs:** If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (i.e. via distance learning, online education or campus branches) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college.

n/a

**2. Need Summary.** Provide a brief summary of your findings which support the need to develop and offer the proposed program(s) within your district. Include any additional information not already reported that illustrates demand for the program(s).

The IST AAS degree supports an emergent need in our district for graduates with a broad foundation in a multidisciplinary technical education. Developed in collaboration with industry partners, the IST AAS creates an additional pathway for first-time college students and adult learners. Further, labor market data justify there is a need for skilled employees in this area.

## **CURRICULUM QUALITY**

**1. Curriculum Information.** All CTE programs must be comprehensive and aligned with rigorous standards, and they must prepare learners for opportunities in high-skill and in-demand fields. Demonstrate the college has developed

quality curricula that aligns with federal, state and local requirements, is responsive to local workforce needs, and will prepare graduates with the appropriate level of skill to meet their educational and employment goals.

**a. Curriculum:** Provide a catalog description and curriculum layout for the program. If submitting a degree and certificate together, include a description and curriculum *for each*.

**1) Catalog description.** Provide a description of the program(s) as it will appear in the college's catalog.

Today's industrial systems require technicians who understand how systems integrate across mechanical, electrical, fabrication, transportation, and networked technologies. The Industrial Systems Technology AAS prepares students for interdisciplinary careers in modern industrial settings by providing a broad foundation in applied technical skills and systems thinking.

Students develop competencies in fabrication processes, industrial equipment, electrical fundamentals, automotive systems, machining, and industrial troubleshooting. The program emphasizes safety, print and schematic interpretation, problem solving, and hands-on technical application. Graduates are prepared to enter the workforce with adaptable skills that support evolving technologies across multiple industrial sectors.

**2) Curriculum.** Complete a Curriculum Chart (Part B) for each program.

See Part B.2.a

**b. Educational alignment:** Describe how the proposed program(s) illustrate a Program of Study. See ICCB's Programs of Study website for more information: [Illinois Programs of Study](#).

**1) Academic/Curricular Alignment.** Describe the alignment of content between secondary and postsecondary coursework and curricula. Include opportunities for dual credit or articulated credit in both academic and career/technical areas between high school and community college. How will the college ensure a smooth transition for students entering the program, whether from high school, adult education, or other workforce training pipelines?

The Industrial Systems Technology program aligns well with secondary CTE coursework by building on foundational skills introduced in high-school pathways such as welding, CAD/print reading, mechanical systems, and technical troubleshooting. These shared competencies create opportunities for dual credit or articulated credit in areas like introductory welding, CAD, and technical math, enabling students to accelerate progress toward the AAS degree.

To ensure smooth transitions from high school, adult education, and workforce training pipelines, the college provides multiple-measures placement, developmental and co-requisite supports, tutoring, and bridge instruction. These structures help students with varied academic preparation enter and succeed in the program.

**2) Rationale.** If a program is over 60 credit hours (for AAS degrees) or over 30 credit hours (for CTE Certificates), provide a rationale as to why the program exceeds those credit hours. This may include supportive documentation from curricular design, licensure/accrediting bodies, workforce partners, etc...

n/a

**3) Relationship to existing curricula at the college:** Indicate how this program(s) may provide educational laddering opportunities between short- and long-term certificates and degree curricula.

Stackable certificates and shared foundational coursework across Welding, Automotive, Networking, Mechatronics, and Manufacturing also allow students to apply prior learning and continue seamlessly into the degree.

- 4) **Articulation.** Specify how the program is structured or articulated to provide educational opportunities for students beyond community college (i.e. baccalaureate capstone programs). If applicable, include information on the specific programs and baccalaureate institutions with which the college has been working towards articulation.

The program incorporates required, transferable GECC general education courses that support articulation into baccalaureate pathways. Although the AAS is designed primarily for workforce entry, its stackable structure and GECC-aligned coursework position students to pursue baccalaureate programs.

- 5) **Academic & Technical Skill Requirements.** Describe how the college ensures that the proposed curricula will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

- a. **Academic Entry Skills:** Describe the reading, writing, math and/or science knowledge/skill requirements for students to enter and be successful in the proposed program. How will the college ensure appropriate remediation for students (e.g. through Academic Support Services or CTE/DevEd Bridge Instruction).

Students entering the Industrial Systems Technology program should demonstrate foundational skills in reading, writing, and applied mathematics sufficient to support success in technical coursework and general education classes. Because the program emphasizes applied learning, students primarily need the ability to read technical materials, communicate in writing, follow instructions, and apply quantitative reasoning in practical contexts such as measurement and troubleshooting.

For English/Language Arts, students must meet placement into ENG-101. Depending on placement measures, students may enroll in ENG-100/101 (Additional Support/ALP) or complete ENG-098 prior to entering ENG-101.

For mathematics, students will select an appropriate course aligned with their pathway, including MTH-100 Technical Mathematics, MTH-115 General Mathematics, MTH-120 College Algebra, or WLD-152 Arithmetic for Welders. To begin core coursework, students must place into MTH-092, MTH-096A, MTH-096S, or an equivalent course with a grade of C or higher.

The college supports student readiness through multiple-measures placement and provides developmental coursework, co-requisite support, tutoring, and bridge instruction to ensure students can build necessary skills while progressing toward program completion.

- b. **General Education:** Describe how the general education requirements support the technical skill requirements of the CTE program. Do each of the courses in Math, Communication, Science, etc. support the level of technical skill required to complete the program and obtain employment?

The general education requirements for the Industrial Systems Technology program are intentionally selected to reinforce the applied technical skills students develop in their coursework and to prepare them for employment in modern industrial environments. These courses complement technical training by building foundational communication, analytical, and professional skills that support both initial employment and long-term career growth in the industrial field.

Communication courses such as ENG-101 Composition I, ENG-110 Technical Writing, and the speech options help students interpret technical documentation, write

reports, complete work orders, and communicate effectively with supervisors, teams, and customers. STU-103 Workplace Ethics supports professional readiness by emphasizing responsibility, teamwork, and workplace expectations.

Mathematics options including Technical Mathematics, General Math, College Algebra provide the quantitative reasoning needed for measurement, estimation, troubleshooting, and interpreting production data. The science requirement strengthens students' understanding of physical systems, materials, energy, and processes, which supports applied technical learning.

Courses such as Introduction to Business, Sociology, Psychology, or Interpersonal Communication further prepare students for the collaborative nature of industrial workplaces by developing understanding of organizational structure, human behavior, and professional relationships. These competencies support career advancement opportunities by preparing graduates not only for technical roles, but also for future responsibilities in supervision, team leadership, or coordination roles within industrial settings.

- c. **Technical Skills:** Describe what industry skill standards have been set for related occupations and what professional credentialing (licensure, certification, registration, etc...) is required or optional to students, when and through what agency/entity? Is it optional or required (i.e., is licensure or certification required or optional for job entry?) What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

Because the Industrial Systems Technology program is multidisciplinary, industry skill standards are drawn from the established technical fields represented within the program. Core technical coursework is delivered through existing disciplines that already align with recognized national standards and credentialing bodies, ensuring students are trained according to industry expectations within each technical area.

Several embedded credentials are available to students depending on their pathway. Welding coursework is aligned with standards of the American Welding Society (AWS), and the college's Welding program maintains AWS accreditation. Networking coursework prepares students for CompTIA certifications such as A+, which are widely recognized for entry-level IT support roles. Automotive courses are guided by standards of the ASE Education Foundation, which supports preparation for ASE certification. Manufacturing and automation-related courses may include preparation for industry-recognized credentials such as NIMS CNC certifications and FANUC robotics training credentials. These certifications are generally optional for program completion but are valued by employers and often enhance employability and advancement opportunities.

Licensure is not typically required for entry into most occupations associated with this program; however, industry certifications can improve hiring prospects and wage potential. The college ensures students are prepared for these credentials by embedding industry-aligned competencies into course outcomes, maintaining program accreditations where applicable, utilizing advisory committees to validate skill expectations, and incorporating hands-on training aligned with employer needs.

Through this approach, the program allows students to build recognized credentials within their chosen technical focus while also developing broader cross-functional skills that support employment across multiple industrial settings.

- d. **Employability Skills:** Describe how employability skills (the transferable skills needed by an individual to make them employable) are incorporated into the content of the program. Include any specific employability skills identified by employers and/or program developers.

Employability skills are built into both the technical courses and the general education requirements in the Industrial Systems Technology program. Students develop skills like communication, teamwork, problem solving, accountability, and professionalism through hands-on labs, project-based work, and troubleshooting activities. Many courses require students to work in teams, read and interpret prints and schematics, follow safety procedures, and clearly communicate technical information.

Feedback from advisory committees and industry partners consistently highlights the importance of reliability, safety awareness, critical thinking, and the ability to work across multiple systems in a team environment. These expectations are reinforced throughout the program, especially in courses that focus on troubleshooting, quality, and real-world application of skills.

General education courses also help address common skill gaps identified by employers. Courses such as ENG-101 Composition I and ENG-110 Technical Writing strengthen written communication, while SPE-131 Principles of Speech supports verbal communication and presentation skills. The selection of math choices, such as MTH-100, MTH-115, MTH-120 gives students options to build quantitative reasoning and problem-solving abilities. In addition, technical writing skills are reinforced through coursework that requires students to document processes, write lab reports, and clearly communicate technical information.

- 6) **Career Development.** Describe how career information, resume building and employment search activities are incorporated into the curriculum.

Career development is introduced early in the program and reinforced throughout the curriculum. Students complete STU-103 Workplace Ethics, which includes components related to workplace expectations, career exploration, and professional readiness. In addition, each of the introductory required courses within the technical curriculum incorporates discussion of career pathways, industry expectations, and professional practices. Faculty use these courses to help students understand how technical skills connect to specific occupations, workplace environments, and advancement opportunities in industrial and manufacturing fields.

Career preparation is further supported through the college's Career Services office, which provides assistance with resume development, interview preparation, and job search strategies. Students and faculty also utilize Handshake, the college's online career platform, which serves as a centralized job and internship board connecting students with regional employers. Faculty within the division regularly encourage students to use Handshake to explore job postings, internships, and employer networking opportunities.

Students will also have opportunities to interact directly with employers through events such as Manufacturing Day activities, internship and career fairs focused on technical programs, and the college's campus-wide job fair. These events allow students to learn about career opportunities, meet regional employers, and explore internship or

employment pathways while still enrolled in the program. Together, these experiences help students connect their education to real employment opportunities in the region.

- 7) **Course Syllabi.** Append in Part B the appropriate ICCB course syllabi/documentation for new courses or any existing courses that are being modified significantly for the proposed curricula. Course addition and/or modification requests should be submitted via ICCIS once the proposed program receives approval.

This degree does not require any new courses or revision to existing course.

- c. **Work-Based Learning.** Work-based learning provides participants with work-based opportunities to practice and enhance the skills and knowledge gained in their program of study or industry training program, as well as to develop employability, and includes an assessment and recognition of acquired knowledge and skills. Examples include: internships, service learning, paid work experience, on-the-job training, incumbent worker training, transitional jobs, and apprenticeships. See the Career Pathway Dictionary for the full continuum of work-based learning and employer engagement strategies, including specific definitions. Describe how work-based learning will be incorporated into the curricula. Append to Part B a list of work-based learning sites to be used for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.

Work-based learning is incorporated into the Industrial Systems Technology curriculum through applied, hands-on instruction and project-based learning activities embedded within many of the program's technical courses. Courses in welding, manufacturing, mechanical systems, and electrical systems require students to complete practical lab projects that simulate real-world industrial tasks such as fabrication, equipment troubleshooting, and system assembly. These project-based learning experiences allow students to apply technical concepts while developing workplace skills such as teamwork, problem solving, and safety practices.

Within the welding program, students may also participate in the Welding Topics course, which provides opportunities for students to engage in specialized projects or industry-relevant work experiences. These activities allow students to further develop technical skills while gaining exposure to practical applications commonly encountered in manufacturing and fabrication environments.

The college is also expanding opportunities for students to receive academic credit for prior industry training and experience. Rock Valley College is currently working to award credit for prior learning for students who complete the college's 24-week CNC training program, which aligns with the learning outcomes of MET-110 Manufacturing Processes I and MET-111 CNC Machine Setup/Operation/Programming. Additional opportunities are being explored to expand credit for prior learning pathways, including recognizing training completed through the college's Truck Driver Training program. Through the development of an Industrial Systems Technology elective, individuals who have earned a Commercial Driver's License (CDL) may be able to receive credit for the technical and safety competencies gained through that training.

As the Industrial Systems Technology program grows and enrollment increases, the college intends to expand work-based learning opportunities through the development of structured internship or cooperative education courses within the IST curriculum. These experiences may eventually become a required component of the program, allowing students to gain supervised industry experience with regional employers while completing their degree.

- d. **Accreditation for Programs.** Describe what external approval or accreditation is required and/or optional for this program, when and through what agency/entity it is available. (i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling

students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?)

The Industrial Systems Technology AAS is a multidisciplinary program that incorporates coursework from several established technical programs at Rock Valley College. Many of these individual programs already maintain industry-recognized standards or accreditations, which benefits students by ensuring that the technical instruction they receive aligns with nationally recognized competencies and employer expectations. For example, the Welding program maintains accreditation through the American Welding Society (AWS), automotive courses are aligned with standards supported by the ASE Education Foundation, and networking coursework prepares students for widely recognized industry certifications such as CompTIA credentials. Manufacturing and automation-related courses may also support preparation for credentials associated with organizations such as NIMS or FANUC, depending on the specific coursework selected by the student.

Because the degree draws from existing programs that already maintain these industry relationships and standards, students benefit from participating in coursework that reflects current industry practices and recognized credentialing pathways. Oversight and maintenance of curriculum quality, equipment standards, and credential alignment will continue to be managed by the respective academic programs and faculty responsible for those technical areas. This structure ensures that each discipline maintains its own industry alignment while contributing to the broader interdisciplinary framework of the Industrial Systems Technology program.

**e. Assessment of Student Learning:** Describe how the college plans to ensure students will meet the objectives for this program through evaluation of knowledge and skills at both the course and program-level.

**1) Student Learning Objectives.** Describe or list the broad program-level learning objectives/outcomes that each student is expected to have mastered upon completion of each program related to:

- the general education component of the curriculum, and
- the career and technical education component of the curriculum.

GECC / Institutional Student Learning Outcomes	
IST Program Outcomes	<p>PO1: Demonstrate the ability to explain how mechanical, electrical, digital, and fabrication processes interact within integrated industrial systems.</p> <p>PO2: Apply industry-recognized safety practices and procedures when working with tools, equipment, materials, and industrial environments.</p> <p>PO3: Interpret technical drawings, schematics, and process documentation to support fabrication, installation, troubleshooting, or production tasks.</p> <p>PO4: Diagnose and resolve technical problems using systematic troubleshooting methods and appropriate technical resources.</p> <p>PO5: Collect, interpret, and apply quantitative or observational data to support operational decisions, quality checks, or process improvements.</p>

**Assessment of Student Learning Objectives.** Describe the overall course-level assessment method(s) to be used, and the end-of-program assessment method(s) the college will use to ensure that students demonstrate these learning objectives just prior to program completion. (i.e., assessment through portfolio review, cumulative course completion, team project, comprehensive written/performance test, or industry/state pre-certification/licensure examination).

Students demonstrate achievement of these outcomes through a combination of course-based and program-level assessments. Course-level evaluation includes laboratory performance assessments, technical projects, written assignments, and practical demonstrations of skills such as interpreting prints, performing fabrication or equipment tasks, and applying troubleshooting procedures. Many of the program's technical courses include hands-on assessments that require students to demonstrate competency using industry-standard tools, equipment, and processes.

In addition to meeting Institutional Student Learning Outcomes, students participating in the program are also developing competencies aligned with industry-recognized certification pathways embedded within the contributing technical programs. Depending on the specialty coursework selected, students may be preparing for credentials aligned with organizations such as the American Welding Society (AWS), ASE Education Foundation, CompTIA, NIMS, or FANUC robotics training. These discipline-based standards provide an additional benchmark for evaluating student readiness for employment and reinforce that students are learning skills consistent with nationally recognized industry expectations.

Program-level assessment occurs through cumulative course completion, review of student performance in key core courses, and evaluation of applied technical projects completed within the program. Faculty review assessment results through the college's established assessment cycle and use the findings to inform program improvements, instructional adjustments, and updates to curriculum to ensure that graduates are meeting both the institutional learning outcomes and the technical competencies expected by industry.

#### **f. Continuous Quality Improvement.**

- 1) Describe how the college will utilize continuous quality improvement to ensure the curricula remains rigorous and relevant.

The college uses ICCB's required five-year program review cycle to ensure all instructional programs undergo systematic evaluation of program need, cost, and quality. Each program is reviewed at least once every five years using established criteria and stakeholder feedback, and findings are used to update curriculum, instructional practices, and resource needs.

Additionally, the college requests annual Program Review progress reports outlining prior-year review results and any required updates, allowing for ongoing internal monitoring and continuous quality improvement between full review cycles.

- 2) Describe how the college will use Assessment of Student Learning information/data to improve the curricula.

The college uses a three-year assessment cycle in which all courses within a program undergo systematic evaluation of student learning outcomes. Department chairs guide the assessment process, faculty conduct the course-level assessments and analyze student learning data, and deans oversee implementation and ensure alignment with program goals. Results and action plans are reported through the Office of Institutional Effectiveness, which aggregates findings for program-level improvement. Assessment results are then used to revise course content, update instructional approaches, and inform program-level curricular changes.

**2. Unique or noteworthy features of the program.** Describe how the proposed program(s) stands apart from other programs similar in nature. Include information on instructional delivery method(s). (i.e., classroom only, online only, hybrid, distance learning).

- Provides a broad, systems-based technical foundation rather than training tied to a single occupation, preparing students to work across multiple industrial environments.
- Serves as both an entry pathway into technical education and an integrative option for students who want cross-disciplinary preparation before specializing.
- Designed specifically to meet the needs of Rockford's advanced manufacturing and industrial economy, where employers value adaptability across equipment, processes, and departments.
- Combines technical coursework from multiple disciplines into one cohesive credential, allowing students to explore welding, fabrication, technical operations, automation fundamentals, and applied technology within a single program.
- Creates a pathway for Welding students to complete an Associate in Applied Science degree that supports career advancement and helps them contextualize welding within broader industrial systems and operations.
- Allows students to apply previously completed technical coursework toward the degree, supporting career shifts, industry transitions, or continued education without starting over.
- Allows students to earn industry-recognized credentials embedded within their chosen pathway, drawing from accredited programs such as AWS welding, CompTIA networking, ASE automotive, NIMS machining, and FANUC robotics.
- Emphasizes practical troubleshooting, systems thinking, and workplace problem-solving, skills increasingly required in modern industrial settings.
- Includes flexible math, communication, and technical course options that align with different industrial career pathways.
- Builds professional skills such as communication, teamwork, and ethical decision-making alongside technical competencies to support career mobility and advancement into supervisory or leadership roles.
- Supports stackable credentials and multiple entry points, helping students progress from certificates to degrees without losing momentum.
- Strengthens the college's role as a responsive workforce partner by aligning with regional employer needs while expanding access to career-ready education

**3. Faculty Requirements.** Describe the minimum/required qualifications for faculty, including educational/professional/work experience/teaching qualifications; the number of new and existing full- and part-time faculty required to support the proposed program; and how the institution plans to address issues of equity among faculty as it relates to the proposed program(s).

**a. Faculty Qualifications.** Complete the **Faculty Qualifications Chart** (Part B).

See Part B.3.a

**b. Faculty Needs.** Complete the **Faculty Needs Chart** (Part B)

See Part B.3.b

**c. Professional Development of Faculty.** Describe how the institution will provide professional development opportunities for faculty (e.g. to remain updated with relevant industry knowledge, to better understand working with students of color/cultural sensitivity, etc.)?

Faculty are provided three days of professional development at the campus, focusing on pedagogical training, professional development in cultural competency and equity, and assisting students of special populations. Additional workshops are available throughout the academic year. Adjuncts are invited to these opportunities as well.

Each faculty member also receives \$500 for their professional development. For professional development opportunities that exceed that amount, faculty can utilize Perkins funding to support those expenses.

**d. Addressing Issues of Equity.** Describe the institutions plan, as it relates to the proposed program, to attract and retain a diverse faculty, staff, and administration (e.g. exposure may include through clinical experiences, to community leaders in relevant programs, etc.)?

The College works closely with the community to attract and retain students who represent many special populations, including working adults, students of color, low-income students, and other underserved populations. The program may be approved for funding through WIOA Title I. The college will work with the students who entered the program through those opportunities, to encourage them to remain engaged and complete certificates.

The College is developing a plan to increase the diversity in the workforce. The College has implemented DDI targeted selection interviewing when hiring new faculty in an effort to reduce bias. The College is also committed to supporting the faculty and staff to move to a more inclusive environment, through completion of the Intercultural Development Inventory and supported activities.

Students will continue to have exposure to diversity not only in the classroom but through industry visits, etc.

**4. Academic Control.** Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality.

**a. Internal Oversight.** Indicate what department and staff at the institution are responsible for maintaining the academic integrity of the program.

Because of the program's multidisciplinary nature, the Dean of Career and Technical Education will oversee the Integrated System Technology degree in collaboration with the appropriate chairs and faculty of the related specialty fields. This will include responsibilities of hiring and retaining qualified instructors, program content and program quality. This division is a part of Career and Technical Education / Workforce, and will have oversight also by the Vice President of CTE/Workforce.

**b. Contractual/Cooperative Agreements.** Append to Part B

n/a

### **COST ANALYSIS**

Verify the college has the fiscal resources in place or budgeted to support the program in a cost-effective manner. Document the financial feasibility of the proposed program.

**1. Source of Funds.** Specify the source of funds the college will use to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources. Indicate how this program(s) will share resources (i.e. faculty, facilities, etc...) with existing programs. Include grant resources and amounts (i.e. Postsecondary Perkins, \$5,000 for program development; or USDOL Grant, \$10,000 for equipment).

The Industrial Systems Technology program will be supported through existing institutional resources. The program primarily utilizes courses that are already offered through established technical programs at the college, including welding, automotive, manufacturing, networking, and mechatronics. As a result, the program will be implemented through the coordination of existing instructional resources rather than the creation of new courses.

Current full-time and part-time faculty will teach the courses included in the program, and existing laboratories and instructional equipment already used in the contributing programs will support the hands-

on technical instruction. Because the program builds upon existing courses and facilities, no significant new expenditures are required to implement the degree.

**NOTE for Perkins funded CTE programs:** In order for CTE programs to be supported, in whole or part, by federal Perkins funding, they must meet or be working towards fulfilling the federal and state requirements of a Program of Study. Applicants should include a statement as to whether they have completed (or are in progress to complete) the Perkins Programs of Study process for relevant programs.

**See the policy notice Appendix C: Using Perkins funding to Support New and Existing CTE Programs attached to this Manual for more information.**

Several of the technical programs that contribute coursework to this degree are eligible for support through Perkins Career and Technical Education funding, which supports program improvement, instructional equipment, and faculty professional development. These programs align with the Perkins Programs of Study framework and industry-recognized skill standards, helping ensure that technical instruction remains current and responsive to workforce needs.

The Industrial Systems Technology AAS will be incorporated within these existing Programs of Study, allowing the college to leverage established pathways, industry alignment, and program resources while efficiently utilizing existing instructional infrastructure. This approach supports program quality while maintaining cost-effective implementation.

**2. Equipment.** If necessary, append to Part B.

No additional equipment is required to implement the Industrial Systems Technology program. The courses included in the degree utilize existing laboratories, tools, and instructional equipment currently used in the college's welding, automotive, manufacturing, networking, and mechatronics programs. Because the program integrates coursework from these established technical areas, the necessary equipment and instructional resources are already in place to support student learning.

**3. Facilities.** Verify the college has adequate facilities (i.e. classroom or laboratory space) to implement and support the program. Include plans for utilizing facilities through partners (i.e. local businesses, labor councils, community organizations, etc...) to deliver the program accordingly. Also describe any new costs associated with renovation or development of facilities.

Rock Valley College has adequate classroom and laboratory space to support the Industrial Systems Technology program. The degree will utilize existing instructional spaces and technical laboratories currently used for welding, automotive, manufacturing, networking, and mechatronics programs. The main campus, where many of these courses are offered, is accessible by public transportation, which supports student access to the program.

The college also operates the Advanced Technology Center in Belvidere, which opened within the past five years and houses welding, truck driver training, mechatronics, and CNC programs. In addition, Rock Valley College is developing a downtown campus location scheduled to open in Fall 2026, which will offer Automotive Technology and General Education Core Curriculum (GECC) courses. These facilities expand instructional capacity and access for students in the region. No additional renovations or facility costs are required to implement this program.

**4. Finance.** Complete the **Finance Chart** (Part B)

See Part B.4.b

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION**  
**PART B: Supportive Documentation and Data**

This part of the application is designed to document the program-to-occupational demand connection, the college's projected enrollment, proposed curricular structure, faculty requirements, and fiscal support.

**OCCUPATIONAL DEMAND**

**1. a) Labor Market Data.** *Append* any occupational or industry projections data that supports the need for the proposed program(s).

Labor market data for the Rockford region (Winnebago and Boone Counties) demonstrates strong and sustained demand for workers with technical skills across manufacturing, welding, machining, and industrial technology occupations.

Manufacturing remains one of the largest industry sectors in the Rockford region, particularly in aerospace manufacturing, precision machining, metal fabrication, and industrial production. Employers in these sectors increasingly seek workers who possess a broad understanding of integrated industrial systems, including mechanical components, electrical systems, fabrication processes, and computer-controlled equipment. Workers who can interpret technical documentation, troubleshoot equipment, and support automated or digitally controlled production systems are in particularly high demand.

The Industrial Systems Technology AAS is designed to respond to this workforce need by preparing students with a multidisciplinary technical foundation that spans several industrial skill areas. Unlike existing programs such as Manufacturing Engineering Technology (MET) or Mechatronics, which focus on specialized areas such as manufacturing processes or automation and controls, the Industrial Systems Technology degree provides a broader systems-based approach that emphasizes how mechanical, electrical, fabrication, and digital technologies interact in modern industrial environments. Coursework in automotive systems and computer information systems also provides exposure to vehicle electronics, diagnostics, networking, and digital technologies that increasingly support modern equipment and industrial controls.

The program also supports career mobility and advancement for incumbent workers. Individuals currently working in technical roles such as welding, automotive service, machining, or maintenance may use the degree to broaden their technical knowledge and develop a stronger understanding of integrated systems. This multidisciplinary background can support advancement into roles with greater responsibility, including lead technician, production coordinator, or supervisory positions within industrial and manufacturing environments.

**Core Industrial Systems Technology Fields**

Available labor market data indicate an above-average demand for well-trained workers in fields associated with the I.S.T. core curriculum. Importantly, related employment opportunities in RVC's service district offer above-average salaries.

- District 511 is a "hotspot for this kind of job. The national average for an area this size is 1,846 employees, while there are 2,426 here." ("Core Industries – Occupation Overview", p. 3)
- District 511 employer offer competitive compensation for these jobs. "The national median salary . . . is \$52,232, compared to \$54,008" in our service district. (Ibid)
- With an average of 65 job postings a month, District 511 has more related openings than the national average of 44. (Ibid)

**Specialty Industrial Systems Technology Fields**

When combined with fields associated with the specialty areas of study within the I.S.T., available labor market data demonstrates consistent demand for well-trained workers with cross-disciplinary skills.

- District 511 has almost twice as many workers in associated fields than the national average for regions of similar size. ("Core+Specialties – Occupation Overview", p. 3.)

- Monthly open positions in District 511 (128 postings) outpace national monthly averages (88 postings) (“Core+Specialties – Occupation Overview”, p. 14)

**Special Considerations**

All occupations associated with the Industrial Systems Technology A.A.S. share the following characteristics, on average, when compared to national averages for regions of similar sizes:

- An aging workforce:
  - 2,108 workers in related fields within District 511 are 55 or older, compared to a national average of 1,703. (Ibid)
- A less diverse workforce:
  - 1,729 racially diverse workers in related fields within District 511, compared to a national average of 2,243. (Ibid)
  - 407 female workers in related fields within District 511, compared to a national average of 407. (Ibid)

RVC is well-positioned to address the special conditions associated with these fields as we work to address the needs of adult works, integrate Perkins funding to support special populations, and collaborate with statewide partners to develop Equity Plans for District 511.

**1. b) Occupational Chart.** List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.

Soc Job Codes & Titles * Other Job titles if alternate date also submitted	Annual District Openings*	Employment Projections: Annual Program Completers ** (indicate from which surrounding districts)
17.3026– Industrial Engineering Technologists and Technicians	1	2
49.9041 – Industrial Machinery Mechanics	5	2
49.9071 – Maintenance and Repair Workers, General	25	6
51.4121 -Welders, Cutters, Solderers, and Brazers	9	4

\* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES [Illinois Dept. of Employment Security website](http://www.ides.state.il.us/).

\*\* Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

**1. c) Enrollment Chart.** Provide an estimate of enrollments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).

	First Year	Second Year	Third Year
Full-Time Enrollments:	4	4	4
Part-Time Enrollments:	10	10	10
Completions:	7	14	14



**CURRICULUM STRUCTURE**

**2 a) Curriculum Chart.** List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk "\*" courses with pre-requisites; *Italicize* transferrable courses. **BOLD** new courses.

<b>Program Title:</b>		Industrial Systems Technology, AAS			
	<b>Course Prefix/#</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>
General Education Courses (required coursework). Specify Courses.	<i>ENG-101*</i>	<i>Composition I*</i>	3	3	0
	<i>ENG-110*</i>	<i>Technical Writing*</i>	3	3	0
	or	or			
	<i>SPH-131*</i>	<i>Fundamentals of Communication*</i>	3	3	0
	<i>Gen Ed Science*</i>	<i>Physical or Life Science*</i>	3	3	0
	MTH 100*	Technical Mathematics*	5	5	0
	or	or			
	MTH 115*	<i>General Math</i>	3	3	0
	or	or			
	MTH 120*	College Algebra	3	3	0
	BUS-101	<i>Introduction to Business</i>	3	3	0
or	or				
SOC-190	<i>Introduction to Sociology</i>	3	3	0	
or	or				
PSY-170	<i>General Psychology</i>	3	3	0	
or	or				
SPH-201	<i>Interpersonal Communication</i>	3	3	0	
<b>Total</b>		<b>5 Courses</b>	<b>15-17</b>	<b>15-17</b>	<b>0</b>

Career and Technical Education (CTE) Courses (required coursework)	MET-100	Introductory CAD and Print Reading	3	2	2
	or MEC-123	Or Graphics	3	1.5	3
	WLD-100	Introduction to Welding	3	1	4
	MEC-103	Mechanical Systems	3	1.5	3
	MEC-113	Electrical Systems	3	1.5	3
	or EET-141*	or DC/AC Circuits and Electronics I*	4	3	3
	CIS-102	Introduction to Computers & Info Systems	3	3	0
	STU-103	Workplace Ethics	1	1	0
<b>Total</b>		<b>6 Courses</b>	<b>16-17</b>	<b>9.5-11.5</b>	<b>12-13</b>
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)					
<b>Total</b>		<b>0 Courses</b>	<b>0</b>	<b>0</b>	<b>0</b>

CTE Electives		Students will choose from a list of specialty electives from various programs to complete 29 credit hours.			
		Those electives are from a list of embedded certificates as well as additional electives they may choose from. Students must complete at least one of the certificates outlined.			
		Industrial Welding Certificate (WLD #8219)			
	WLD-150	Blueprint Reading for Welders	3	3	0
	WLD-153*	Arc Welding: Flat and Horizontal*	3	1	4
	WLD-157*	M.I.G. Welding*	3	1	4
	WLD-158*	T.I.G. Welding*	3	1	4
		Advanced Welding Certificate (WLD #8218)			
	WLD-152	Arithmetic for Welders	3	3	0
	WLD-154*	Arc Welding: Vertical and Overhead*	3	1	4
	WLD-168*	Advanced GTAW*	3	1	4
	WLD-172*	Welding Fabrication*	3	1	4
	WLD-175*	Certification Qualification Prep*	3	1	4
	WLD-183*	Robotic Welding*	3	1	4
		Automotive Maintenance Certificate (ATM #7112)			
	ATM-105*	Intro to Brake and Chassis Systems*	3	1	4
	ATM-106*	Introduction to Auto Electrical Systems*	3	1	4
	ATM-107*	Automotive Electronic Fundamentals*	4	3	3
	ATM-114*	Brakes*	4	2	4
	ATM-121*	Steering and Suspension*	4	3	3
		Network Technician Certificate (CIS #3730)			
	PCT-110*	Network Essentials*	3	3	0
	PCT-262*	A+ Essentials*	3	2	2
	PCT-270*	Introduction to Unix/Linux*	3	3	0
		Manufacturing Associate Certificate (MET #8840)			
	MET-106*	Metrology*	3	2	2
	MET-110*	Manufacturing Processes I*	3	2	2
	MET-111*	CNC Machine Setup/Oper./ Program.*	3	2	2

	MEC-133	Mechatronics Fundamentals Certificate (MEC #8710)	3	1.5	3
	MEC-143	Robotics and Automation Advanced Manufacturing	3	3	
		Other Electives			
	CIS-135*	Introduction to Artificial Intelligence*	3	3	0
	CIS-170	Programming Logic & Design	3	3	0
	CIS-190*	Intro to Python Programming*	4	3	1
	MEC-153*	Fundamentals of PLC*	3	1.5	3
	MEC-173*	Pneumatics and Hydraulics*	3	1.5	3
	MET-243*	Continuous Improv. in Manufacturing*	3	3	0
	WLD-180*	Independent Study in Welding*	1 – 5	1 – 2	1 - 6
<b>Total</b>			<b>29</b>	Various (Based on Combo of Electives Chosen)	Various (Based on Combo of Electives Chosen)
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>		General Education Courses: 5 Core Courses: 6 Specialty Electives: Various	15-17 16-17 29  <b>Total 60-63</b>	Various (Based on Combo of Electives Chosen)	Various (Based on Combo of Electives Chosen)

NOTE: Provide a separate Curriculum Chart for EACH program if submitting multiple programs in one application.

**2. b) Curriculum Sequence.** Provide a copy of the term-by-term sequence of courses required to complete the program as it will appear in the college's catalog.

<b>Semester 1</b>		
	STU-103 Workplace Ethics	1
	ENG-101 Composition I	3
	MTH-100 Technical Mathematics <b>or</b> MTH-115 General Math <b>or</b> MTH-120 College Algebra	3-5
	WLD-100 Introduction to Welding	3
	MEC-103 Mechanical Systems	3
	CIS-102 Introduction to Computers & Info Systems	3
	<b>Total</b>	<b>16-18</b>
<b>Semester 2</b>		
	ENG-110 Technical Writing or SPH-131 Fundamentals of Communication	3
	Gen Ed Science (Physical or Life Science)	3
	MET-100 Introductory CAD and Print Reading	3

	MEC-113 Electrical Systems or EET-141 DC/AC Circuits and Electronics I	3-4
	Specialty Elective	3
	Total	15-16
<b>Semester 3</b>	BUS-101 Introduction to Business or SOC-190 Introduction to Sociology or PSY-170 General Psychology or SPH-201 Interpersonal Communication	3
	Specialty Electives	11-12
	Total	14-15
<b>Semester 4</b>	Specialty Electives	14-15
	Total	14-15

**2. c) Contractual/Cooperative Agreements.** Append to Part B a copy of the contractual or cooperative agreement if another entity is involved in the delivery of the program. This includes any partnership agreement with another college, university, the regional consortia, an apprenticeship or labor organization, a private institution, business, or other outside entity.

N/A
-----

### **FACULTY REQUIREMENTS**

**3. a) Faculty Qualifications.** Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study (i.e. Cosmetology Instructor Certification to teach Cosmetology).

Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
Associate's, Bachelor's Degree or industry-recognized credential/experience (minimum varies by discipline)	Discipline-specific (e.g., Welding, Automotive Technology, Manufacturing, Mechatronics, Computer Information Systems)	Industry-recognized credentials relevant to the discipline (e.g., AWS, ASE, NIMS, CompTIA, FANUC) as applicable	Minimum of 2–5 years (discipline dependent)	1-3 years of teaching experience is preferred, not required

**3. b) Faculty Needs.** Cite the number of faculty, including new and existing faculty that the program will need for each of the first three years noting if they will serve as full-time faculty or part-time.

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty	0	3	0	2	0	1
# of Existing Faculty	15	10	15	13	15	15

**FISCAL SUPPORT**

**4. a) Equipment.** If necessary, append to Part B a list of new (new to the institution or program) equipment to be purchased, shared, or leased to implement the curriculum. Include donations of equipment.

No new equipment purchases are required to implement the Industrial Systems Technology program. The courses included in the program utilize existing laboratories, tools, and instructional equipment currently used in the college’s welding, automotive technology, manufacturing, networking, and mechatronics programs. Because the degree integrates coursework from these established programs, the necessary equipment and instructional resources are already available.

The College will utilize institutional funds to support the Industrial Systems Technology program. No additional equipment is required to implement the program being proposed, and current full-time and part-time faculty will teach the courses. The program will also leverage existing institutional resources such as advising, marketing, and student support services. While no new positions are required, other funds will be allocated for marketing and promotional materials to support program awareness and recruitment.

**4. b) Finance Chart.** Identify projected new direct costs to establish the program over the next three years.

	First Year	Second Year	Third Year
Faculty Costs	\$0	\$0	\$0
Administrator Costs	\$0	\$0	\$0
Other Personnel costs (specify positions)	\$0	\$0	\$0
Equipment Costs (append list)	\$0	\$0	\$0
Library/LRC Costs	\$0	\$0	\$0
Facility Costs*	\$0	\$0	\$0
Other (specify)	\$2000 – Marketing/Promo	\$2000 – Marketing/Promo	\$2000 – Marketing/Promo
<b>TOTAL NEW COSTS</b>	<b>\$2000</b>	<b>\$2000</b>	<b>\$2000</b>

\*Capital projects that use state funds require prior ICCB approval, as do capital projects over \$250,000 that use local funds.

**FY2026 Enrollment Update**

Board of Trustees Committee of the Whole – April 14, 2026

Term	Unduplicated Headcount				Credit Hours				Budget		Stretch	
	FY2025	FY2026	Change	% Change	FY2025	FY2026	Change	% Change	Budget	% to Budget	Goal	% to Goal
Summer II	1,857	2,180	323	17.39%	8,236.0	9,561.5	1,325.5	16.09%	7,900	121%	8,200	117%
Fall	5,651	5,954	303	5.36%	52,503.5	54,613.0	2,109.5	4.02%	52,400	104%	54,600	100%
<b>Subtotal (Summer II + Fall)</b>	<b>7,508</b>	<b>8,134</b>	<b>626</b>	<b>8.34%</b>	<b>60,739.5</b>	<b>64,174.5</b>	<b>3,435</b>	<b>5.66%</b>	<b>60,300</b>	<b>106%</b>	<b>62,800</b>	<b>102%</b>
Winterim	460	433	-27	-5.87%	1,633	1,516	-117	-7.16%	1,400	108%	1,500	101%
Spring	6,236	6,304	68	1.09%	52,221	53,031	810	1.55%	48,800	109%	51,000	104%
<b>Subtotal (Summer II + Fall + Winterim + Spring)</b>	<b>14,204</b>	<b>14,871</b>	<b>667</b>	<b>4.70%</b>	<b>114,593.5</b>	<b>118,721.5</b>	<b>4,128</b>	<b>3.60%</b>	<b>110,500</b>	<b>107%</b>	<b>115,300</b>	<b>103%</b>
Summer I	979	861	-118	-12.05%	4,247	2,961	-1,286	-30.28%	4,500	66%	4,700	63%
<b>Total</b>	<b>15,183</b>	<b>15,732</b>	<b>549</b>	<b>3.62%</b>	<b>118,840.5</b>	<b>121,682.5</b>	<b>2,842</b>	<b>2.39%</b>	<b>115,000</b>	<b>106%</b>	<b>120,000</b>	<b>101%</b>

Sources: FY2026 Summer II Enrollment Ticker (Final 08/05/25), Fall Enrollment Ticker (Final 12/06/25), Winterim Enrollment Ticker (Final 01/07/26), Spring and Summer I Enrollment Tickers (04/07/26)

**Important Dates:**

- Summer II (8-Week & First 4-week) classes began, Monday June 16. Second 4-week session began Monday, July 14. Summer II classes ended Tuesday, August 5.
- Fall classes began Saturday, August 16. Fall classes ended Saturday, December 4.
- Winterim classes began Saturday, December 13 and ended Wednesday, January 7.
- Spring classes began Saturday, January 10.
- Spring 14<sup>th</sup> Day (for ICCB reporting) was Tuesday, January 27.
- Spring classes end Friday, May 8.
- Summer I registration opened Monday, March 2.
- Summer I tuition due Tuesday, April 28.
- Summer I Classes begin, Monday, May 18.

**FY2027 Enrollment Update**

Board of Trustees Committee of the Whole – April 14, 2026

Term	Unduplicated Headcount				Credit Hours				Budget		Stretch	
	FY2026	FY2027	Change	% Change	FY2026	FY2027	Change	% Change	Budget	% to Budget	Goal	% to Goal
Summer II	1,470	1,488	18	1.22%	6,907.5	6,614	-293.5	-4.25%	7,900	84%	8,200	81%
Fall	2,052	2,008	-44	-2.14%	21,596	21,773	177	0.82%	52,400	42%	54,600	40%
<b>Subtotal (Summer II + Fall)</b>	<b>3,522</b>	<b>3,496</b>	<b>-26</b>	<b>-0.74%</b>	<b>28,503.5</b>	<b>28,387</b>	<b>-116.5</b>	<b>-0.41%</b>	<b>60,300</b>	<b>47%</b>	<b>62,800</b>	<b>45%</b>
Winterim									1,400		1,500	
Spring									48,800		51,000	
<b>Subtotal (Summer II + Fall + Winterim + Spring)</b>									<b>110,500</b>		<b>115,300</b>	
Summer I									4,500		4,700	
<b>Total</b>									<b>115,000</b>		<b>120,000</b>	

Sources: FY2027 Summer II and Fall Enrollment Tickers (04/07/26)

**Important Dates:**

- Summer II registration opened Monday, March 2.
- Summer II tuition is due Tuesday, May 19.
- Summer II (8-Week & First 4-week) classes begin, Monday June 15. Second 4-week session begins Monday, July 13.
- Summer II classes end, Thursday, July 30.
- Fall priority registration opened Monday, March 16.
- Fall tuition is due Tuesday, July 28.
- Fall weekend classes begin Saturday, August 15.
- Fall weekday classes begin Monday, August 17.

# Rock Valley College

## 2026 COMPLETION CEREMONIES

Ceremony	Date	Time	Location
TRIO Ceremony	Friday, May 1, 2026	10:00 a.m.	Stenstrom Student Center (SSC) Atrium
Sankofa Ceremony and Celebration	Friday, May 8, 2026	6:00 p.m.	Stenstrom Student Center (SSC) Atrium
Massage Therapy	Wednesday, May 6, 2026	6:00 p.m.	Health Sciences Center (HSC) Lobby
Dental Hygiene Pinning Ceremony	Wednesday, May 13, 2026	12:00 p.m.	Stenstrom Student Center (SSC) Atrium
Respiratory Care Pinning Ceremony	Wednesday, May 13, 2026	2:00 p.m.	Stenstrom Student Center (SSC) Atrium
Nuestras Raíces (Our Roots) Student Recognition Ceremony	Wednesday, May 13, 2026	3:00 p.m.	Physical Education Center (PEC) Gym
Nursing Pinning Ceremony	Thursday, May 14, 2026	11:00 a.m.	Stenstrom Student Center (SSC) Atrium
*Certificate Ceremony	Thursday, May 14, 2026	2:00 p.m.	Physical Education Center (PEC) Gym
*GED Recognition Ceremony	Thursday, May 14, 2026	6:00 p.m.	Physical Education Center (PEC) Gym
*Commencement Ceremony	Friday, May 15, 2026	2:00 p.m. 6:00 p.m.	Physical Education Center (PEC) Gym
RAISE Ceremony	Thursday, May 21, 2026	4:00 p.m.	Stenstrom Student Center (SSC) Atrium
Workforce Empowerment Initiative (WEI) Ceremony	Friday, May 22, 2026	10:00 a.m.	Physical Education Center (PEC) Gym
Highway Construction Careers Training Program (HCCTP) Ceremony	Thursday, June 4, 2026	3:00 p.m.	Educational Resource Center (ERC) Performing Arts Room (0214)

**\*Trustees will need to respond if attending.**



Illinois Community College Trustees Association

# MEETING NOTICE

## LOBBY DAY MEETING SCHEDULE – MAY 6, 2026\*

*All meetings will be held at the Pasfield House, 525 S. Pasfield Street, Springfield, IL unless otherwise noted*

<b>WEDNESDAY, MAY 6, 2026</b>			<b>Location/Room</b>	
11:00 AM	–	11:45AM	Legislative Briefing	Pasfield House
11:45 AM	–	1:30 PM	Lunch	Pasfield House
1:30 PM	–	4:30 PM	Legislative Visits	Illinois State Capitol
5:00 PM	–	7:00 PM	Illinois Community College Caucus Legislative Reception	Arlington’s 210 Broadway

There is no charge to attend Lobby Day events but registration is greatly appreciated.

## ICCTA MEETING SCHEDULE – MAY 7, 2026\*

<b>THURSDAY, MAY 7, 2026</b>			<b>Location/Room</b>	
8:30 AM	–	10:30 AM	Nominating Committee (Closed Session – Candidate Interviews)	Pasfield House Conference Room
10:15 AM	–	10:50 AM	Finance & Executive Committee	Pasfield House
11:00 AM	–	12:00 PM	Board of Representatives Meeting	Pasfield House

\*Meetings, times, and locations are subject to change.

# Pioneering a Culture of Excellence for Leaders: A Blueprint for Your Campus

**Rock Valley College**

April 12, 2026

AACC  
2026

# SESSION SPEAKERS



**Dr. Howard  
Spearman**  
*President*  
Rock Valley College



**Dr. Terrica Huntley**  
*Vice President of  
Human Resources*  
Rock Valley College



# ABOUT RVC

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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.

AACC  
2026

# THE FOUR PILLARS

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



# GOLDEN EAGLES PROFESSIONAL DEVELOPMENT ACADEMY

This cohort-based training program is designed to cater to diverse levels of leadership and individual contributors, offering tailored development opportunities that focus on enhancing essential leadership skills.

Participants will gain valuable insights, tools, and strategies to foster their personal growth, refine their decision-making capabilities, and strengthen their ability to lead teams effectively. Whether they are an emerging leader, a seasoned manager, or an individual contributor looking to elevate their professional impact, this program provides a collaborative learning environment to help them unlock their full leadership potential.



AACC  
2026

Golden Eagles Professional Development  
Academy  
Tier 3 – Gold (2024-2025)

# GOLDEN EAGLES PROFESSIONAL DEVELOPMENT ACADEMY TIERS

Professional Development Initiative	Target Audience	Facilitator	Timeline	# of Participants	Selection Process	Content
<b>Tier 3 - Gold</b>	High-Potential Deans & Directors	President and VP led workshops	8 - 2-hour sessions, delivered monthly	Cohort of 10	Nominated by Cabinet, Application Process	Strategic Leadership, Championing Change, DEI, Guiding Vision and Purpose, Learner Agility: The Courage of Conviction, Emotional Intelligence, Talent Management
<b>Tier 2 - Blue</b>	Mid Management	VP, Deans & Executive Directors	8 -2-hour sessions, delivered monthly	Cohort of 10	Endorsed by Deans/Directors Application Process	Principles of Leadership, Financial Acumen, Behavioral style, Advanced Data Analytics, strategic leadership, Performance Management, Change Management, accountability
<b>Tier 1 - Gray</b>	Individual Contributors	Emerging Leaders	12 - 1-hour sessions, delivered monthly	Open Cohort	Registration process	Professional communication, conflict resolution, professionalism, critical thinking, time management, interviewing, presentation skills, motivation, mental health, goal setting, emotional intelligence, collaboration

# TIER 1 – GRAY

## INDIVIDUAL CONTRIBUTORS/ASPIRING LEADERS

Session	Topic
Session 1	Professional Communication
Session 2	Conflict resolution
Session 3	Professionalism
Session 4	Critical thinking
Session 5	Time Management
Session 6	Interviewing
Session 7	Presentation Skills
Session 8	Motivation
Session 9	Mental Health
Session 10	Goal Setting
Session 11	Emotional Intelligence
Session 12	Collaboration



AACC  
2026

# TIER 2 – BLUE

## MID-LEVEL PROFESSIONALS

Session	Topic	Content
Session 1	Leading the Way	Guiding team development and understanding the role of a leader in supporting differing personality and behavior traits. (Identify a team development theory)
Session 2	DISC – Communications within a Team	Using your DISC style to work effectively in a team and have better interactions
Session 3	DEI	Understanding your team and department makeup (Intersectionality) and how that translates to the greater RVC Community. Leading across generations, cultures, competencies, backgrounds
Session 4	Financial Acumen: Understanding the importance of Revenue, Grants, and Donations	Contracts, budgets, understanding funding types, budget allocations, staffing – understanding RVC revenue streams (revenue, grants, donations) - consider creating an interactive Monopoly game
Session 5	Change Management	Leadership alignment, stakeholder engagement, communication, impact, training, and design.
Session 6	Building an Accountability Culture	Guiding you to create a culture of your team by holding one another accountable when things are going great and when there are struggles.
Session 7	Time Management	Setting goals, prioritization, planning, multitasking, creating routines, and delegating tasks.
Session 8	Strategic Leadership for Mid-Level Managers	Promoting and supporting the vision, what is leadership



Golden Eagles Professional Development Academy  
Tier 2 – Blue (2023-2024)

## TIER 2 – BLUE MID-LEVEL PROFESSIONALS

### Blue Tier Participants

- 2023-2024: 10
- 2024-2025: 9
- 2025-2026: 9

AACC  
2026

# TIER 3 – GOLD

## HIGH-LEVEL PROFESSIONALS

Session	Topic	Content
Session 1	Strategic Leadership Pt1	Setting a vision, teamwork, and building a cohesive team, transition from 'doer' to visionary leader, inspiring culture change, change management
Session 2	Conflict Resolution & Critical Conversations	Resolving conflict between teams and individuals while having difficult conversations
Session 3	Setting a Standard of Excellence	Organizational Accountability
Session 4	Leading with an Equity and Inclusion Mindset	Leading critical conversations around inclusion, diversity, and equity in our spaces and departments. How to enact change to rectify injustice
Session 5	Leading with Finance in Mind	Understanding the college's finance and how we operate
Session 6	Leading with Data Analytics in Mind	Developing and implementing a strategic plan and its effect on college culture
Session 7	Pivoting and Agility in Leadership	Critical thinking, flexibility, critical decision making, agility, case scenarios
Session 8	Wrap Up – Strategic Leadership Pt 2	Follow up from session 1



Golden Eagles Professional Development Academy  
Tier 3 – Gold (2023-2024)

## **TIER 3 – GOLD**

### **HIGH-LEVEL PROFESSIONALS**

#### **Gold Tier Participants**

- 2023-2024: 7
- 2024-2025: 11
- 2025-2026: 10

AACC  
2026



Questions?

AACC  
2026

# Please Complete the Session Evaluation

Take a moment to evaluate this session after our presentation.

There are two ways to access the evaluation form:

1. Log into the Attendee Service Center. Select the session and select the evaluation form next to the title.

OR

2. Log into your mobile app. Select this session.





# EXPANDING THE REACH OF TRADITIONAL COLLEGE CUSTOMER RELATIONSHIP MANAGEMENT SYSTEMS TO SUPPORT THE ENTIRE CAMPUS

Dr. Howard Spearman, President

April 11, 2026

American Association of Community Colleges

# AGENDA

- RVC Strategic Plan & Fast Facts
- CRM selection goals
- Salesforce Installation and Timeline
- Operation and Utilization
- Campus Partners
- A Bit of Data

# THE FOUR PILLARS

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



# RVC FAST FACTS



**60+ Areas  
of Study**



**17:1 Student-to -  
Faculty Ratio**



**26+ Student  
Organizations**



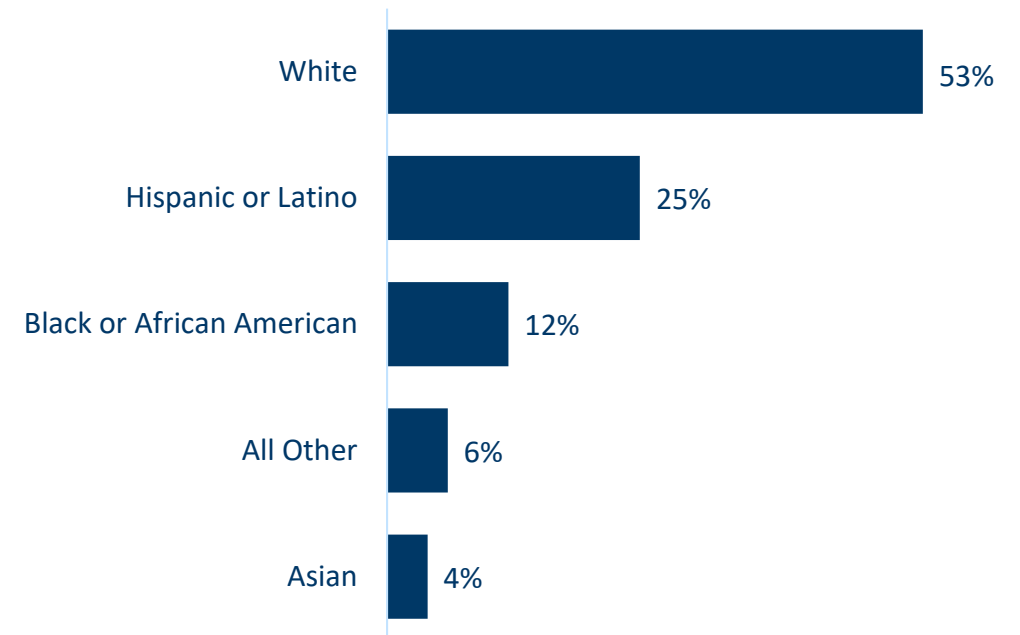
**50% of Students  
Receive Aid**

# RVC FAST FACTS:

## COMMUNITY & STUDENT PROFILE

- **387,931** district population
- **7,769** unduplicated headcount credit students (2022-23)
- **12,971** duplicated headcount non-credit students (2022-23)
- **23** average age

Race & Ethnicity (FY 2023)



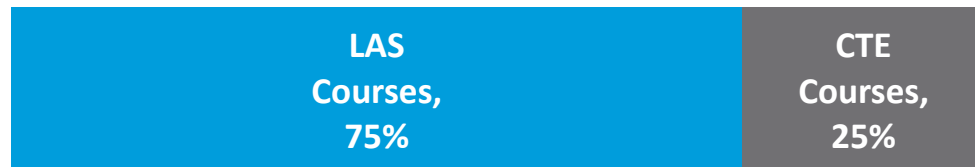
# RVC FAST FACTS:

## STUDENT ACCESS & PATHWAYS

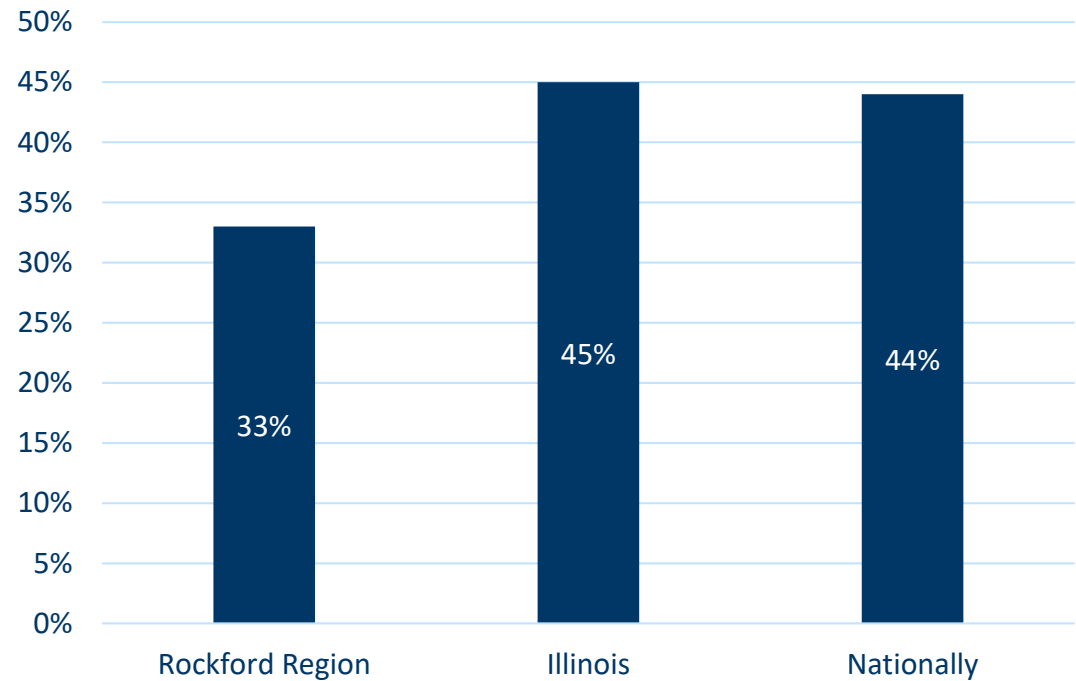
### Pell Recipients

- 32% Full-time, first-time students
- 26% Overall

### Courses (LAS and CTE)



### Educational Attainment: Associate's Degree & Higher



# RVC FAST FACTS:

## STUDENT SUCCESS & OUTCOMES

- **64%** Retention Rate
- **36%** Graduation Rate
- **11%** Transfer-out Rate
- **1,596** Completions (2022-23)

## CRM SELECTION PROCESS

- Failed implementation and costly errors of the past
- Goals
  - Functional: communication, tracking, funnel reporting, dashboards, etc.
  - One application for multiple departments/programs
  - Cost effective
  - Customizable
  - Expandable
  - Sustainable

# SALESFORCE INSTALLATION AND IMPLEMENTATION

- Year 1 (August 2022)
  - Recruitment / Admissions
    - Application
      - Universal Application (One starting point for all college programs)
    - Enrollment Appointment Scheduling
    - Territory Management
    - College website custom page
      - Request for Information (RFI) and customized responses

# SALESFORCE INSTALLATION AND IMPLEMENTATION

- Year 2
  - Academic Advising
    - Appointment Scheduling
    - Caseload Management (average 350:1) by degree type
  - Adult Education (GED, ESL)
    - Applications
    - Intake Screening and Program Placement
  - Community and Continuing Education
    - Store Connect (Online Course Purchasing/Registration)
  - Tutoring Center/Writing Center/Math Lab
    - Appointment Schedule based on courses enrolled in
  - Perkins Special Populations
    - Tracking, Needs Survey

# SALESFORCE INSTALLATION AND IMPLEMENTATION

- Year 3
  - Workforce Development and Business Partners
  - Career Services and Job Placement
  - Select Admissions Program Application (i.e. Health Science)
  - TRIO Federal Programs – Caseload management, Tutoring, Success Coaching
  - Institutional Effective and Research - Data Integrity
- Engagement Tracking
  - Early College/Dual Credit
  - First Year Experience
  - Financial Aid
  - Intercultural Student Services
  - Records and Registration
  - Student Life - Event Check-In
  - Testing Center
  - Personal Success Counseling

# SALESFORCE INSTALLATION AND IMPLEMENTATION

- Coming soon....
  - Text Messaging and Phone Systems Integration
  - Canvas Integration (LMS)
  - Business and Professional Institute: Partner tracking & communication
  - Refugee Services: Appointments & case management
  - Disability Support Services: Appointments & Referrals
  - Athletics: Enrollment Monitoring for NJCAA Compliance
  - Financial Aid: Caseload Management Professional Partner with Advisor team
  - Event Management/RSVP's

## Vice President Student Affairs

Advising

Athletics

Career Services

Counseling

Disability Support Service

Financial Aid

First Year Experience

Recruitment

Student Life

Trio

## Vice President of Academic Affairs

GED

ESL

Health Science (Application Process)

Testing

Tutoring

## Vice President of CTE and Workforce Development

Community Education

Continuing Education

Customized Training

Early College

Tech Bus

Workforce Development

## Vice President Institution Effectiveness and Communications

Institutional Research (Data checking and sharing)

Perkins

# A BIT OF DATA

Fiscal Year (July to June)	Emails Delivered	Emails Opened	Click-Through Rate
2023	88,872	54,258	5.79%
2024	236,786	167,861	6.12%
2025	301,302	219,845	4.37%
2026	205,298	139,192	4.84%

# A BIT OF DATA

- Appointments

Fiscal Year	Appointments Booked
2024	10,643
2025	20,960
2026	15,438

## A BIT OF DATA

- Enrollments

Fiscal Year	Credit Applications	Applicants Who Later Enrolled	Applications to Enrolled Students
2023	3,921	N/A	N/A
2024	10,110	3,740	<b>36.9%</b>
2025	9,885	3,677	<b>37.1%</b>
2026	5,752	1,224	N/A

# QUESTIONS?

RVC is an equal opportunity educator and employer.  
For more information, visit [RockValleyCollege.edu](http://RockValleyCollege.edu).



RockValleyCollege

**DUAL ENROLLMENT—BOOSTING  
COLLEGE ENROLLMENT & HELPING  
PROVIDE GREATER ACCESS TO  
POST-SECONDARY EDUCATION FOR  
HIGH SCHOOLERS**

**Dr. Hansen Stewart**

Rock Valley College

April 12, 2026

American Association of Community Colleges

Annual Conference



# SESSION EVALUATION

Please take a moment to evaluate this session after my presentation. There are two ways to access the evaluation form:

- Log in to the Attendee Service Center. Select the session and select the evaluation form next to the session title.
- Log in to your mobile app. Select this session.



# THE FOUR PILLARS

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





# RVC FAST FACTS: STUDENT SUCCESS & OUTCOMES

- **64%** Retention Rate
- **36%** Graduation Rate
- **11%** Transfer-out Rate
- **1,596** Completions (2022-23)



# INTRODUCTION

- Welcome & Overview
- Objectives
- Case Study
- Q&A



# WHAT IS DUAL ENROLLMENT & DUAL CREDIT?

- Dual Enrollment: High school students enroll in college courses and earn college credit while still in high school
- Dual Credit: High school students enroll in college courses and earn BOTH high school and college credit while still in high school
- Examples of Dual Credit Opportunities at Rock Valley College:
  - Career Pathways Jump Start, Dual Credit at the High School, Dual Credit on Campus, Running Start, Senior Semester



# WHY DUAL ENROLLMENT MATTERS

- College affordability and readiness
- Equity and access for underrepresented students
- A proven strategy to improve student outcomes




# THE NATIONAL LANDSCAPE

- Stats: Dual enrollment participation has grown from roughly 300,000 students in the early 2000's to over 2.5 million students in the 22-23 academic year.
- Outcomes: Students are 15–30% more likely to enroll in college post-high school
- Completion: Higher degree attainment rates



# THE ROCK VALLEY COLLEGE LANDSCAPE: HIGH SCHOOL PROGRAMS

- **Dual Credit at High Schools: 3-Year Growth Snapshot**
- 2022-23: 1,136 dual credit at high school students
- 2023-24: 1,167 dual credit at high school students — 2% increase year-over-year
- 2024-25: 1,684 dual enrollment students — 44% increase year-over-year
- **Credit Hours Generated**
- 2022-23: 4,500 credit hours
- 2022-23: 4,481 credit hours
- 2024-25: 8,065 credit hours



# RVC DUAL ENROLLMENT: STUDENT IMPACT BY THE NUMBERS

- **Students Served (2024-25)**
- Total Dual Credit Students: 2,214 students across 18 public schools and 6 private schools
- Underrepresented Students Served: 30% of dual credit students identify as an underrepresented minority population
- **Affordability & Access**
- Flat \$50 fee per course (charged to high school) under Illinois Dual Credit Quality Act
  - Cost Savings: Students enrolled in dual credit at high school programs saved an estimated \$873,709 in future college tuition
- 10 partner districts provide full tuition coverage for Running Start participation
- 96% of students enrolled in Running Start participate at zero cost to family



# ROCK VALLEY COLLEGE: OUR APPROACH

- **Local Partnerships with Area High Schools**
- Formal agreements with 17 of 18 local public high schools and 6 private high schools
- Partner districts include: Belvidere District 100, Byron School District, Harlem School District, Hononegah High School District, Rockford Public School District, and 7 other districts across Winnebago and Boone counties
- Dual credit opportunities extended to students at 6 additional private high schools
- **Affordability & Access**
- 1,693 students across 10 districts and 3 private schools served at low or no cost through the \$50 flat-fee model and district tuition partnerships
- **Targeted Outreach**
- Work with high schools to identify academically qualified and historically underserved students for wrap-around services and career exploration workshops



# MODEL PROGRAMS AT RVC 2024 – 2025

- **Dual Credit At High Schools**
  - Enrollment: 1684 students
  - Credits Completed: 8, 065
- **Running Start**
  - Enrollments: 206 students
  - Completions/Continuation to Year 2: 194 students (94%)
- **Senior Semester**
  - Enrollment: 1 student
  - Completions: 1 student (100%)
- **Career Pathways Jump Start**
  - Enrollment: 14 students
  - Completions: 11 students
  - Continuation in CTE pathway: 7 students (50%)

# RUNNING START – A SUCCESS STORY

“Running Start has been a formative experience for me. College-level coursework, high expectations, and the need for self-advocacy allowed me to transition seamlessly from high school to college. The entire experience has prepared me to succeed at a prestigious university in a way that my high school alone could not have. The greatest things I gained from Running Start were the qualitative experiences that set me up for success. Through leadership opportunities without "training wheels" and mentorship from professors who truly cared about my progress, I had everything I could have asked for at that stage of my education. Rock Valley College and the Running Start program have enabled a level of success I never knew was possible coming from a small, rural high school. Time will tell where I go and what I do, but this program will always serve as my foundation in higher education.” - James





# CASE STUDY: PARTNER ENGAGEMENT

- **Early College EMT Cohort — A Model for District Partnership**
  - **Origin:** Launched in 2024 in response to direct requests from Belvidere School District, Harlem School District and Hononegah School District for career-technical dual credit pathways
  - **Structure:** Course runs on the RVC campus and is exclusively reserved for partner high school students; scheduled during the regular school day to eliminate barriers to participation
  - **Student Impact:** 15 students from 5 different schools enrolled and 11 students completed the EMT Cohort in 2024-25; 79% earned dual credit
  - **Why It Works:** Districts co-designed the program with RVC faculty; shared transportation coordination and scheduling flexibility made it accessible to all enrolled students regardless of socioeconomic background

# EMT – A SUCCESS STORY

“I decided participate in Rock Valley College's Emergency Medical Technician program to get a head start on my career path. The program was a very important step for me because it set me up for success by being able to focus on the class for an entire school year rather than an accelerated class for 3-4 months, like most other EMT classes. RVC's EMT program prepared me for an exciting career as an EMT and I felt well trained and ready for the challenges of the job. I am now an EMT-B for Mercy Health's Critical Transport Team and a firefighter/EMT-B for the Rockton Fire Protection District. Thanks to Rock Valley's program, I have been able to accomplish all of this before I've even turned nineteen.” - Camden J.





# BARRIERS

- **Scheduling & Alignment Challenges**
  - High school bell schedules rarely align with college course times
  - Credit transfer policies vary by institution
  - College academic calendars often conflict with K-12 breaks and testing windows
- **Communication Gaps Between Institutions**
  - Inconsistent messaging between college advisors and high school counselors leads to student confusion around registration, requirements, and expectations
  - Siloed data systems make tracking outcomes difficult
- **Equity in Access**
  - Transportation to campus remains a significant barrier for rural and low-income students
  - Program awareness is uneven — students in under-resourced schools are less likely to be informed about opportunities
  - Residual course fees, even small ones, can be prohibitive



# LESSONS LEARNED

- **Transparency in Communication**

- Clear, consistent messaging between RVC advisors, high school counselors, and students is essential
- Establishing shared communication channels and orientation sessions dramatically reduces confusion and no-shows

- **Start With Relationships, Not Programs**

- Sustainable dual enrollment requires trust built over time
- RVC's most successful partnerships began with informal conversations with district administrators before any formal agreement was signed

- **Meet Students Where They Are**

- Offering courses at the high school rather than requiring students to travel to campus significantly increases participation among underserved populations



# LESSONS LEARNED (CONTINUED)

- **Data Drives Decision-Making**

- Tracking enrollment, completion, and post-program outcomes by demographic group allows RVC to identify equity gaps and adjust program delivery; institutions without this data fly blind

- **Wrap-Around Services Are Non-Negotiable**

- Students who receive advising, mentoring, and academic support alongside coursework are significantly more likely to complete programs and transition to college; access to the course alone is not enough

- **Celebrate Wins and Share Them**

- Student success stories — shared with school boards, district administrators, and the broader community — build political will for program expansion and funding; never underestimate the power of storytelling in advocacy



# ACTION STEPS FOR STAKEHOLDERS

- **High Schools**

- Proactively identify and recruit eligible students, especially first-generation and underserved youth; train counselors to accurately explain dual enrollment options; integrate dual enrollment into the school's college-going culture

- **Community Colleges**

- Build and nurture K-12 partnerships through regular communication and co-planning
- Streamline admissions and enrollment processes to reduce friction
- Expand course offerings at high school sites; invest in advising and wrap-around support services



# ACTION STEPS FOR STAKEHOLDERS

- **Policymakers & Legislators**

- Fund dual enrollment programs through dedicated state appropriations
- Establish or strengthen dual credit quality acts that standardize access and affordability
- Create incentive grants for institutions that serve high proportions of underrepresented students

- **Families & Community**

- Engage parents and guardians early
- Host informational sessions in multiple languages



# CALL TO ACTION

- **Dual enrollment isn't a privilege — it's a pathway.**
- **Advocate**
  - Champion dual enrollment at every level — in your district, at the state legislature, and in the national conversation about college access and affordability.
  - The students who benefit most are often those whose voices are least heard.
- **Expand**
  - Grow partnerships, course offerings, and program models that serve ALL students — not just the highest performers.
  - Reach the student who hasn't been reached yet.
- **Innovate**
  - Explore new delivery models, technology-enabled instruction, and employer-connected pathways.
  - The next generation of dual enrollment looks different — be part of designing it.
- **Collaboration = Student Success**
  - No single institution can do this alone. When high schools, community colleges, policymakers, and families work together, students win.
  - Leave here today with at least one new connection, one new idea, and one commitment to action.



# DISCUSSION AND Q&A



# SESSION EVALUATION

Please take a moment to evaluate this session. There are two ways to access the evaluation form:

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- Log in to your mobile app. Select this session.

## Purchase Report-A - FY2026 Amendments

Recommendation: Board approval for items marked with an asterisk.

A. Roof Repairs – (Maintenance Services Buildings – Plant Operations and Maintenance)

<b>BP Roofing</b>	<b>Loves Park, IL</b>	<b>\$7,000.00*(1) Not to Exceed</b>
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1. This increase is for roofing materials, labor, supplies, patching, service calls, and spring inspections to support ongoing campus roof maintenance. Due to strong winds this season, RVC has experienced a higher-than-anticipated volume of roof repairs. This adjustment will fund required spring inspections and provide coverage for additional service calls needed for the remainder of FY26. Therefore, approval is requested to increase the original approved amount of \$25,000 by \$7,000. This request represents a not to exceed amount.

<b>Original approved amount</b>	<b>\$25,000.00</b>
<b>Increase requested</b>	<b>\$ 7,000.00</b>
<b>New total expenditure</b>	<b>\$32,000.00 Not to Exceed</b>

**FY2026 Budgeted Expense**  
**Original Board Report BR 8300-A**

B. Elevator Inspection and Maintenance – (Maintenance Services Buildings – Plant Operations and Maintenance)

<b>Schumacher Elevator</b>	<b>Denver, IA</b>	<b>\$5,000.00*(2) Not to Exceed</b>
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2. Johnson Controls Fire was required to perform a newly mandated State of Illinois five-year Fire Alarm Initiating Device (FAID) inspection for elevator shaft and pit devices. This inspection required on-site support from a Schumacher Elevator technician to operate, test, lock out, and restore all campus elevators during testing. This requirement was recently enacted and was not known at the time of original approval. As a result, an unanticipated cost of \$5,440 was incurred this fiscal year, necessitating an increase in Board approval from \$43,000 to \$48,000. This request represents a not to exceed amount.

<b>Original approved amount</b>	<b>\$43,000.00</b>
<b>Increase requested</b>	<b>\$ 5,000.00</b>
<b>New total expenditure</b>	<b>\$48,000.00 Not to Exceed</b>

**FY2026 Budgeted Expense**  
**Original Board Report BR 8287-E**

## Purchase Report-A - FY2026 Amendments

### C. Disposal Services – (Refuse Disposal– Plant Operations and Maintenance)

<b>Rock River Disposal</b>	<b>Rockford, IL</b>	<b>\$13,330.00*(3)</b> <b>Not to Exceed</b>
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3. This increase is for trash removal and recycling expenses that have increased due to a higher-than-normal level of campus cleanup across multiple facilities, including Woodward Technology Center, Classroom Building II, Health Science Center, Advanced Technology Center, Starlight Theatre, and Samuelson Road Center. As a result, Rock River Disposal services were used at a significantly higher rate than in the previous year. This request represents a not to exceed amount.

<b>Original approved amount</b>	<b>\$ 45,000.00</b>
<b>Increase requested</b>	<b>\$ 13,330.00</b>
<b>New total expenditure</b>	<b>\$ 58,330.00 Not to Exceed</b>

**FY2026 Budgeted Expense**  
**Original Board Report BR 8287-E**

### D. Consultant Services – (Consultant Services – IT – IT Administration)

<b>Ferrilli</b>	<b>Haddonfield, NJ</b>	<b>\$31,200.00*(4)</b> <b>Not to Exceed</b>
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4. Consulting services are required to support the Colleague migration to a Software-as-a-Service (SaaS) environment and represent an extension of an existing contract to provide two additional months of consulting support. This support is necessary to ensure the project is completed on schedule, as any delay would result in additional fees assessed by Ellucian. Therefore, approval is requested to increase the contract amount by \$31,200, raising the total from \$156,000 to \$187,200. This request represents a not to exceed amount.

<b>Original approved amount</b>	<b>\$156,000.00</b>
<b>Increase requested</b>	<b>\$ 31,200.00</b>
<b>New total expenditure</b>	<b>\$187,200.00 Not to Exceed</b>

**FY2026 Budgeted Expense**  
**Original Board Report BR 8287-B-1**

## Purchase Report-A - FY2026 Amendments

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

**Demonica Kemper Architects (DKA) Chicago, IL \$7,000.00\*(5)  
Not to Exceed**

5. This amendment includes additional professional services to be performed by the architect for the Downtown Campus and is for additional civil engineering drawings required for the final installation of site work at the Downtown West Campus. The \$7,000 increase is necessary to finalize and coordinate all design updates that have occurred over the past year of construction, ensuring the final site layout is accurate prior to installation.

**Original approved amount \$3,000,000.00  
First increase requested \$ 260,000.00  
Second increase requested \$ 2,700.00  
Third increase requested \$ 7,000.00  
New total expenditure \$3,269,700.00 Not to Exceed**

**FY2026 Budgeted Expense  
Original Board Report BR 8087-A  
First Amendment Board Report BR 8354  
Second Amendment Board Report BR 8361-A**

F. Insurance Expense and Stop-Loss Coverage - (Group Medical Insurance– Health Self-Insured)

**Healthcare Service Corporation Chicago, IL \$500,000.00\*(6)  
Not to Exceed**

6. This increase supports FY26 premiums for the PPO health insurance plan and the unanticipated increase in Stop-Loss costs, which are expected to continue rising. Therefore, approval is requested to increase the original approved amount of \$8,828,000 by \$500,000 to adequately cover projected insurance expenses. This request represents a not to exceed amount.

**Original approved amount \$8,828,000.00  
Increase requested \$ 500,000.00  
New total expenditure \$9,328,000.00 Not to Exceed**

**FY2026 Budgeted Expense  
Original Board Report BR 8287-E**

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**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)

<b>Entre Computer Solutions</b>	<b>Machesney Park, IL</b>	<b>\$ 538,436.22*(1)</b>
Southern Computer Warehouse	Marietta, GA	\$613,292.40
Tech Advanced Computers	Pensacola, FL	\$626,852.00
Milliard Tek LLC	Clarksburg, MD	\$646,873.40
Howard Technology Solutions	Laurel, MS	\$738,293.00

1. 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 was originally awarded to the lowest responsive bidder; however, the vendor was subsequently unable to honor the awarded pricing. As a result, the bid was awarded to Entre Computer Solutions, the next-lowest responsible bidder.

### FY2026 Capital Expense

B. Instructional Video Platform – (Administrative Software – Online Learning)

<b>Yuja Lumina</b>	<b>San Jose, CA</b>	<b>\$37,513.90*(2) Not to exceed</b>
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2. This purchase is for an instructional video platform that enables faculty to create, edit, and share high-quality, accessible video content to support teaching and learning. The platform integrates with the College’s existing learning management system (Canvas) and supports compliance with federal digital accessibility requirements under the Americans with Disabilities Act (ADA). Implementing a purpose-built accessibility solution reduces reliance on manual accommodations, improves scalability, and positions the College to meet current and future Web Content Accessibility Guidelines (WCAG) standards. This is a not to exceed.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1) Exemption F: Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services, and telecommunications and interconnect equipment, software, and services.*

### FY2026 Capital and Grant Expense

## Purchase Report-B - FY2026 Purchases

C. System Installation – (Remodeling – Security System Upgrades)

**Schneider Electric**

**Rockford, IL**

**\$77,214.00\*(3)  
Not to exceed**

3. This expense is for the purchase and installation of access control hardware, required software licensing, and associated technical, programming, and configuration services in support of Phase 2 of the Access Control Upgrade Project. The work includes on-site installation by a qualified technician and system configuration and programming services to bring the equipment online and into full operation. These efforts support the conversion of the existing Genetec security system at the Advanced Technology Center (ATC), address obsolete system components, and ensure compatibility with the upgraded access control platform. This work is necessary to continue the phased modernization of the College's access control and security systems. This is a not to exceed.

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

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

*Exemption L: Contracts for goods or services which are economically procurable from only one source*

### **FY2026 Capital Expense**

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Howard J. Spearman, Ph.D.  
President

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

## Resolution Calling the Parameters Issuance of General Obligation Bonds Not to Exceed \$7,900,000

### Background:

Rock Valley College will be altering, remodeling, and equipping District facilities, including Classroom Building II. The Classroom Building II project will be managed by the Capital Development Board, as the state will partially fund this project.

The initial project was anticipated to be \$35 million, not including an estimated \$3.7 million for furniture, fixtures, and equipment. As a result of discussions with the architect and various college departments, the revised project costs are now expected to be approximately \$44.1 million. It is expected that Rock Valley College will be issuing debt obligations in order to pay the additional project costs for this capital project.

It is expected that Rock Valley College will be issuing additional debt obligations in order to pay for this capital project in an amount not to exceed \$7,900,000 for the purpose of the working cash fund.

The intent of this resolution is to set forth the bond parameters which includes, date, denomination, rate of interest, and maturities of the bonds, fix all details to the issue and execution thereof, and provide for the levy of a tax sufficient to pay both interest and principal of the bonds as they mature.

### Recommendation:

It is recommended that the Board of Trustees approves the resolution to providing for the issue of not to exceed \$7,900,000 General Obligation Community College Bonds for the purpose of increasing the working cash fund, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof. Attorney Reviewed.

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Howard J. Spearman, Ph.D.  
President

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

**Attachment(s):** 2024 Bond Resolution Parameters

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 28th day of April, 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ (non-voting student trustee).

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

\_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

The Chair announced that the next item for consideration was the issuance of not to exceed \$7,900,000 general obligation bonds to be issued by the District pursuant to Article 3 of the Public Community College Act for the purpose of increasing the working cash fund of the District, and that the Board of Trustees would consider the adoption of a resolution providing for the issue of said bonds and the levy of a direct annual tax sufficient to pay the principal and interest thereon. The Chair then explained that the resolution sets forth the parameters for the issuance of said bonds

and sale thereof by designated officials of the District and summarized the pertinent terms of said parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest, purchase price and tax levy for said bonds.

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

RESOLUTION providing for the issue of not to exceed \$7,900,000 General Obligation Community College Bonds, Series 2026, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of increasing the working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

\* \* \*

WHEREAS, pursuant to the provisions of Sections 3-33.1 to 3-33.6a, inclusive, of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “*Act*”), a fund to be known as a “Working Cash Fund” may be established, maintained and administered in and for Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the “*District*”), for the purpose of enabling the Board of Trustees of the District (the “*Board*”), to have in its treasury at all times sufficient money to meet demands thereon for ordinary and necessary expenditures for all community college purposes; and

WHEREAS, the District has heretofore established and is currently maintaining and administering a Working Cash Fund in and for the District (the “*Fund*”); and

WHEREAS, pursuant to the provisions of the Act, the Board is authorized to incur an indebtedness and issue bonds therefor for the purpose of increasing the Fund; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the Board, on the 24th day of February, 2026, adopted a resolution calling a public hearing (the “*Hearing*”) for the 24th day of March, 2026, concerning the intent of the Board to sell said bonds in an aggregate amount not to exceed \$7,900,000; and

WHEREAS, notice of the Hearing was given by (i) publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Rockford Register*

*Star*, the same being a newspaper of general circulation in the District, and (ii) posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 24th day of March, 2026, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 24th day of March, 2026; and

WHEREAS, the Board is now authorized to issue bonds in an amount not to exceed \$7,900,000 for the purpose of increasing the Fund and to levy taxes to pay principal of and interest on such bonds; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District to borrow an amount not to exceed \$7,900,000 and issue bonds of the District therefor:

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

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

*Section 2. Authorization.* It is hereby found and determined that the Fund of the District be increased and that the Board has been authorized by law to borrow the sum of not to exceed \$7,900,000 upon the credit of the District and as evidence of such indebtedness to issue the bonds of the District to said amount, the proceeds of said bonds to be used for working cash fund

purposes, and it is necessary and for the best interests of the District that there be issued an amount not to exceed \$7,900,000 of the bonds so authorized.

*Section 3. Bond Details.* There be borrowed on the credit of and for and on behalf of the District an amount not to exceed \$7,900,000 for the purpose aforesaid; and that bonds of the District (the “*Bonds*”) shall be issued to said amount and shall be designated “General Obligation Community College Bonds, Series 2026,” or with such other series description as appropriate and as set forth in the Bond Notification (as hereinafter defined).

The Bonds, if issued, shall be issued in an amount not to exceed \$7,900,000, shall be dated such date as set forth in the Bond Notification (not prior to April 28, 2026, and not later than October 28, 2026), shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 or authorized integral multiples thereof or such other denominations as set forth in the Bond Notification (but no single Bond shall represent installments of principal maturing on more than one date), and shall be numbered 1 and upward. The Bonds shall become due and payable serially or be subject to mandatory redemption (subject to prior redemption as hereinafter described) on January 1 of each of the years (not later than 2033), in the amounts (not exceeding \$7,900,000 per year) and bearing interest at the rates per annum (not exceeding 5.50% per annum) as set forth in the Bond Notification. The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Bond Notification, and on January 1 and July 1 of each year thereafter to maturity.

Interest on each Bond shall be paid by check or draft of the bond registrar and paying agent (which shall be the Purchaser (as hereinafter defined), the Treasurer of the Board, or a bank or

trust company authorized to do business in the State of Illinois) set forth in the Bond Notification (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal corporate trust office or principal office, as applicable (the “*Principal Office*”) of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the Chair and Secretary of the Board, and shall be registered, numbered and countersigned by the manual or facsimile signature of the Treasurer of the Board, as they shall determine, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Resolution. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

*Section 4. Registration of Bonds; Persons Treated as Owners. (a) General.* The District shall cause books (the “*Bond Register*”) for the registration and for the transfer of the

Bonds as provided in this Resolution to be kept at the Principal Office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar or such other authorized person as the officers of the District may designate shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the Principal Office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds except in the case of the issuance of a Bond or Bonds for the unredeemed portion of a Bond surrendered for redemption.

(b) *Global Book-Entry System.* The Bonds shall be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds determined as described in Section 3 hereof. Upon initial issuance, the ownership of each such Bond may be registered in the Bond Register in the name of Cede & Co., or any successor thereto (“*Cede*”), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns (“*DTC*”). In such event, all of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The Chair and Secretary of the Board and the Vice President of Finance/Chief Financial Officer and the Bond Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the “*Representation Letter*”), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-

dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “*DTC Participant*”) or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District’s obligations with respect to payment of the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3

hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name “Cede” in this Resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository’s agent or designee, and if the District does not select such alternate universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this Resolution to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

*Section 5. Redemption. (a) Mandatory Redemption.* The Bonds maturing on the date or dates, if any, indicated in the Bond Notification shall be subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par

plus accrued interest to the redemption date, on January 1 of the years, if any, and in the principal amounts, if any, as indicated in such Bond Notification.

On or prior to the 60th day preceding any mandatory redemption date, the Bond Registrar may, and if directed by the Board shall, purchase Bonds required to be retired on such mandatory redemption date. Any such Bonds so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

(b) *General.* The Bonds shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. For purposes of any redemption of less than all of the outstanding Bonds of a single maturity, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot by the Bond Registrar from the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion. The Bond Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Bonds to be redeemed or the time of the giving of official notice of redemption.

The Bond Registrar shall promptly notify the District in writing of the Bonds or portions of Bonds selected for redemption and, in the case of any Bond selected for partial redemption, the principal amount thereof to be redeemed.

*Section 6. Redemption Procedure.* Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond

or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the Principal Office of the Bond Registrar, and
- (6) such other information then required by custom, practice or industry standard.

Prior to any redemption date, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Notice of redemption having been given as aforesaid, and notwithstanding the failure to receive such notice, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there

shall be prepared for the registered holder a new Bond or Bonds of the same maturity in the amount of the unpaid principal.

If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be cancelled and destroyed by the Bond Registrar and shall not be reissued.

*Section 7. Form of Bond.* The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, “See Reverse Side for Additional Provisions”, shall be omitted and paragraph [6] and the paragraphs thereafter, as may be appropriate, shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED  
NO. \_\_\_\_\_

REGISTERED  
\$ \_\_\_\_\_

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTIES OF WINNEBAGO, OGLE, BOONE, STEPHENSON, DEKALB AND MCHENRY

COMMUNITY COLLEGE DISTRICT NO. 511

GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2026

See Reverse Side for  
Additional Provisions

Interest                      Maturity                      Dated  
Rate: \_\_\_\_\_%      Date: January 1, 20\_\_      Date: \_\_\_\_\_, 2026 [CUSIP: 974433 \_\_\_\_]

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the “District”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on January 1 and July 1 of each year, commencing \_\_\_\_\_ 1, 20\_\_, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal [corporate trust] office of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, as bond registrar and paying agent (the “Bond Registrar”). Payment of the installments of interest shall be made

to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax sufficient to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, by its Board of Trustees, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the Chair and Secretary of said Board of Trustees, and to be registered, numbered and countersigned by the manual or duly authorized facsimile signature of the Treasurer of said Board of Trustees, all as of the Dated Date identified above.

SPECIMEN

\_\_\_\_\_  
Chair, Board of Trustees

SPECIMEN

\_\_\_\_\_  
Secretary, Board of Trustees

Registered, Numbered and Countersigned:

SPECIMEN

\_\_\_\_\_  
Treasurer, Board of Trustees

Date of Authentication: \_\_\_\_\_, 2026

CERTIFICATE  
OF  
AUTHENTICATION

Bond Registrar and Paying Agent:

\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

This Bond is one of the Bonds described in the within mentioned resolution and is one of the General Obligation Community College Bonds, Series 2026, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois.

\_\_\_\_\_  
as Bond Registrar

By \_\_\_\_\_  
SPECIMEN  
Authorized Officer

[Form of Bond - Reverse Side]

**COMMUNITY COLLEGE DISTRICT NO. 511**

**COUNTIES OF WINNEBAGO, OGLE, BOONE, STEPHENSON, DEKALB AND MCHENRY**

**GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2026**

[6] This Bond is one of a series of bonds issued by the District for working cash fund purposes, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by said Board of Trustees by a resolution duly and properly adopted for that purpose, in all respects as provided by law.

[7] [Mandatory Redemption provisions, as applicable, will be inserted here].

[8] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal [corporate trust] office of the Bond Registrar in \_\_\_\_\_, \_\_\_\_\_, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[9] The Bonds are issued in fully registered form in the denomination of \$5,000 each or authorized integral multiples thereof. This Bond may be exchanged at the principal [corporate trust] office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date[,

nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds].

[10] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

**(ASSIGNMENT)**

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto \_\_\_\_\_

\_\_\_\_\_  
(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint \_\_\_\_\_

\_\_\_\_\_  
attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature guaranteed: \_\_\_\_\_

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

*Section 8. Sale of Bonds.* The Chair or Vice Chair of the Board, together with the Vice President of Finance/Chief Financial Officer of the District (collectively, the “*Designated Representatives*”), are hereby authorized to proceed not later than the 28th day of October, 2026, without any further authorization or direction from the Board, to sell the Bonds upon the terms as prescribed in this Resolution. The Bonds hereby authorized shall be executed as in this Resolution

provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the Treasurer of the Board, and, after authentication thereof by the Bond Registrar, be by said Treasurer delivered to the purchaser thereof (the "*Purchaser*"), upon receipt of the purchase price therefor, the same being not less than 97.00% of the principal amount of the Bonds (exclusive of any original issue discount or original issue premium), plus accrued interest to date of delivery, if any. The Purchaser shall be: (a) pursuant to a competitive sale conducted by PMA Securities, LLC, Naperville, Illinois ("*PMA*"), the best bidder for the Bonds; (b) in a negotiated underwriting, a bank or financial institution listed in the Dealers & Underwriters or Municipal Derivatives sections of the most recent edition of The Bond Buyer's Municipal Marketplace; or (c) in a private placement, (i) a bank or financial institution authorized to do business in the State of Illinois, (ii) a governmental unit as defined in the Local Government Debt Reform Act of the State of Illinois, as amended, or (iii) an "accredited investor" as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as amended; *provided, however* that the Purchaser as set forth in either (b) or (c) shall be selected only upon the recommendation of PMA that the sale of the Bonds on a negotiated or private placement basis to the Purchaser is in the best interest of the District because of (i) the pricing of the Bonds by the Purchaser, (ii) then current market conditions or (iii) the timing of the sale of the Bonds; as set forth in the Bond Notification, and further provided, that the Purchaser as set forth in (c) may be selected through the utilization of a placement agent selected by the Designated Representatives after consultation with PMA if the use of such placement agent is determined by the Designated Representatives to be in the best interest of the District.

Prior to the sale of the Bonds, the Chair and Secretary of the Board and the Vice President of Finance/Chief Financial Officer of the District are each hereby authorized to approve and execute a commitment for the purchase of a Municipal Bond Insurance Policy (as hereinafter

defined), to further secure the Bonds, as long as the present value of the fee to be paid for the Municipal Bond Insurance Policy (using as a discount rate the expected yield on the Bonds treating the fee paid as interest on the Bonds) is less than the present value of the interest reasonably expected to be saved on the Bonds over the term of the Bonds as a result of the Municipal Bond Insurance Policy.

Upon the sale of the Bonds, the Designated Representatives shall prepare a Notification of Sale of the Bonds, which shall include the pertinent details of sale as provided herein (the "*Bond Notification*"). In the Bond Notification, the Designated Representatives shall find and determine that the Bonds have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Bonds does not exceed the maximum rate otherwise authorized by applicable law. The Bond Notification shall be entered into the records of the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Bond Notification.

Upon the sale of the Bonds, as evidenced by the execution and delivery of the Bond Notification by the Designated Representatives, the Chair, Secretary and Treasurer of the Board, the Vice President of Finance/Chief Financial Officer of the District and any other officers of the District, as shall be appropriate, shall be and are each hereby authorized and directed to approve or execute, or both, such documents of sale of the Bonds as may be necessary, including, without limitation, the contract for the sale of said Bonds between the District and the Purchaser (the "*Purchase Contract*"). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find and determine that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his own name or in the name of any other person, association, trust or corporation, in the Purchase

Contract. To the extent the surety bond executed by the Treasurer of the Board as required by Section 3-19 of the Act is required to be increased as a result of the issuance of the Bonds, such increase is hereby approved and said surety bond shall be filed with the Illinois Community College Board and shall also be filed with the County Clerks of The Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (together, the “*County Clerks*”).

The Bonds before being issued shall be registered, numbered and countersigned by the Treasurer of the Board, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Bonds issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the Purchaser of any Preliminary Official Statement and any final Official Statement relating to the Bonds (the “*Official Statement*”) is hereby ratified, approved and authorized; the execution and delivery of the Official Statement is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, said Preliminary Official Statement, the Official Statement and the Bonds.

*Section 9. Tax Levy.* In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax to-wit:

FOR THE YEAR	A TAX SUFFICIENT TO PRODUCE THE SUM OF:	
2026	\$8,250,000.00	for interest and principal up to and including January 1, 2028
2027	8,250,000.00	for interest and principal
2028	8,250,000.00	for interest and principal
2029	8,250,000.00	for interest and principal
2030	8,250,000.00	for interest and principal
2031	8,250,000.00	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

To the extent that the taxes levied above exceed the amount necessary to pay debt service on the Bonds as set forth in the Bond Notification, the Chair, Secretary and Treasurer of the Board are hereby authorized to direct the abatement of such taxes to the extent of the excess of such levy in each year over the amount necessary to pay debt service on the Bonds in the following bond year. Proper notice of such abatement shall be filed with the County Clerks in a timely manner to effect such abatement.

*Section 10. Filing of Resolution.* Forthwith upon the passage of this Resolution, the Secretary of the Board is hereby directed to file a certified copy of this Resolution with the County

Clerks and it shall be the duty of the County Clerks to annually in and for each of the years 2026 to 2031, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general educational purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of special funds to be designated the “Bond and Interest Fund of 2026” (the “*Bond Fund*”), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this Resolution shall also be filed with the Treasurer of the Board.

*Section 11. Use of Bond Proceeds.* The District and the Board hereby covenant that all of the proceeds of the Bonds shall be used in strict compliance with all the requirements of the Act. Accrued interest received on the delivery of the Bonds, if any, and principal proceeds of the Bonds in an amount as set forth in the Bond Notification (not to exceed \$350,000) are hereby appropriated for the purpose of paying interest due on the Bonds and are hereby ordered deposited into the Bond Fund. The remaining principal proceeds of the Bonds and any premium received on the delivery of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for working cash fund purposes, and that portion thereof not needed to pay such costs shall be set aside in a separate fund known as the “Working Cash Fund of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois,” which said fund has been established and is held apart, maintained and administered as hereinabove provided, and shall be used for the purpose and in the manner provided by Sections 3-

33.1 to 3-33.6a, inclusive, of the Act, at least until all the Bonds have been retired or all the Bond proceeds have been fully spent (whichever is earlier), and shall not be used for any other purpose whatsoever. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser or PMA on behalf of the District from the proceeds of the Bonds.

*Section 12. Non-Arbitrage and Tax-Exemption.* The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the “Code”), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the “IRS”) of the exemption from federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the Chair, Secretary and Treasurer of the Board to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage

bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

*Section 13. Designation of Bonds.* To the extent permitted by law, all or a portion of the Bonds, if any, may be issued as “bank qualified bonds” as set forth in the Bond Notification (the “*BQ Bonds*”). The BQ Bonds are designated as “qualified tax-exempt obligations” for the purposes and within the meaning of Section 265(b)(3) of the Code.

*Section 14. List of Bondholders.* The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

*Section 15. Duties of Bond Registrar.* If requested by the Bond Registrar, the Chair and Secretary of the Board are authorized to execute the Bond Registrar’s standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to give notice of redemption of Bonds as provided herein;

(d) to cancel and/or destroy Bonds which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;

(e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(f) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

*Section 16. Record-Keeping Policy and Post-Issuance Compliance Matters.* On February 24, 2015, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes (such as the Bonds) or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Bonds and the District hereby reaffirm the Policy.

*Section 17. Continuing Disclosure Undertaking.* The Chair of the Board is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the “*Continuing Disclosure Undertaking*”). When such Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, such Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of such Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply with such Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus

or specific performance by court order to cause the District to comply with its obligations under such Continuing Disclosure Undertaking.

*Section 18. Municipal Bond Insurance.* In the event the payment of principal and interest on the Bonds is insured pursuant to a municipal bond insurance policy (the “*Municipal Bond Insurance Policy*”) issued by a bond insurer (the “*Bond Insurer*”), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Bond Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Bonds, subrogation of the rights of the Bondholders to the Bond Insurer upon payment of the Bonds by the Bond Insurer, amendment hereof, or other terms, as approved by the Chair of the Board or the Vice President of Finance/Chief Financial Officer of the District, on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

*Section 19. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 20. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted April 28, 2026.

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Chair, Board of Trustees

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Secretary, Board of Trustees

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

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

Upon the roll being called, the following Trustees voted AYE: \_\_\_\_\_  
\_\_\_\_\_.

The following Trustees voted NAY: \_\_\_\_\_.

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

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

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

\_\_\_\_\_  
Secretary, Board of Trustees

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF WINNEBAGO    )

**CERTIFICATION OF MINUTES AND RESOLUTION**

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 28th day of April, 2026, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$7,900,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of increasing the working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

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

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, 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, and with the provisions of the Public Community College 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 WITNESS WHEREOF, I hereunto affix my official signature, this 28th day of April, 2026.

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Secretary, Board of Trustees

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF WINNEBAGO )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Winnebago, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 2026, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$7,900,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of increasing the working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 28th day of April, 2026, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
County Clerk of The County of  
Winnebago, Illinois

(SEAL)

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF OGLE            )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Ogle, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 2026, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$7,900,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of increasing the working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 28th day of April, 2026, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
County Clerk of The County of Ogle,  
Illinois

(SEAL)

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF BOONE            )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Boone, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 2026, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$7,900,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of increasing the working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 28th day of April, 2026, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
County Clerk of The County of Boone,  
Illinois

(SEAL)

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF STEPHENSON )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Stephenson, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 2026, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$7,900,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of increasing the working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 28th day of April, 2026, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
County Clerk of The County of  
Stephenson, Illinois

(SEAL)

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF DEKALB         )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DeKalb, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 2026, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$7,900,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of increasing the working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 28th day of April, 2026, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
County Clerk of The County of DeKalb,  
Illinois

(SEAL)

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF MCHENRY        )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of McHenry, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 2026, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$7,900,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of increasing the working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 28th day of April, 2026, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
County Clerk of The County of McHenry  
Illinois

(SEAL)

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF WINNEBAGO    )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees (the “*Board*”) of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, and as such official I do further certify that on the 28th day of April, 2026, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$7,900,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of increasing the working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board on the 28th day of April, 2026, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 28th day of April, 2026.

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Treasurer, Board of Trustees



**DATE:** April 14, 2026

**TO:** Board of Trustees Rock Valley College

**FROM:** Ellen Olson, Vice President Finance / Chief Financial Officer

**RE:** **FY 2027 Tentative Budget**

Update on the FY 2027 Budget and Next Steps:

Operating Funds (Fund 01 & Fund 02)

- Revenue Assumptions
  - 9.5% increase for LY2025 EAV Estimates, 2.0% increase for LY2026 EAV Estimates
  - 5% decrease in state funding for ICCB Operating and Equalization Grant
  - Enrollment projection 115,000 credit hours
  - No increase in tuition or fees
  - Projected investment revenue based declining interest rates
  
- Expenditure Assumptions
  - Contractual salary increases –
    - Fraternal Order Police, Faculty and Support Staff Association
  - Other salary increases
    - Administrator, Professional Staff Association, and Educational Support Personnel
    - Staff additions for Downtown West (Plant, Operations & Maintenance, Police and Student Services), Information Technology for cyber security and infrastructure support and a Project Manager
  - Healthcare experienced an actual 10% increase for calendar year 2026, anticipating additional increases in 2027 due to increases in number of employees and dependents participating, increased utilization and rising healthcare costs
  - Contractual services increased based on contractual increases
  - General Materials & Supplies are projected to increase due inflationary pressures
  - Travel & conference/meeting expense increased due to training and meeting opportunities for staff and trustees
  - Fixed charges expected to decrease due to reduction in lease expense as the college vacates the Rockford News Building at 99 East State.
  - Utilities are projected to increase as due to rate increases and the addition of Downtown West
  - Capital outlay is the replacement of smaller dollar instructional equipment

- Audit (Fund 11) – Expenses for College audit, revenue from property tax
- Tort (Fund 12) – Expenses for College insurance, FICA, Tort and Athletic Insurance
- Health Benefit (Fund 18) – College medical, dental, life and other employee benefits, including the wellness center

Next Steps

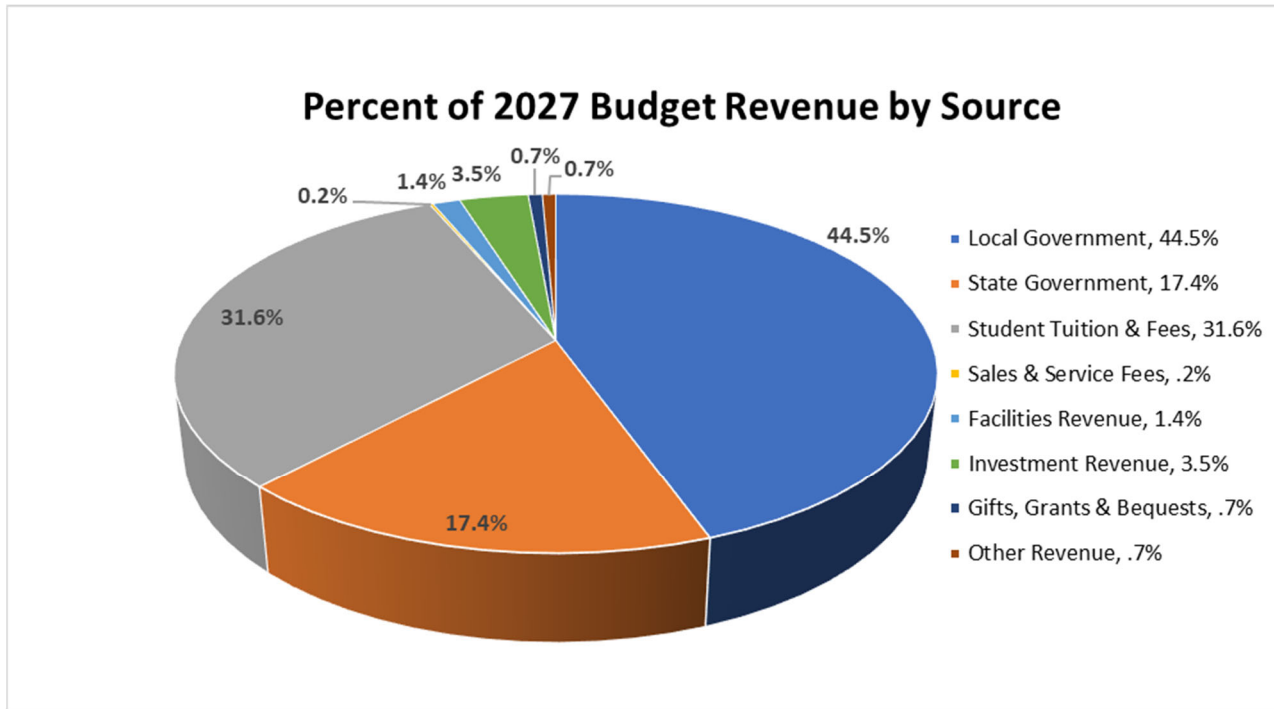
- Approve tentative FY2027 budget at the April BOT meeting
- Tentative FY2027 budget will be available for public inspection on May 22, 2026 for 30 days at the Financial Services office and on the website
- Public Hearing to be held during the June BOT meeting
- Adoption of the Final FY2027 budget at the June BOT meeting

**Operating Funds**  
**Fund (00) Operating Funds- Detail**  
**Fund 01 and Fund 02**

	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2026</b>	<b>FY</b>	<b>Variance FY26</b>	<b>% Change FY26</b>	<b>Variance FY26</b>	<b>% Change FY26</b>
	<b>Actual</b>	<b>Budget</b>	<b>Forecast</b>	<b>2027Budget</b>	<b>Forecast</b>	<b>Forecast /FY27</b>	<b>Budget /FY27</b>	<b>Budget /FY27</b>
					<b>/FY27 Budget</b>	<b>Budget F/(U)</b>	<b>Budget F/(U)</b>	<b>Budget F/(U)</b>
<b>Revenue</b>								
Local Government	24,025,634	22,433,278	23,352,647	26,205,084	2,852,437	12.2%	3,771,806	16.8%
State Government	12,396,095	12,341,513	10,296,821	10,275,000	(21,821)	-0.2%	(2,066,513)	-16.7%
Federal Government			-		-	N/M	-	N/M
Student Tuition & Fees	18,923,146	18,624,214	19,325,777	19,478,648	152,871	0.8%	854,434	4.6%
Sales & Service Fees	107,837	100,200	103,000	100,000	(3,000)	-2.9%	(200)	-0.2%
Facilities Revenue	953,728	793,630	900,000	817,017	(82,983)	N/M	23,387	2.9%
Investment Revenue	4,692,193	2,429,370	3,125,000	2,052,683	(1,072,317)	-34.3%	(376,687)	-15.5%
Gifts, Grants & Bequests	421,984	378,762	378,762	420,000	41,238	10.9%	41,238	10.9%
Other Revenue	4,470,321	351,080	4,209,000	402,000	(3,807,000)	-90.4%	50,920	14.5%
SURS on-behalf revenue	11,117,096	11,874,104	11,874,104	11,704,901	(169,203)	-1.4%	(169,203)	-1.4%
<b>Total Revenue</b>	<b>77,108,034</b>	<b>69,326,152</b>	<b>73,565,111</b>	<b>71,455,333</b>	<b>(2,109,778)</b>	<b>-2.9%</b>	<b>2,129,181</b>	<b>3.1%</b>
<i>Excluding SURS on-behalf</i>	<i>65,990,939</i>	<i>57,452,047</i>	<i>61,691,007</i>	<i>59,750,432</i>	<i>(1,940,576)</i>	<i>-3.1%</i>	<i>2,298,384</i>	<i>4.0%</i>
<b>Expenses</b>								
Salaries	30,228,493	31,716,472	32,646,773	34,117,971	(1,471,198)	-4.5%	(2,401,500)	-7.6%
Employee Benefits	5,637,561	7,007,162	6,201,317	8,543,282	(2,341,965)	-37.8%	(1,536,120)	-21.9%
Contractual Services	5,242,152	5,986,896	5,986,896	5,515,877	471,019	7.9%	471,020	7.9%
General Materials & Supplies	2,567,949	3,691,518	3,692,000	4,897,878	(1,205,878)	-32.7%	(1,206,360)	-32.7%
Travel & Conference Meeting Exp	392,923	655,196	656,000	745,853	(89,853)	-13.7%	(90,657)	-13.8%
Fixed Charges	676,614	881,482	798,404	779,092	19,312	2.4%	102,390	11.6%
Utilities	1,944,862	2,509,985	2,294,937	2,777,385	(482,448)	-21.0%	(267,400)	-10.7%
Capital Outlay	147,084	144,950	144,950	126,000	18,950	13.1%	18,950	13.1%
Other Expenditures	782,687	1,061,127	1,063,936	1,358,483	(294,547)	-27.7%	(297,356)	-28.0%
SURS On-Behalf Allocation	11,117,096	11,874,104	11,874,107	11,704,901	169,206	1.4%	169,203	1.4%
<b>Total Expenses</b>	<b>58,737,420</b>	<b>65,528,892</b>	<b>65,359,320</b>	<b>70,566,722</b>	<b>(5,207,402)</b>	<b>-8.0%</b>	<b>(5,037,830)</b>	<b>-7.7%</b>
<i>Excluding SURS on-behalf</i>	<i>47,620,324</i>	<i>53,654,787</i>	<i>53,485,213</i>	<i>58,861,820</i>	<i>(5,376,607)</i>	<i>-10.1%</i>	<i>(5,207,033)</i>	<i>-9.7%</i>
<b>Contingency</b>		<b>3,797,260</b>		<b>888,611</b>	<b>(888,611)</b>	<b>N/M</b>	<b>2,908,649</b>	<b>N/M</b>
<b>Net Income (Loss)</b>	<b>18,370,614</b>	<b>0</b>	<b>8,205,791</b>	<b>0</b>	<b>(0)</b>	<b>N/M</b>	<b>(0)</b>	<b>N/M</b>

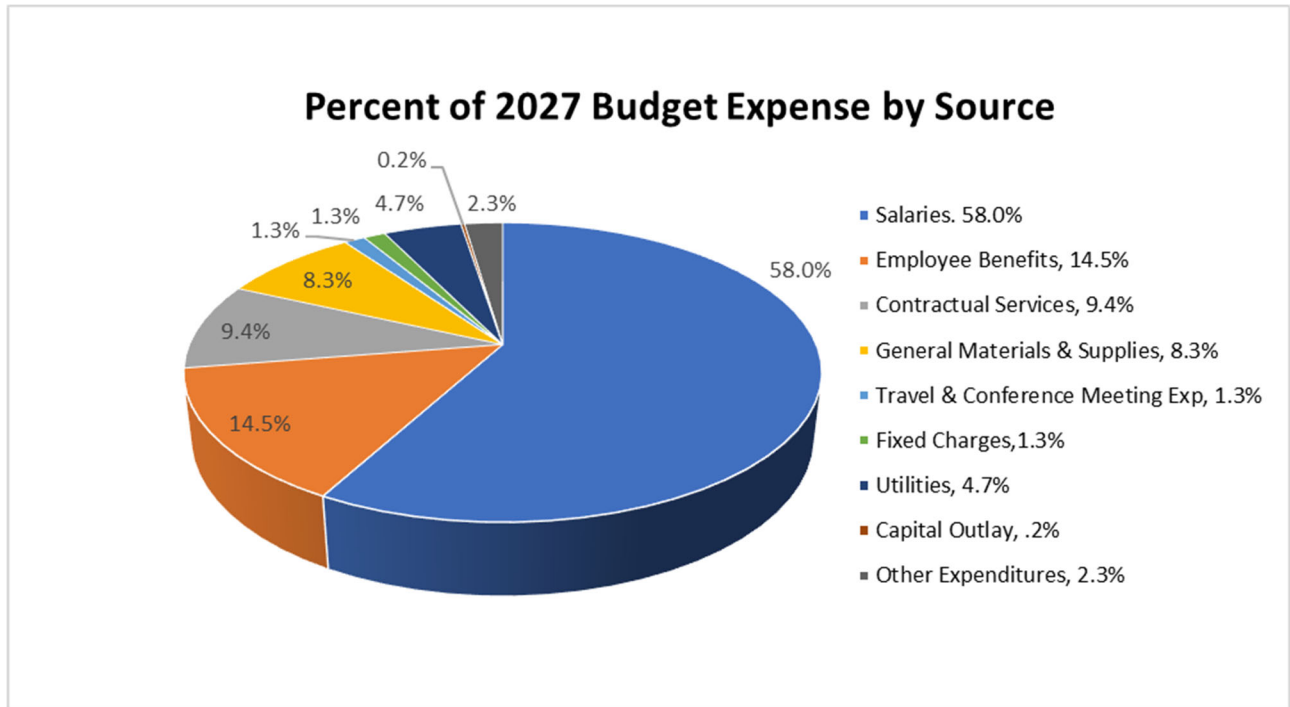
### Operating Revenues by Source, excluding SURS on-behalf

	FY27 Budget	% of Revenue	FY26 Budget	% of Revenue	Increase (Decrease)	Percent Change
Local Government	26,205,084	44.5%	22,433,278	39.0%	3,771,806	16.8%
State Government	10,275,000	17.4%	12,341,513	21.5%	(2,066,513)	-16.7%
Student Tuition & Fees	18,624,214	31.6%	18,624,214	32.4%	-	0.0%
Sales & Service Fees	100,000	0.2%	100,200	0.2%	(200)	-0.2%
Facilities Revenue	817,017	1.4%	793,630	1.4%	23,387	2.9%
Investment Revenue	2,052,683	3.5%	2,429,370	4.2%	(376,687)	-15.5%
Gifts, Grants & Bequests	420,000	0.7%	378,762	0.7%	41,238	10.9%
Other Revenue	402,000	0.7%	351,080	0.6%	50,920	14.5%
	58,895,998	100.0%	57,452,047	100.0%	1,443,951	2.5%



### Operating Expense by Source, excluding SURS on-behalf

	FY27 Budget	% of Revenue	FY26 Budget	% of Expense	Increase (Decrease)	Percent Change
Salaries	34,117,971	58.0%	31,716,472	59.1%	2,401,500	7.6%
Employee Benefits	8,543,282	14.5%	7,007,162	13.1%	1,536,120	21.9%
Contractual Services	5,515,877	9.4%	5,986,896	11.2%	(471,020)	-7.9%
General Materials & Supplies	4,897,878	8.3%	3,691,518	6.9%	1,206,360	32.7%
Travel & Conference Meeting Exp	745,853	1.3%	655,196	1.2%	90,657	13.8%
Fixed Charges	779,092	1.3%	881,482	1.6%	(102,390)	-11.6%
Utilities	2,777,385	4.7%	2,509,985	4.7%	267,400	10.7%
Capital Outlay	126,000	0.2%	144,950	0.3%	(18,950)	-13.1%
Other Expenditures	1,358,483	2.3%	1,061,127	2.0%	297,356	28.0%
	58,861,820	100.0%	53,654,787	100.0%	5,207,033	9.7%



## Tentative Budget for Fiscal Year (FY) 2027

### Background:

The tentative spending plan for Fiscal Year (FY) 2027 totals \$227,502,587 for all funds and \$71,455,333 for the Operating funds (Funds 01 and 02). This includes a contingency of \$888,611.

### *Operating Funds*

The Operating funds budgeted revenue is \$71,455,333, an increase of \$2,129,181, from the FY 2026 Budget. This increase is largely due to a projected increase of higher property tax revenue due to an increase in Equalized Assessed Value (EAV) that is offset by a projected decrease in state funding. Tuition and fees are budgeted based on 115,000 credit hours, flat to the FY 2026 budget, and approximately six percent below the FY 2026 projected actual credit hours. There is no tuition increase included in the FY 2027 budget. The Operating Budget includes the following assumptions:

### Revenue

- 9.5% EAV increase from Levy Year (LY) 2024 to LY 2025 EAV estimates. 2% EAV increase from LY 2025 EAV to LY 2026 EAV.
- State Funding decrease of 5% from FY 2026 levels for the ICCB Operating and Equalization Grant due to state budgetary concerns.
- Tuition and Fees based on 115,000 credit hours. No increase in tuition and fees.

### Expenses

- Salary increases are contractual. Also includes staff additions for Plant, Operations and Maintenance, Police, and Student Services for Downtown West; an increase in staff to support Information Technology cybersecurity and infrastructure; and a Project Manager.
- Benefits increased by approximately 22% predominately due to increasing costs for healthcare and an increase in the number of employees and dependents enrolling.
- Fixed Charges are projected to decrease due to the reduction of rental charges as the college vacates the Rockford News Building at 99 East State.

The FY 2027 proposed budget is a balanced budget for operations, with a \$888,611 contingency.

## *Other Funds*

The attached includes details for capital, auxiliary, health benefits, restricted, and other major fund groups. Included are detailed expenses and revenues for each fund. Also included in the budget packet is summary information on property tax revenues and the documents for the Illinois Community College Board (ICCB).

## *Next Steps*

The Budget shall be made available for public inspection at the Financial Services Office in the Support Services Building on the Rock Valley College Campus at 3301 North Mulford Road, Rockford, IL, and on the Rock Valley College's website at [www.rockvalleycollege.edu](http://www.rockvalleycollege.edu) beginning at 9:00 a.m. on May 22, 2026.

A public hearing on the FY 2027 Budget will be held at 5:15 p.m. on the 23<sup>rd</sup> day of June, 2026, in the Performing Arts Room (PAR) in the Educational Resource Center on the campus of Rock Valley College at 3301 North Mulford Road, Rockford, Illinois, in this Community College District No. 511.

## **Recommendation:**

It is recommended that the Board of Trustees approves the FY 2027 tentative budget and submit any questions to Chief Financial Officer Ellen Olson. The public hearing will be scheduled for 5:15 p.m. on June 23, 2026.

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Howard J. Spearman, Ph.D.  
President

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

**Attachment(s):** Tentative FY 2027 Budget  
Notice of Public Hearing



Community College District 511  
3301 North Mulford Road  
Rockford, IL 61114

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# Fiscal Year 2027 Tentative Budget

Beginning July 1, 2026 - Ending June 30, 2027

Submitted to the Board of Trustees: April 28, 2026

Public Hearing by the Board of Trustees: June 23, 2026

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Prepared by: Ellen Olson  
Vice President/Chief Financial Officer

Presented by: Ellen Olson  
Vice President/Chief Financial Officer

Dated: April 28, 2026

Rock Valley College  
Statement of Revenues and Expenses (Budgetary)

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**Operating Funds**  
**Fund (00) Operating Funds- Detail**

	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2026</b>	<b>FY 2027</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals as of 2/28/2026</b>	<b>Budget</b>
<b>Revenue</b>						
Local Government	23,576,931	23,040,318	24,025,634	22,433,278	12,923,130	26,205,084
State Government	10,463,115	11,901,030	12,396,095	12,341,513	6,737,911	10,275,000
Federal Government						
Student Tuition & Fees	18,016,548	19,151,385	18,923,146	18,624,214	18,768,105	19,478,648
Sales & Service Fees	112,982	112,515	107,837	100,200	76,216	100,000
Facilities Revenue	864,892	899,965	953,728	793,630	561,465	817,017
Investment Revenue	2,853,054	3,973,751	4,692,193	2,429,370	1,416,335	2,052,683
Gifts, Grants & Bequests	324,846	390,094	421,984	378,762	258,654	420,000
Other Revenue	2,160,634	623,971	4,470,321	351,080	4,208,029	402,000
SURS on-behalf revenue	10,895,066	10,153,697	11,117,096	11,874,104		11,704,901
<b>Total Revenue</b>	<b>69,268,070</b>	<b>70,246,726</b>	<b>77,108,034</b>	<b>69,326,152</b>	<b>44,949,844</b>	<b>71,455,333</b>
<b>Expenses</b>						
Salaries	26,561,390	28,324,391	30,228,493	31,810,125	18,507,401	34,117,971
Employee Benefits	4,829,021	5,561,617	5,637,561	7,034,136	4,123,565	8,543,282
Contractual Services	4,185,461	4,144,012	5,242,152	5,972,406	2,985,719	5,515,877
General Materials & Supplies	2,292,960	2,530,023	2,567,949	3,715,654	2,983,571	4,897,878
Travel & Conference Meeting Exp	330,370	358,827	392,923	655,196	245,580	745,853
Fixed Charges	675,233	702,588	676,614	881,482	560,689	779,092
Utilities	1,773,250	1,935,688	1,944,862	2,509,985	1,216,240	2,777,385
Capital Outlay	82,829	163,563	147,084	144,950	199,313	126,000
Other Expenditures	762,549	574,605	782,687	930,854	312,269	1,358,483
SURS On-Behalf Allocation	10,895,066	10,153,697	11,117,096	11,874,104		11,704,901
<b>Total Expenses</b>	<b>52,388,129</b>	<b>54,449,011</b>	<b>58,737,420</b>	<b>65,528,892</b>	<b>31,134,346</b>	<b>70,566,722</b>
<b>Contingency</b>				<b>3,797,260</b>		<b>888,611</b>
<b>Net Income (Loss)</b>	<b>16,879,941</b>	<b>15,797,715</b>	<b>18,370,614</b>	<b>0</b>	<b>13,815,499</b>	<b>0</b>
<b>Net Transfers</b>	<b>(14,247,008)</b>	<b>(13,000,000)</b>	<b>(18,307,292)</b>	<b>-</b>	<b>(15,000,000)</b>	<b>-</b>
Beginning Fund Balance	35,810,570	38,443,503	41,241,218	41,304,540	41,304,540	40,120,039
Change in Fund Balance	2,632,933	2,797,715	63,322	0	(1,184,501)	0
Fund Balance	<b>38,443,503</b>	<b>41,241,218</b>	<b>41,304,540</b>	<b>41,304,540</b>	<b>40,120,039</b>	<b>40,120,039</b>
Fund % Operating Exp	73.38%	80.88%	70.43%	63.03%		56.85%

**Education Fund**  
**Fund (01) Education Fund- Detail**

	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2026</b>	<b>FY 2027</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals as of</b>	<b>Budget</b>
					<b>2/28/2026</b>	
<b>Revenue</b>						
Local Government	19,564,767	19,277,274	20,194,161	18,636,593	10,865,122	22,161,000
State Government	9,686,656	11,087,541	11,437,584	11,383,002	6,227,351	9,495,000
Federal Government						
Student Tuition & Fees	16,970,781	17,410,813	16,788,948	15,268,033	16,688,916	14,954,359
Sales & Service Fees	112,982	112,515	107,837	100,200	76,216	100,000
Facilities Revenue						
Investment Revenue	2,725,032	3,847,967	4,574,980	2,295,900	1,409,798	1,942,600
Gifts, Grants & Bequests	323,346	390,094	420,078	378,762	258,654	420,000
Other Revenue	1,864,879	377,768	4,266,540	190,880	4,037,932	216,800
SURS on-behalf revenue	9,898,231	9,151,156	10,082,128	10,875,535		10,660,773
<b>Total Revenue</b>	<b>61,146,676</b>	<b>61,655,128</b>	<b>67,872,258</b>	<b>59,128,905</b>	<b>39,563,989</b>	<b>59,950,531</b>
<b>Expenses</b>						
Salaries	24,123,291	25,654,149	27,207,903	29,136,733	16,700,944	31,074,499
Employee Benefits	4,452,853	5,091,978	5,123,491	6,419,134	3,750,177	7,653,551
Contractual Services	2,391,346	2,405,617	3,400,063	3,630,537	1,835,021	3,021,257
General Materials & Supplies	1,777,917	2,014,020	2,022,370	3,001,093	2,615,384	4,055,520
Travel & Conference Meeting Exp	330,821	360,508	388,995	642,261	236,799	731,158
Fixed Charges	485,456	483,714	416,350	608,673	273,747	444,455
Utilities	7,928	7,437	9,189	6,625	2,794	5,975
Capital Outlay	37,844	113,247	73,013	80,200	21,355	56,250
Other Expenditures	761,049	575,588	778,141	930,854	312,269	1,358,483
SURS On-Behalf Allocation	9,898,231	9,151,156	10,082,128	10,875,535		10,660,773
<b>Total Expenses</b>	<b>44,266,736</b>	<b>45,857,413</b>	<b>49,501,644</b>	<b>55,331,645</b>	<b>25,748,490</b>	<b>59,061,921</b>
<b>Contingency</b>				<b>3,797,260</b>		<b>888,611</b>
<b>Net Income (Loss)</b>	<b>16,879,941</b>	<b>15,797,715</b>	<b>18,370,614</b>	<b>(0)</b>	<b>13,815,498</b>	<b>(0)</b>
<b>Net Transfers</b>	<b>(14,247,008)</b>	<b>(13,000,000)</b>	<b>(18,307,292)</b>		<b>(15,000,000)</b>	
Beginning Fund Balance	35,810,570	38,443,503	41,241,218	41,304,540	41,304,540	40,120,038
Change in Fund Balance	2,632,933	2,797,715	63,322	(0)	(1,184,502)	(0)
<b>Fund Balance</b>	<b>38,443,503</b>	<b>41,241,218</b>	<b>41,304,540</b>	<b>41,304,540</b>	<b>40,120,038</b>	<b>40,120,038</b>

**Operations & Maintenance Fund**  
**Fund (02) Operations & Maintenance Fund- Detail**

	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2026</b>	<b>FY 2027</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals as of</b>	<b>Budget</b>
					<b>2/28/2026</b>	
<b>Revenue</b>						
Local Government	4,012,164	3,763,044	3,831,472	3,796,685	2,058,008	4,044,084
State Government	776,459	813,489	958,511	958,511	510,560	780,000
Federal Government						
Student Tuition & Fees	1,045,767	1,740,572	2,134,198	3,356,181	2,079,189	4,524,289
Sales & Service Fees						
Facilities Revenue	864,892	899,965	953,728	793,630	561,465	817,017
Investment Revenue	128,022	125,784	117,213	133,470	6,537	110,083
Gifts, Grants & Bequests	1,500		1,906			
Other Revenue	295,755	246,203	203,781	160,200	170,097	185,200
SURS on-behalf revenue	996,835	1,002,541	1,034,967	998,570		1,044,129
<b>Total Revenue</b>	<b>8,121,393</b>	<b>8,591,598</b>	<b>9,235,776</b>	<b>10,197,247</b>	<b>5,385,856</b>	<b>11,504,802</b>
<b>Expenses</b>						
Salaries	2,438,099	2,670,243	3,020,590	2,673,391	1,806,458	3,043,473
Employee Benefits	376,167	469,639	514,070	615,002	373,387	889,731
Contractual Services	1,794,115	1,738,395	1,842,089	2,341,869	1,150,699	2,494,619
General Materials & Supplies	515,043	516,004	545,579	714,561	368,186	842,358
Travel & Conference Meeting Exp	(451)	(1,681)	3,928	12,935	8,781	14,695
Fixed Charges	189,777	218,874	260,264	272,809	286,941	334,637
Utilities	1,765,322	1,928,252	1,935,672	2,503,360	1,213,446	2,771,410
Capital Outlay	44,985	50,316	74,071	64,750	177,958	69,750
Other Expenditures	1,500	(983)	4,546			
SURS On-Behalf Allocation	996,835	1,002,541	1,034,967	998,570		1,044,129
<b>Total Expenses</b>	<b>8,121,393</b>	<b>8,591,598</b>	<b>9,235,776</b>	<b>10,197,246</b>	<b>5,385,855</b>	<b>11,504,802</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	(0)	(0)	-	0	0	(0)
<b>Net Transfers</b>						
Beginning Fund Balance		0	0	0	0	0
Change in Fund Balance	0	0	-	0	0	(0)
Fund Balance	0	0	0	0	0	0

**Operations & Maint-Restricted  
Fund (03) Operations & Maint-Restricted- Detail**

	<b>FY 2023 Actuals</b>	<b>FY 2024 Actuals</b>	<b>FY 2025 Actuals</b>	<b>FY 2026 Budget</b>	<b>FY 2026 Actuals as of 2/28/2026</b>	<b>FY 2027 Budget</b>
<b>Revenue</b>						
Local Government	746,735	1,485,858	53,845,967	1,500,000	733,084	1,500,000
State Government				20,296,035		21,400,000
Federal Government						
Student Tuition & Fees	319,638	326,086	330,341	330,000	330,593	330,000
Sales & Service Fees						
Facilities Revenue						
Investment Revenue	400,539	636,540	1,399,840	500,000	1,433,095	645,000
Gifts, Grants & Bequests						
Other Revenue						
SURS on-behalf revenue						
<b>Total Revenue</b>	<b>1,466,912</b>	<b>2,448,483</b>	<b>55,576,147</b>	<b>22,626,035</b>	<b>2,496,772</b>	<b>23,875,000</b>
<b>Expenses</b>						
Salaries		331,908				
Employee Benefits						
Contractual Services	612,233	588,766	1,076,436	1,372,652	1,195,639	1,230,500
General Materials & Supplies	233,971	555,626	216,783	589,400	909,025	1,459,400
Travel & Conference Meeting Exp		2,260	3,422	6,900	1,411	8,500
Fixed Charges			172,336		8,000	
Utilities	-					
Capital Outlay	3,977,887	5,580,005	11,996,580	117,509,847	20,636,848	100,053,600
Other Expenditures					669	
SURS On-Behalf Allocation						
<b>Total Expenses</b>	<b>4,824,091</b>	<b>7,058,565</b>	<b>13,465,557</b>	<b>119,478,799</b>	<b>22,751,592</b>	<b>102,752,000</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>(3,357,179)</b>	<b>(4,610,083)</b>	<b>42,110,590</b>	<b>(96,852,764)</b>	<b>(20,254,820)</b>	<b>(78,877,000)</b>
<b>Net Transfers</b>	<b>12,097,008</b>	<b>10,000,000</b>	<b>24,372,874</b>		<b>11,000,000</b>	
Beginning Fund Balance	24,239,718	32,979,547	38,369,464	104,852,929	104,852,929	95,598,109
Change in Fund Balance	8,739,829	5,389,918	66,483,464	(96,852,764)	(9,254,820)	(78,877,000)
<b>Fund Balance</b>	<b>32,979,547</b>	<b>38,369,464</b>	<b>104,852,929</b>	<b>8,000,165</b>	<b>95,598,109</b>	<b>16,721,109</b>

**Bond & Interest Fund**  
**Fund (04) Bond & Interest Fund- Detail**

	<b>FY 2023 Actuals</b>	<b>FY 2024 Actuals</b>	<b>FY 2025 Actuals</b>	<b>FY 2026 Budget</b>	<b>FY 2026 Actuals as of 2/28/2026</b>	<b>FY 2027 Budget</b>
<b>Revenue</b>						
Local Government	11,751,620	11,696,980	12,371,912	14,546,317	61,482,674	12,486,464
State Government						
Federal Government						
Student Tuition & Fees						
Sales & Service Fees						
Facilities Revenue						
Investment Revenue	87,328	211,650	234,216	201,000	294,452	221,000
Gifts, Grants & Bequests						
Other Revenue						
SURS on-behalf revenue						
<b>Total Revenue</b>	<b>11,838,948</b>	<b>11,908,629</b>	<b>12,606,129</b>	<b>14,747,317</b>	<b>61,777,125</b>	<b>12,707,464</b>
<b>Expenses</b>						
Salaries						
Employee Benefits						
Contractual Services	1,350	600	600	2,100	300	1,050
General Materials & Supplies						
Travel & Conference Meeting Exp						
Fixed Charges	12,141,919	12,141,653	12,140,200	14,497,817	65,314,614	12,437,964
Utilities						
Capital Outlay						
Other Expenditures						
SURS On-Behalf Allocation						
<b>Total Expenses</b>	<b>12,143,269</b>	<b>12,142,253</b>	<b>12,140,800</b>	<b>14,499,917</b>	<b>65,314,914</b>	<b>12,439,014</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>(304,322)</b>	<b>(233,624)</b>	<b>465,329</b>	<b>247,400</b>	<b>(3,537,789)</b>	<b>268,450</b>
<b>Net Transfers</b>						
Beginning Fund Balance	7,012,619	6,708,298	6,474,674	6,940,002	6,940,002	3,402,213
Change in Fund Balance	(304,322)	(233,624)	465,329	247,400	(3,537,789)	268,450
<b>Fund Balance</b>	<b>6,708,298</b>	<b>6,474,674</b>	<b>6,940,002</b>	<b>7,187,402</b>	<b>3,402,213</b>	<b>3,670,663</b>

**Auxiliary Enterprises Fund**  
**Fund (05) Auxiliary Enterprises Fund- Detail**

	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2026</b>	<b>FY 2027</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals as of</b>	<b>Budget</b>
					<b>2/28/2026</b>	
<b>Revenue</b>						
Local Government						
State Government						
Federal Government						
Student Tuition & Fees	1,761,238	1,946,088	2,501,303	2,497,029	2,256,511	2,633,507
Sales & Service Fees	1,208,997	1,376,676	1,523,708	1,688,819	1,261,369	1,761,189
Facilities Revenue			11,700		11,700	11,700
Investment Revenue						
Gifts, Grants & Bequests	2,744	1,855	6,925	3,900	1,228	3,900
Other Revenue	369,150	426,085	295,569	518,300	310,953	540,035
SURS on-behalf revenue	717,238	688,228	774,968	1,089,173		1,039,452
<b>Total Revenue</b>	<b>4,059,366</b>	<b>4,438,933</b>	<b>5,114,173</b>	<b>5,797,221</b>	<b>3,841,761</b>	<b>5,989,783</b>
<b>Expenses</b>						
Salaries	2,226,594	2,384,467	2,760,253	2,899,751	1,568,862	3,029,840
Employee Benefits	412,891	451,403	472,832	545,618	404,330	734,557
Contractual Services	323,345	437,518	442,901	618,716	308,517	566,108
General Materials & Supplies	441,068	422,566	482,440	638,733	374,049	691,174
Travel & Conference Meeting Exp	229,923	425,389	372,402	293,255	222,591	469,392
Fixed Charges	4,230	3,295	3,627	5,845	1,785	7,975
Utilities	647	960	989	500	576	500
Capital Outlay			24,123			
Other Expenditures	775,524	857,649	1,119,860	1,133,120	1,030,356	1,174,916
SURS On-Behalf Allocation	717,238	688,228	774,968	1,089,173		1,039,452
<b>Total Expenses</b>	<b>5,131,459</b>	<b>5,671,476</b>	<b>6,454,394</b>	<b>7,224,711</b>	<b>3,911,066</b>	<b>7,713,914</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>(1,072,093)</b>	<b>(1,232,543)</b>	<b>(1,340,221)</b>	<b>(1,427,490)</b>	<b>(69,305)</b>	<b>(1,724,131)</b>
<b>Net Transfers</b>	<b>1,000,000</b>	<b>2,011,734</b>	<b>3,750,000</b>		<b>2,000,000</b>	
Beginning Fund Balance	38,312	(33,781)	745,411	3,155,189	3,155,189	5,085,884
Change in Fund Balance	(72,093)	779,191	2,409,779	(1,427,490)	1,930,695	(1,724,131)
<b>Fund Balance</b>	<b>(33,781)</b>	<b>745,411</b>	<b>3,155,189</b>	<b>1,727,699</b>	<b>5,085,884</b>	<b>3,361,753</b>

**Restricted Purpose Fund**  
**Fund (06) Restricted Purpose Fund- Detail**

	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2026</b>	<b>FY 2027</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals as of</b>	<b>Budget</b>
					<b>2/28/2026</b>	
<b>Revenue</b>						
Local Government	77,514	9,039	22,803	15,000	40,000	
State Government	5,373,144	6,268,145	7,894,077	7,059,964	5,082,415	6,173,032
Federal Government	16,232,772	10,873,914	13,861,468	13,182,237	12,224,383	15,627,383
Student Tuition & Fees						
Sales & Service Fees						
Facilities Revenue						
Investment Revenue		-	49,791		2,507	
Gifts, Grants & Bequests	70,858	40,898	524,225	1,609,192	290,515	1,574,200
Other Revenue	243,427	244,716	199,023	265,600	147,760	315,000
SURS on-behalf revenue	806,063	893,269	868,787	977,034		1,200,456
<b>Total Revenue</b>	<b>22,803,777</b>	<b>18,329,980</b>	<b>23,420,174</b>	<b>23,109,027</b>	<b>17,787,581</b>	<b>24,890,071</b>
<b>Expenses</b>						
Salaries	2,671,634	3,128,012	3,016,999	3,438,677	1,833,597	3,499,143
Employee Benefits	681,102	757,687	632,917	1,117,879	424,852	1,083,398
Contractual Services	402,530	267,486	424,108	1,381,781	445,464	765,558
General Materials & Supplies	760,603	659,239	506,176	1,881,867	296,921	2,132,808
Travel & Conference Meeting Exp	213,369	247,079	259,966	287,657	91,513	299,305
Fixed Charges	79,916	62,786	57,181	66,765	46,584	57,227
Utilities	23,297	26,838	14,278	28,753	6,715	21,558
Capital Outlay	379,133	226,304	2,523,192	681,696	463,080	798,463
Other Expenditures	17,269,464	13,022,142	15,475,470	13,546,919	15,610,799	15,432,155
SURS On-Behalf Allocation	806,063	893,269	868,787	977,034		1,200,456
<b>Total Expenses</b>	<b>23,287,112</b>	<b>19,290,842</b>	<b>23,779,073</b>	<b>23,409,027</b>	<b>19,219,526</b>	<b>25,290,071</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>(483,335)</b>	<b>(960,861)</b>	<b>(358,899)</b>	<b>(300,000)</b>	<b>(1,431,944)</b>	<b>(400,000)</b>
<b>Net Transfers</b>		<b>(11,734)</b>	<b>1,600,000</b>			
Beginning Fund Balance	2,045,037	1,561,702	589,106	1,830,208	1,830,208	398,263
Change in Fund Balance	<b>(483,335)</b>	<b>(972,595)</b>	<b>1,241,101</b>	<b>(300,000)</b>	<b>(1,431,944)</b>	<b>(400,000)</b>
Fund Balance	<b>1,561,702</b>	<b>589,106</b>	<b>1,830,208</b>	<b>1,530,208</b>	<b>398,263</b>	<b>(1,737)</b>

**Working Cash Fund**  
**Fund (07) Working Cash Fund- Detail**

	<b>FY 2023 Actuals</b>	<b>FY 2024 Actuals</b>	<b>FY 2025 Actuals</b>	<b>FY 2026 Budget</b>	<b>FY 2026 Actuals as of 2/28/2026</b>	<b>FY 2027 Budget</b>
<b>Revenue</b>						
Local Government			16,026,189		1,177,377	609,500
State Government						
Federal Government						
Student Tuition & Fees						
Sales & Service Fees						
Facilities Revenue						
Investment Revenue			110,238	10,000	42,228	
Gifts, Grants & Bequests						
Other Revenue						
SURS on-behalf revenue						
<b>Total Revenue</b>			16,136,427	10,000	1,219,605	609,500
<b>Expenses</b>						
Salaries						
Employee Benefits						
Contractual Services						
General Materials & Supplies						
Travel & Conference Meeting Exp						
Fixed Charges			144,394		2,356,017	609,500
Utilities						
Capital Outlay						
Other Expenditures						
SURS On-Behalf Allocation						
<b>Total Expenses</b>			144,394		2,356,017	609,500
<b>Contingency</b>						
<b>Net Income (Loss)</b>			15,992,033	10,000	(1,136,412)	-
<b>Net Transfers</b>			(12,415,582)			
Beginning Fund Balance		-	-	3,576,451	3,576,451	2,440,039
Change in Fund Balance	-	-	3,576,451	10,000	(1,136,412)	-
Fund Balance	-	-	3,576,451	3,586,451	2,440,039	2,440,039

**Trust & Agency Fund**  
**Fund (10) Trust & Agency Fund- Detail**

	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2026</b>	<b>FY 2027</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals as of</b>	<b>Budget</b>
					<b>2/28/2026</b>	
<b>Revenue</b>						
Local Government						
State Government						
Federal Government						
Student Tuition & Fees	168,218	196,281	188,513	313,959	305,091	323,868
Sales & Service Fees	37,008	39,157	20,249	23,000	19,339	32,500
Facilities Revenue						
Investment Revenue						
Gifts, Grants & Bequests	445	10,678	345		460	1,700
Other Revenue	362,677	456,543	489,393	427,800	358,340	297,800
SURS on-behalf revenue	211		263	1,502		1,372
<b>Total Revenue</b>	<b>568,559</b>	<b>702,659</b>	<b>698,762</b>	<b>766,262</b>	<b>683,230</b>	<b>657,240</b>
<b>Expenses</b>						
Salaries	518		660	4,000		4,000
Employee Benefits	2		8			
Contractual Services	65,561	70,481	70,351	113,730	40,760	118,850
General Materials & Supplies	113,223	100,890	107,716	126,882	155,838	154,557
Travel & Conference Meeting Exp	231,080	236,391	229,847	248,129	160,976	318,801
Fixed Charges	985	505		985		1,000
Utilities						
Capital Outlay						
Other Expenditures	195,627	231,359	280,264	219,017	233,582	226,476
SURS On-Behalf Allocation	211		263	1,502		1,372
<b>Total Expenses</b>	<b>607,207</b>	<b>639,625</b>	<b>689,109</b>	<b>714,245</b>	<b>591,156</b>	<b>825,056</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>(38,648)</b>	<b>63,033</b>	<b>9,653</b>	<b>52,016</b>	<b>92,074</b>	<b>(167,816)</b>
<b>Net Transfers</b>						
Beginning Fund Balance	1,082,342	1,043,695	1,106,728	1,116,381	1,116,381	1,208,455
Change in Fund Balance	(38,648)	63,033	9,653	52,016	92,074	(167,816)
<b>Fund Balance</b>	<b>1,043,695</b>	<b>1,106,728</b>	<b>1,116,381</b>	<b>1,168,398</b>	<b>1,208,455</b>	<b>1,040,639</b>

**Audit Fund**  
**Fund (11) Audit Fund- Detail**

	<b>FY 2023 Actuals</b>	<b>FY 2024 Actuals</b>	<b>FY 2025 Actuals</b>	<b>FY 2026 Budget</b>	<b>FY 2026 Actuals as of 2/28/2026</b>	<b>FY 2027 Budget</b>
<b>Revenue</b>						
Local Government	57,613	65,828	65,068	60,000	29,852	60,000
State Government						
Federal Government						
Student Tuition & Fees						
Sales & Service Fees						
Facilities Revenue						
Investment Revenue	21	147	129		115	
Gifts, Grants & Bequests						
Other Revenue						
SURS on-behalf revenue						
<b>Total Revenue</b>	<b>57,633</b>	<b>65,975</b>	<b>65,197</b>	<b>60,000</b>	<b>29,968</b>	<b>60,000</b>
<b>Expenses</b>						
Salaries						
Employee Benefits						
Contractual Services	53,848	47,750	48,705	60,000	49,680	60,000
General Materials & Supplies						
Travel & Conference Meeting Exp						
Fixed Charges						
Utilities						
Capital Outlay						
Other Expenditures						
SURS On-Behalf Allocation						
<b>Total Expenses</b>	<b>53,848</b>	<b>47,750</b>	<b>48,705</b>	<b>60,000</b>	<b>49,680</b>	<b>60,000</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>3,786</b>	<b>18,225</b>	<b>16,492</b>	<b>-</b>	<b>(19,712)</b>	<b>-</b>
<b>Net Transfers</b>						
Beginning Fund Balance	61,703	65,489	83,713	100,205	100,205	80,493
Change in Fund Balance	3,786	18,225	16,492	-	(19,712)	-
<b>Fund Balance</b>	<b>65,489</b>	<b>83,713</b>	<b>100,205</b>	<b>100,205</b>	<b>80,493</b>	<b>80,493</b>

**Liability, Protection, & Settlement  
Fund (12) Liability, Protection, & Settlement- Detail**

	<b>FY 2023 Actuals</b>	<b>FY 2024 Actuals</b>	<b>FY 2025 Actuals</b>	<b>FY 2026 Budget</b>	<b>FY 2026 Actuals as of 2/28/2026</b>	<b>FY 2027 Budget</b>
<b>Revenue</b>						
Local Government	998,092	1,984,431	2,008,976	2,000,000	977,519	2,000,000
State Government						
Federal Government						
Student Tuition & Fees						
Sales & Service Fees						
Facilities Revenue						
Investment Revenue		4,577	3,744	4,000	3,772	3,000
Gifts, Grants & Bequests						
Other Revenue	55,214	59,670	60,211	60,000	62,277	-
SURS on-behalf revenue		14,506		58,187		53,819
<b>Total Revenue</b>	<b>1,053,306</b>	<b>2,063,184</b>	<b>2,072,931</b>	<b>2,122,187</b>	<b>1,043,568</b>	<b>2,056,819</b>
<b>Expenses</b>						
Salaries	10,647	156,597	113,760	154,941	80,825	156,873
Employee Benefits	708,504	766,427	749,436	404,094	596,018	806,875
Contractual Services	145,488	223,465	335,749	506,446	299,959	921,718
General Materials & Supplies	5,672	4,837	327	500		4,000
Travel & Conference Meeting Exp	612	903				16,000
Fixed Charges	463,301	514,719	522,518	647,500	532,670	729,708
Utilities						
Capital Outlay		142,802				
Other Expenditures						
SURS On-Behalf Allocation		14,506		58,187		53,819
<b>Total Expenses</b>	<b>1,334,223</b>	<b>1,824,257</b>	<b>1,721,790</b>	<b>1,771,667</b>	<b>1,509,472</b>	<b>2,688,992</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>(280,917)</b>	<b>238,927</b>	<b>351,141</b>	<b>350,520</b>	<b>(465,904)</b>	<b>(632,174)</b>
<b>Net Transfers</b>						
Beginning Fund Balance	3,588,359	3,307,442	3,546,369	3,897,511	3,897,511	3,431,606
Change in Fund Balance	(280,917)	238,927	351,141	350,520	(465,904)	(632,174)
<b>Fund Balance</b>	<b>3,307,442</b>	<b>3,546,369</b>	<b>3,897,511</b>	<b>4,248,031</b>	<b>3,431,606</b>	<b>2,799,433</b>

**Employee Benefits**  
**Fund (18) Employee Benefits- Detail**

	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2026</b>	<b>FY 2027</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals as of</b>	<b>Budget</b>
					<b>2/28/2026</b>	
<b>Revenue</b>						
Local Government						
State Government						
Federal Government						
Student Tuition & Fees						
Sales & Service Fees						
Facilities Revenue						
Investment Revenue						
Gifts, Grants & Bequests						
Other Revenue	6,510,921	7,452,968	7,529,744	8,900,225	5,520,786	9,708,373
SURS on-behalf revenue	126					
<b>Total Revenue</b>	<b>6,511,048</b>	<b>7,452,968</b>	<b>7,529,744</b>	<b>8,900,225</b>	<b>5,520,786</b>	<b>9,708,373</b>
<b>Expenses</b>						
Salaries						
Employee Benefits	6,369,967	6,969,256	8,231,817	8,903,213	5,654,772	10,153,733
Contractual Services	190,927	179,504	171,113	214,500	111,420	233,574
General Materials & Supplies	16,200	20,529	18,412	29,300	18,161	29,800
Travel & Conference Meeting Exp						
Fixed Charges						
Utilities						
Capital Outlay						
Other Expenditures				1,600		1,600
SURS On-Behalf Allocation	126					
<b>Total Expenses</b>	<b>6,577,220</b>	<b>7,169,289</b>	<b>8,421,341</b>	<b>9,148,613</b>	<b>5,784,354</b>	<b>10,418,707</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>(66,172)</b>	<b>283,679</b>	<b>(891,598)</b>	<b>(248,388)</b>	<b>(263,567)</b>	<b>(710,334)</b>
<b>Net Transfers</b>					2,000,000	
Beginning Fund Balance	2,600,569	2,534,397	2,818,076	1,926,478	1,926,478	3,662,911
Change in Fund Balance	(66,172)	283,679	(891,598)	(248,388)	1,736,433	(710,334)
<b>Fund Balance</b>	<b>2,534,397</b>	<b>2,818,076</b>	<b>1,926,478</b>	<b>1,678,090</b>	<b>3,662,911</b>	<b>2,952,578</b>

**OPEB Fund**  
**Fund (19) OPEB Fund- Detail**

	<b>FY 2023 Actuals</b>	<b>FY 2024 Actuals</b>	<b>FY 2025 Actuals</b>	<b>FY 2026 Budget</b>	<b>FY 2026 Actuals as of 2/28/2026</b>	<b>FY 2027 Budget</b>
<b>Revenue</b>						
Local Government						
State Government	(4,301,238)	(3,926,828)	(3,496,099)	(3,900,000)		(3,500,000)
Federal Government						
Student Tuition & Fees						
Sales & Service Fees						
Facilities Revenue						
Investment Revenue						
Gifts, Grants & Bequests						
Other Revenue						
SURS on-behalf revenue						
<b>Total Revenue</b>	<b>(4,301,238)</b>	<b>(3,926,828)</b>	<b>(3,496,099)</b>	<b>(3,900,000)</b>		<b>(3,500,000)</b>
<b>Expenses</b>						
Salaries						
Employee Benefits	(8,602,476)	(7,853,656)	(6,992,197)	(7,800,000)		(7,000,000)
Contractual Services						
General Materials & Supplies						
Travel & Conference Meeting Exp						
Fixed Charges						
Utilities						
Capital Outlay						
Other Expenditures						
SURS On-Behalf Allocation						
<b>Total Expenses</b>	<b>(8,602,476)</b>	<b>(7,853,656)</b>	<b>(6,992,197)</b>	<b>(7,800,000)</b>		<b>(7,000,000)</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>4,301,238</b>	<b>3,926,828</b>	<b>3,496,099</b>	<b>3,900,000</b>		<b>3,500,000</b>
<b>Net Transfers</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>		<b>-</b>	
Beginning Fund Balance	(20,211,783)	(14,910,545)	(9,983,717)	(5,487,618)	(5,487,618)	(5,487,618)
Change in Fund Balance	5,301,238	4,926,828	4,496,099	3,900,000	-	3,500,000
Fund Balance	<b>(14,910,545)</b>	<b>(9,983,717)</b>	<b>(5,487,618)</b>	<b>(1,587,618)</b>	<b>(5,487,618)</b>	<b>(1,987,618)</b>

**SURS Penalty Fund**  
**Fund (20) SURS Penalty Fund- Detail**

	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2026</b>	<b>FY 2027</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals as of</b>	<b>Budget</b>
					<b>2/28/2026</b>	
<b>Revenue</b>						
Local Government						
State Government						
Federal Government						
Student Tuition & Fees						
Sales & Service Fees						
Facilities Revenue						
Investment Revenue						
Gifts, Grants & Bequests						
Other Revenue						
SURS on-behalf revenue						
<b>Total Revenue</b>						
<b>Expenses</b>						
Salaries						
Employee Benefits						
Contractual Services						
General Materials & Supplies						
Travel & Conference Meeting Exp						
Fixed Charges						
Utilities						
Capital Outlay						
Other Expenditures	52,453	36,332	58,160	250,000	64,883	250,000
SURS On-Behalf Allocation						
<b>Total Expenses</b>	52,453	36,332	58,160	250,000	64,883	250,000
<b>Contingency</b>						
<b>Net Income (Loss)</b>	(52,453)	(36,332)	(58,160)	(250,000)	(64,883)	(250,000)
<b>Net Transfers</b>	150,000					
Beginning Fund Balance	869,405	966,952	930,619	872,459	872,459	807,576
Change in Fund Balance	97,547	(36,332)	(58,160)	(250,000)	(64,883)	(250,000)
<b>Fund Balance</b>	<b>966,952</b>	<b>930,619</b>	<b>872,459</b>	<b>622,459</b>	<b>807,576</b>	<b>557,576</b>

## COMPARISON

Year by Year

### Total All Funds - except Fund 10

	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Actuals	FY 2026 Budget	FY 2026 Actuals YTD as of 2/28/26	FY 2027 Budget
Revenue	\$ 117,059,061	\$ 116,954,877	\$ 199,628,956	\$ 146,698,163	\$ 138,667,011	\$ 151,352,342
Expenses	\$ 105,739,351	\$ 107,653,442	\$ 124,913,473	\$ 241,121,626	\$ 152,030,967	\$ 232,538,919
Transfers In/Out	\$ (1,150,000)	\$ (1,000,000)	\$ (1,000,000)	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ 3,797,260	\$ -	\$ 888,611
Net	\$ 10,169,709	\$ 8,301,435	\$ 73,715,482	\$ (98,220,722)	\$ (13,363,956)	\$ (82,075,188)
Fund Balance	\$ 85,566,596	\$ 93,868,031	\$ 167,583,514	\$ 69,362,791	\$ 154,219,558	\$ 72,144,370

### Operating (Funds 01 & 02)

	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Actuals	FY 2026 Budget	FY 2026 Actuals YTD as of 2/28/26	FY 2027 Budget
Revenue	\$ 69,268,070	\$ 70,246,726	\$ 77,108,034	\$ 69,326,152	\$ 44,949,844	\$ 71,455,333
Expenses	\$ 52,388,129	\$ 54,449,011	\$ 58,737,420	\$ 65,528,892	\$ 31,134,346	\$ 70,566,722
Transfers In/Out	\$ (14,247,008)	\$ (13,000,000)	\$ (18,307,292)	\$ -	\$ (15,000,000)	\$ -
Contingency	\$ -	\$ -	\$ -	\$ 3,797,260	\$ -	\$ 888,611
Net	\$ 2,632,933	\$ 2,797,715	\$ 63,322	\$ 0	\$ (1,184,501)	\$ 0
Fund Balance	\$ 38,443,503	\$ 41,241,218	\$ 41,304,540	\$ 41,304,540	\$ 40,120,039	\$ 40,120,039

### Capital (Funds 03 & 04 & 07)

	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Actuals	FY 2026 Budget	FY 2026 Actuals YTD as of 2/28/26	FY 2027 Budget
Revenue	\$ 13,305,860	\$ 14,357,112	\$ 84,318,703	\$ 37,383,352	\$ 65,493,502	\$ 37,191,964
Expenses	\$ 16,967,360	\$ 19,200,818	\$ 25,750,750	\$ 133,978,716	\$ 90,422,524	\$ 115,800,514
Transfers In/Out	\$ 12,097,008	\$ 10,000,000	\$ 11,957,292	\$ -	\$ 11,000,000	\$ -
Net	\$ 8,435,508	\$ 5,156,294	\$ 70,525,244	\$ (96,595,364)	\$ (13,929,021)	\$ (78,608,550)
Fund Balance	\$ 39,687,845	\$ 44,844,138	\$ 115,369,382	\$ 18,774,018	\$ 101,440,361	\$ 22,831,811

### Auxiliary & Restricted & Benefits (Funds 05 & 06 & 18)

	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Actuals	FY 2026 Budget	FY 2026 Actuals YTD as of 2/28/26	FY 2027 Budget
Revenue	\$ 33,374,191	\$ 30,221,881	\$ 36,064,090	\$ 37,806,472	\$ 27,150,129	\$ 40,588,226
Expenses	\$ 34,995,791	\$ 32,131,606	\$ 38,654,808	\$ 39,782,350	\$ 28,914,945	\$ 43,422,691
Transfers In/Out	\$ 1,000,000	\$ 2,000,000	\$ 5,350,000	\$ -	\$ 4,000,000	\$ -
Net	\$ (621,600)	\$ 90,275	\$ 2,759,282	\$ (1,975,878)	\$ 2,235,184	\$ (2,834,465)
Fund Balance	\$ 4,062,318	\$ 4,152,593	\$ 6,911,875	\$ 4,935,997	\$ 9,143,628	\$ 6,309,163

### Audit & Liability, Protection & Settlement (Funds 11 & 12)

	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Actuals	FY 2026 Budget	FY 2026 Actuals YTD as of 2/28/26	FY 2027 Budget
Revenue	\$ 1,110,940	\$ 2,129,158	\$ 2,138,128	\$ 2,182,187	\$ 1,073,536	\$ 2,116,819
Expenses	\$ 1,388,071	\$ 1,872,007	\$ 1,770,495	\$ 1,831,667	\$ 1,559,152	\$ 2,748,992
Net	\$ (277,131)	\$ 257,152	\$ 367,633	\$ 350,520	\$ (485,617)	\$ (632,174)
Fund Balance	\$ 3,372,931	\$ 3,630,083	\$ 3,997,716	\$ 4,348,236	\$ 3,512,099	\$ 2,879,926

### Trust & Agency (Fund 10)

	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Actuals	FY 2026 Budget	FY 2026 Actuals YTD as of 2/28/26	FY 2027 Budget
Revenue	\$ 568,559	\$ 702,659	\$ 698,762	\$ 766,262	\$ 683,230	\$ 657,240
Expenses	\$ 607,207	\$ 639,625	\$ 689,109	\$ 714,245	\$ 591,156	\$ 825,056
Net	\$ (38,648)	\$ 63,033	\$ 9,653	\$ 52,016	\$ 92,074	\$ (167,816)
Fund Balance	\$ 1,043,695	\$ 1,106,728	\$ 1,116,381	\$ 1,168,398	\$ 1,208,455	\$ 1,040,639

**Rock Valley College**  
**Equalized Assessed Valuation with tax rates**

<b>Calendar Year Levy</b>	<b>2023 Actual</b>	<b>2024 Actual</b>	<b>2025 Estimated*</b>	<b>2026 Proposed</b>	<b>2027 Proposed</b>	<b>2028 Proposed</b>
<b>Total assessed valuations</b>	<b>7,869,445,871</b>	<b>8,829,608,132</b>	<b>9,671,889,037</b>	<b>9,865,326,818</b>	<b>10,062,633,354</b>	<b>10,263,886,021</b>
% EAV Growth	9.89%	12.20%	9.54%	2.00%	2.00%	2.00%
Tax rates (per \$100 assessed valuation)						
Educational Fund	0.2223	0.2268	0.2300	0.2300	0.2300	0.2300
Operations and Maintenance Fund	0.0387	0.0395	0.0400	0.0400	0.0400	0.0400
Debt Service Fund						
2015C Bond	<b>0.0019</b>	<b>0.0017</b>	<b>0.0352</b>	<b>0.0089</b>	-	-
2022A Refunding Bond	<b>0.1445</b>	<b>0.0764</b>	-	-	-	-
2022B Refunding Bond	<b>0.0063</b>	<b>0.0601</b>	<b>0.0904</b>	-	-	-
2024 Working Cash Bond		<b>0.0268</b>	<b>0.0064</b>	<b>0.0285</b>	<b>0.0280</b>	<b>0.0275</b>
2025B Bond			<b>0.0181</b>	<b>0.1095</b>	<b>0.1161</b>	<b>0.1138</b>
Liability, Protection and Settlement Fund:						
Tort Liability	0.0199	0.0172	0.0157	0.0153	0.0150	0.0147
Workers Compensation	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Unemployment Insurance	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Athletics	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Property/Casualty	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
FICA	0.0055	0.0056	0.0051	0.0044	0.0043	0.0042
Audit Fund	0.0009	0.0007	0.0006	0.0006	0.0006	0.0006
Protection, Health and Safety Fund	0.0191	0.0171	0.0156	0.0152	0.0149	0.0146
Adjustments	0.0002	0.0000	-0.0015	0.0000	0.0000	0.0000
	<b>0.4593</b>	<b>0.4719</b>	<b>0.4556</b>	<b>0.4524</b>	<b>0.4489</b>	<b>0.4454</b>
*2025 Final Assesd Valuations have not all been received as of 3/24/2025						
Tax extension:						
Educational Fund	17,493,778	19,949,394	22,245,069	22,690,252	23,144,057	23,606,938
Operations and Maintenance Fund	3,045,476	3,469,460	3,868,708	3,946,131	4,025,053	4,105,554
Debt Service Fund	-	-	-	-	-	-
2015C Bond	141,950	141,950	3,400,595	874,620	-	-
2022A Refunding Bond	11,350,500	6,715,600	-	-	-	-
2022B Refunding Bond	489,411	5,282,750	8,736,000	-	-	-
2024 Working Cash Bond		2,356,017	609,500	2,814,500	2,814,250	2,818,500
2025B Bond			1,749,406	10,806,750	11,683,250	11,680,250
Liability, Protection and Settlement Fund						
Tort Liability	1,570,000	1,510,000	1,510,000	1,510,000	1,510,000	1,510,000
Workers Compensation	-	-	-	-	-	-
Unemployment Insurance	-	-	-	-	-	-
Athletics	-	-	-	-	-	-
Property/Casualty	-	-	-	-	-	-
FICA	430,000	490,000	490,000	430,000	430,000	430,000
Audit Fund	64,000	60,000	60,000	61,200	61,200	62,424
Protection, Health and Safety Fund	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Adjustment for Overextended Tax Abatement	15,739	-	-	-	-	-
	<b>36,100,854</b>	<b>41,475,171</b>	<b>44,169,278</b>	<b>44,633,452</b>	<b>45,167,810</b>	<b>45,713,666</b>
% Dollar Growth	5.00%	14.89%	6.50%	1.05%	2.26%	2.42%
Allowance for uncollectible taxes and collection costs	(180,504)	(207,376)	(220,846)	(223,167)	(225,839)	(228,568)
	<b>35,920,350</b>	<b>41,267,795</b>	<b>43,948,432</b>	<b>44,410,285</b>	<b>44,941,971</b>	<b>45,485,098</b>

**Rock Valley College**

**Equalized Assessed Valuation with tax rates**

<b>Calendar Year Levy</b>	<b>2023 Actual</b>	<b>2024 Actual</b>	<b>2025 Estimated*</b>	<b>2026 Proposed</b>	<b>2027 Proposed</b>	<b>2028 Proposed</b>
<b>Total assessed valuations</b>	7,869,445,871	8,829,608,132	9,671,889,037	9,865,326,818	10,062,633,354	10,263,886,021

**Rock Valley College**

**Equalized Assessed Valuation with Tax Rates (cont'd)**

01 Education Fund	17,406,309	19,849,647	22,133,844	22,576,801	23,028,336	23,488,903
02 Operations & Maintenance Fund	3,030,248	3,452,113	3,849,364	3,926,400	4,004,928	4,085,027
03 Capital (PHS) Fund	1,492,500	1,492,500	1,492,500	1,492,500	1,492,500	1,492,500
04 Bond Fund	11,981,861	14,496,317	14,495,501	14,495,870	14,497,500	14,498,750
11 Audit Fund	63,680	59,700	59,700	60,894	60,894	62,112
12 Liability, Protection & Settlement Fund	1,990,000	1,990,000	1,990,000	1,930,300	1,930,300	1,930,300
	35,964,599	41,340,277	44,020,910	44,482,765	45,014,459	45,557,592

<b>Fiscal Year (1/2 + 1/2)</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY 26</b>	<b>FY 27</b>
01 Education Fund	14,939,564	15,841,613	16,897,062	18,627,978	18,627,978	20,991,745
02 Operations & Maintenance Fund	2,598,185	2,755,063	2,940,151	3,241,180	3,241,180	3,650,739
03 Capital (PHS) Fund	-	746,250	1,492,500	1,492,500	1,492,500	1,492,500
04 Bond Fund	12,145,084	11,818,914	11,738,447	13,239,089	13,239,089	14,495,909
11 Audit Fund	50,237	51,527	58,492	61,690	61,690	59,700
12 Liability, Protection & Settlement Fund	-	995,000	1,990,000	1,990,000	1,990,000	1,990,000
	29,733,071	32,208,366	35,116,652	38,652,438	38,652,438	42,680,593

## Fiscal Year 2027 Capital Projects

Project	Funding Source	Amount
Athletic Fields-Turf Project	Operating/Fund Transfer	4,675,000.00
Engineering Our Future	Operating/Fund Transfer	370,627.67
IT Life-cycle Computer Replacements	Operating/Fund Transfer	800,000.00
Engineering Our Future RVC Equipment	Operating/Fund Transfer	370,000.00
Tree Replacement	Operating/Fund Transfer	60,000.00
Building F Repair	Operating/Fund Transfer	200,000.00
HSC Patio Furniture	Operating/Fund Transfer	50,000.00
Exterior Trim & Siding Repair/Replacement	Operating/Fund Transfer	150,000.00
PEC Gym Floor	Operating/Fund Transfer	1,750,000.00
Support Services Pole Barn Expansion	Operating/Fund Transfer	100,000.00
Remodel of HSC Surgical Lab	Operating/Fund Transfer	50,000.00
Repair of Starlight/BST Stage Equip	Operating/Fund Transfer	65,000.00
BST Video Wall Installation	Operating/Fund Transfer	80,000.00
Office Equip-Portable Wall System	Operating/Fund Transfer	60,000.00
Office Furniture	Operating/Fund Transfer	145,000.00
Replace 400 ton Chiller	Operating/Fund Transfer	300,000.00
Parking Lot 7 Upgrade	Operating/Fund Transfer	3,800,000.00
Classroom Technology Upgrades	Operating/Fund Transfer	400,000.00
BST Handrails	Operating/Fund Transfer	80,000.00
SSC Atrium ADA Remodel	Operating/Fund Transfer	250,000.00
ERC PAR Technology	Operating/Fund Transfer	100,000.00
SSC Air Handling Unit	Operating/Fund Transfer	1,000,000.00
SSC Bridge Pipes	Operating/Fund Transfer	250,000.00
Minivan	Operating/Fund Transfer	40,000.00
Ford Ranger	Operating/Fund Transfer	40,000.00
Minivan	Operating/Fund Transfer	40,000.00
16' Trailer w/roll	Operating/Fund Transfer	50,000.00
85' Boom Lift	Operating/Fund Transfer	150,000.00
Boiler House 3rd Generator	Operating/Fund Transfer	3,600,000.00
Dump Truck/plow	Operating/Fund Transfer	180,000.00
Toolcat	Operating/Fund Transfer	90,000.00
Sprayer attachment	Operating/Fund Transfer	40,000.00
Toro Workman HDX	Operating/Fund Transfer	60,000.00
24' open trailer	Operating/Fund Transfer	15,000.00
Zero-turn mower	Operating/Fund Transfer	18,000.00
Axon Body Cam, Fleet & Taser Annual Contractual Payment Agreement	PHS Funds	50,000.00
A&E Services FY27	Operating/Fund Transfer	600,000.00
Downtown West	Bonds & Operating/Fund Transfer	30,000,000.00
Fire Alarm Upgrade	PHS Funds	4,000,000.00
CLII-RVC	Bonds & Operating/Fund Transfer	21,900,000.00
CLII-CDB	CDB Funds	17,000,000.00
CLII-Furniture, Fixtures & Equipment	Operating/Fund Transfer	2,000,000.00
Security System Upgrade	PHS Funds	800,000.00
BST Lighting Project	Operating/Fund Transfer	825,000.00
RVC Circle Remill -CDB	CDB Funds	4,400,000.00

## Fiscal Year 2027 Capital Projects

<b>Project</b>	<b>Funding Source</b>	<b>Amount</b>
RVC Circle Remill - RVC	Operating/Fund Transfer	1,100,000.00
Cyber Security Upgrade	Operating/Fund Transfer	560,000.00
BST Rigging Project	Operating/Fund Transfer	55,000.00
Wireless Access Points	Operating/Fund Transfer	300,000.00
JCSM HSV Air Handler Repair	Operating/Fund Transfer	125,000.00



Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114

**SUMMARY OF FISCAL YEAR 2027 BUDGET BY FUND**

	<u>GENERAL</u>		<u>CAPITAL</u>	<u>DEBT SERVICE</u>	<u>PROPRIETARY</u>
	<u>Education Fund 01</u>	<u>Operations &amp; Maintenance Fund 02</u>	<u>Operations &amp; Maint-Restricted Fund 03</u>	<u>Bond &amp; Interest/ Working Cash Fund 04 &amp; 07</u>	<u>Auxiliary Enterprises Fund 05 &amp; 18</u>
<b>Est. Begin. Fund Balance 07/01/2026</b>	40,120,038	-	95,598,109	5,842,252	8,748,796
<b>Budget Revenues</b>	59,950,531	11,504,802	23,875,000	13,316,964	15,698,156
<b>Less: Budgeted Expenditures</b>	59,061,921	11,504,801	102,752,000	13,048,514	18,132,621
<b>Less: Budgeted Contingency</b>	888,611				
<b>Plus: Transfer In (Out)</b>					
<b>Revenue over (under) Expenditures</b>	\$ (0)	\$ 0	\$ (78,877,000)	\$ 268,450	\$ (2,434,465)
<b>Est. Ending Budgeted Fund Balance</b>	<u>\$ 40,120,038</u>	<u>\$ 0</u>	<u>\$ 16,721,109</u>	<u>\$ 6,110,702</u>	<u>\$ 6,314,331</u>

	<u>SPECIAL REVENUE</u>			
	<u>Restricted Purpose Fund 06</u>	<u>Audit Fund 11</u>	<u>Liability, Protection, &amp; Settlement Fund 12</u>	<u>Total ICCB Funds</u>
<b>Est. Begin. Fund Balance 07/01/2026</b>	398,263	80,493	3,431,606	154,219,557
<b>Budget Revenues</b>	24,890,071	60,000	2,056,819	151,352,342
<b>Less: Budgeted Expenditures</b>	25,290,071	60,000	2,688,992	232,538,919
<b>Less: Budgeted Contingency</b>				888,611
<b>Plus: Transfer In (Out)</b>				-
<b>Revenue over (under) Expenditures</b>	\$ (400,000)	\$ -	\$ (632,174)	\$ (82,075,188)
<b>Est. Ending Budgeted Fund Balance</b>	<u>\$ (1,737)</u>	<u>\$ 80,493</u>	<u>\$ 2,799,433</u>	<u>\$ 72,144,369</u>

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 FY27 Budget ALL FUNDS

Beginning Fund Balance July 1, 2026	\$ 40,120,038	\$ -	\$ 95,598,109	\$ 5,842,252	\$ 8,748,796	\$ 398,263	\$ 1,208,455	\$ 80,493	\$ 3,431,606	\$ (5,487,618)	\$ 807,576	\$ 149,936,964	
	Fund 01	Fund 02	Fund 03	Fund 04 & 07	Fund 05 & 18	Fund 06	Fund 10	Fund 11	Fund 12	Fund 19	Fund 20	Total of Budget	Percent
	Education Fund	Operations & Maintenance Fund	Operations & Maint-Restricted	Bond & Interest/ Working Cash	Auxiliary Enterprises	Restricted Purpose Fund	Trust & Agency Fund	Audit Fund	Liability, Protection, & Settlement	OPEB Fund	SURS Penalty Fund		
<b>Revenues</b>													
Local Government	22,161,000	4,044,084	1,500,000	13,095,964				60,000	2,000,000			42,861,048	29%
State Government	9,495,000	780,000	21,400,000			6,173,032				(3,500,000)		34,348,032	23%
Federal Government						15,627,383						15,627,383	11%
Student Tuition & Fees	14,954,359	4,524,289	330,000		2,633,507		323,868					22,766,023	15%
Sales & Service Fees	100,000				1,761,189		32,500					1,893,689	1%
Facilities Revenue		817,017			11,700							828,717	1%
Investment Revenue	1,942,600	110,083	645,000	221,000					3,000			2,921,683	2%
Gifts, Grants & Bequests	420,000				3,900	1,574,200	1,700					1,999,800	1%
Other Revenue	216,800	185,200			10,248,408	315,000	297,800		0			11,263,208	8%
SURS on Behalf	10,660,773	1,044,129			1,039,452	1,200,456	1,372		53,819			14,000,000	9%
	59,950,531	11,504,802	23,875,000	13,316,964	15,698,156	24,890,071	657,240	60,000	2,056,819	(3,500,000)	-	148,509,582	100%
<b>Less Nonoperating Items</b>													
<b>Adjusted Revenue</b>	<b>59,950,531</b>	<b>11,504,802</b>	<b>23,875,000</b>	<b>13,316,964</b>	<b>15,698,156</b>	<b>24,890,071</b>	<b>657,240</b>	<b>60,000</b>	<b>2,056,819</b>	<b>(3,500,000)</b>	<b>-</b>	<b>148,509,582</b>	
<b>Expenditures</b>													
Salaries	31,074,499	3,043,473			3,029,840	3,499,143	4,000		156,873			40,807,828	18%
Employee Benefits	7,653,551	889,731			10,888,290	1,083,398			806,875	(7,000,000)		14,321,844	6%
Contractual Services	3,021,257	2,494,619	1,230,500	1,050	799,682	765,558	118,850	60,000	921,718			9,413,235	4%
General Materials & Supplies	4,055,520	842,358	1,459,400		720,974	2,132,808	154,557		4,000			9,369,617	4%
Travel & Conference Meeting Exp	731,158	14,695	8,500		469,392	299,305	318,801		16,000			1,857,851	1%
Fixed Charges	444,455	334,637		13,047,464	7,975	57,227	1,000		729,708			14,622,466	6%
Utilities	5,975	2,771,410			500	21,558						2,799,443	1%
Capital Outlay	56,250	69,750	100,053,600			798,463						100,978,063	45%
Other Expenditures	1,358,483				1,176,516	15,432,155	226,476				250,000	18,443,630	8%
SURS on Behalf	10,660,773	1,044,129			1,039,452	1,200,456	1,372		53,819			14,000,000	6%
	59,061,921	11,504,801	102,752,000	13,048,514	18,132,621	25,290,071	825,056	60,000	2,688,992	(7,000,000)	250,000	226,613,976	100%
Contingency	888,611											888,611	
<b>Less Nonoperating Items</b>													
<b>Adjusted Expenditures</b>	<b>59,950,532</b>	<b>11,504,801</b>	<b>102,752,000</b>	<b>13,048,514</b>	<b>18,132,621</b>	<b>25,290,071</b>	<b>825,056</b>	<b>60,000</b>	<b>2,688,992</b>	<b>(7,000,000)</b>	<b>250,000</b>	<b>227,502,587</b>	
Transfer In (Out)													-
Net by Fund	(0)	-	(78,877,000)	268,450	(2,434,465)	(400,000)	(167,816)	-	(632,174)	3,500,000	(250,000)	(78,993,004)	
Estimated Fund Balance June 30, 2027	40,120,038	-	16,721,109	6,110,703	6,314,331	(1,737)	1,040,639	80,493	2,799,433	(1,987,618)	557,576	70,943,959	

By Function	Education Fund	Operations & Maintenance Fund	Operations & Maint-Restricted	Bond & Interest/ Working Cash	Auxiliary Enterprises	Restricted Purpose Fund	Trust & Agency Fund	Audit Fund	Liability, Protection, & Settlement	OPEB Fund	SURS Penalty Fund	Total of Budget	Percent
Instruction	27,177,475				244,847	2,719,371						30,141,694	13%
Academic Support	5,443,316				600							5,443,916	2%
Student Services	7,414,646				45,224	1,119,291	318,756					8,897,918	4%
Public Service/Continuing Education	1,549,738				4,387,601	8,590,408	900					14,528,647	6%
Auxiliary Services					2,003,641		323,600					2,327,241	1%
Operation and Maintenance	90,110	10,988,064	101,858,600				1,000		668,899			113,606,674	50%
Institutional Support	17,346,635	516,737	893,400	13,048,514	11,450,707	0	800	60,000	2,020,093	(7,000,000)	250,000	38,586,885	17%
Scholarships, Grants, Waivers	40,000					12,861,000	180,000					13,081,000	6%
	59,061,921	11,504,801	102,752,000	13,048,514	18,132,621	25,290,071	825,056	60,000	2,688,992	(7,000,000)	250,000	226,613,976	100%

**Rock Valley College, Community College District 511  
3301 North Mulford Road, Rockford, IL 61114  
FY27 Budget ALL FUNDS**

<b>Revenues by Source</b>	<b>Operating</b>	<b>Capital</b>	<b>Other</b>	<b>Total</b>
41 Local Government	\$ 42,251,548	\$ 609,500	\$ -	\$ 42,861,048
42 State Government	28,175,000	6,173,032	-	34,348,032
43 Federal Government	-	15,627,383	-	15,627,383
44 Student Tuition & Fees	19,808,648	2,633,507	323,868	22,766,023
45 Sales & Service Fees	100,000	1,761,189	32,500	1,893,689
46 Facilities Revenue	817,017	11,700	-	828,717
47 Investment Revenue	2,921,683	-	-	2,921,683
48 Gifts, Grants & Bequests	420,000	1,578,100	1,700	1,999,800
49 Other Revenue	402,000	10,563,408	297,800	11,263,208
SURS on Behalf	11,758,720	2,239,908	1,372	14,000,000
<b>Total Budget Revenues</b>	<b>\$ 106,654,615</b>	<b>\$ 41,197,726</b>	<b>\$ 657,240</b>	<b>\$ 148,509,582</b>

<b>Appropriations by Object</b>	<b>Operating</b>	<b>Capital</b>	<b>Other</b>	<b>Total</b>
51 Salaries	\$ 34,274,844	\$ 6,528,984	\$ 4,000	\$ 40,807,828
52 Employee Benefits	2,350,157	11,971,687	-	14,321,844
53 Contractual Services	7,729,145	1,565,240	118,850	9,413,235
54 General Materials & Supplies	6,361,278	2,853,782	154,557	9,369,617
55 Travel & Conference Meeting Exp	770,353	768,697	318,801	1,857,851
56 Fixed Charges	13,946,764	674,702	1,000	14,622,466
57 Utilities	2,777,385	22,058	-	2,799,443
58 Capital Outlay	100,179,600	798,463	-	100,978,063
59 Other Expenditures	1,358,483	16,608,671	476,476	18,443,630
60 Other Expenditures	-	-	-	14,000,000
SURS On-Behalf	11,758,720	2,239,908	1,372	-
<b>Total Budget Expenses</b>	<b>\$ 181,506,728</b>	<b>\$ 44,032,191</b>	<b>\$ 1,075,056</b>	<b>\$ 226,613,976</b>

<b>Expenditures by Function</b>	<b>Operating</b>	<b>Capital</b>	<b>Other</b>	<b>Total</b>
1 Instruction	27,177,475	2,964,219	-	30,141,694
2 Academic Support	5,443,316	600	-	5,443,916
3 Student Services	7,414,646	1,164,515	318,756	8,897,918
4 Public Service/Continuing Education	1,549,738	12,978,009	900	14,528,647
6 Auxiliary Services	-	2,003,641	323,600	2,327,241
7 Operation and Maintenance	113,605,674	-	1,000	113,606,674
8 Institutional Support	26,275,879	12,060,207	250,800	38,586,885
9 Scholarships, Grants, Waivers	40,000	12,861,000	180,000	13,081,000
<b>Total Expenses by Function</b>	<b>\$ 181,506,728</b>	<b>\$ 44,032,191</b>	<b>\$ 1,075,056</b>	<b>\$ 226,613,976</b>

Education Fund Statement of Expenditures by Function Code

**EDUCATION FUND 01**

FY27 Budget

**0 OTHER**

- 51 Salaries
- 52 Employee Benefits
- 53 Contractual Services
- 54 General Materials & Supplies
- 55 Travel & Conference Meeting Exp
- 56 Fixed Charges
- 57 Utilities
- 58 Capital Outlay
- 59 Other Expenditures
- 71 Transfers to Other Funds
- 72 Transfers from Other Funds

\$ -

**1 INSTRUCTION**

- 51 Salaries 16,425,079
- 52 Employee Benefits 3,109,718
- 53 Contractual Services 603,985
- 54 General Materials & Supplies 983,083
- 55 Travel & Conference Meeting Exp 214,149
- 56 Fixed Charges 144,725
- 57 Utilities
- 58 Capital Outlay 56,250
- 59 Other Expenditures 5,511
- 71 Transfers to Other Funds
- 72 Transfers from Other Funds

\$ 21,542,500

**2 ACADEMIC SUPPORT**

- 51 Salaries 2,648,387
- 52 Employee Benefits 860,279
- 53 Contractual Services 81,666
- 54 General Materials & Supplies 862,460
- 55 Travel & Conference Meeting Exp 47,448
- 56 Fixed Charges 27,000
- 57 Utilities 2,100
- 58 Capital Outlay
- 59 Other Expenditures 5,391
- 71 Transfers to Other Funds
- 72 Transfers from Other Funds

\$ 4,534,730

Education Fund Statement of Expenditures by Function Code

**3 STUDENT SERVICES**

51	Salaries	4,309,092
52	Employee Benefits	1,103,151
53	Contractual Services	98,093
54	General Materials & Supplies	277,688
55	Travel & Conference Meeting Exp	125,904
56	Fixed Charges	
57	Utilities	
58	Capital Outlay	
59	Other Expenditures	22,391
71	Transfers to Other Funds	
72	Transfers from Other Funds	
		<u>\$ 5,936,320</u>

**4 PUBLIC SERVICE/CONTINUING EDUCATION**

51	Salaries	718,815
52	Employee Benefits	181,667
53	Contractual Services	10,250
54	General Materials & Supplies	134,098
55	Travel & Conference Meeting Exp	33,903
56	Fixed Charges	20,300
57	Utilities	1,100
58	Capital Outlay	
59	Other Expenditures	203,000
71	Transfers to Other Funds	
72	Transfers from Other Funds	
		<u>\$ 1,303,133</u>

**6 AUXILIARY SERVICES**

51	Salaries	
52	Employee Benefits	
53	Contractual Services	
54	General Materials & Supplies	
55	Travel & Conference Meeting Exp	
56	Fixed Charges	
57	Utilities	
58	Capital Outlay	
59	Other Expenditures	
71	Transfers to Other Funds	
72	Transfers from Other Funds	
		<u>\$ -</u>

Education Fund Statement of Expenditures by Function Code

**7 OPERATIONS AND MAINTENANCE OF PLANT**

51	Salaries	
52	Employee Benefits	
53	Contractual Services	
54	General Materials & Supplies	
55	Travel & Conference Meeting Exp	
56	Fixed Charges	90,110
57	Utilities	
58	Capital Outlay	
59	Other Expenditures	
71	Transfers to Other Funds	
72	Transfers from Other Funds	
		\$ 90,110

**8 INSTITUTIONAL SUPPORT**

51	Salaries	6,973,125
52	Employee Benefits	2,398,737
53	Contractual Services	2,227,263
54	General Materials & Supplies	1,798,191
55	Travel & Conference Meeting Exp	309,754
56	Fixed Charges	162,320
57	Utilities	2,775
58	Capital Outlay	
59	Other Expenditures	1,082,190
71	Transfers to Other Funds	
72	Transfers from Other Funds	
		\$ 14,954,355

**9 SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS**

51	Salaries	
52	Employee Benefits	
53	Contractual Services	
54	General Materials & Supplies	
55	Travel & Conference Meeting Exp	
56	Fixed Charges	
57	Utilities	
58	Capital Outlay	
59	Other Expenditures	40,000
71	Transfers to Other Funds	
72	Transfers from Other Funds	
		\$ 40,000

**GRAND TOTAL**

\$ 48,401,148

Education Fund Statement of Expenditures by Function Code

**OPERATIONS & MAINTENANCE FUND 02** FY27 Budget

**0 OTHER**

- 51 Salaries
- 52 Employee Benefits
- 53 Contractual Services
- 54 General Materials & Supplies
- 55 Travel & Conference Meeting Exp
- 56 Fixed Charges
- 57 Utilities
- 58 Capital Outlay
- 59 Other Expenditures
- 71 Transfers to Other Funds
- 72 Transfers from Other Funds

\$ -

**1 INSTRUCTION**

- 51 Salaries
- 52 Employee Benefits
- 53 Contractual Services
- 54 General Materials & Supplies
- 55 Travel & Conference Meeting Exp
- 56 Fixed Charges
- 57 Utilities
- 58 Capital Outlay
- 59 Other Expenditures
- 71 Transfers to Other Funds
- 72 Transfers from Other Funds

\$ -

**2 ACADEMIC SUPPORT**

- 51 Salaries
- 52 Employee Benefits
- 53 Contractual Services
- 54 General Materials & Supplies
- 55 Travel & Conference Meeting Exp
- 56 Fixed Charges
- 57 Utilities
- 58 Capital Outlay
- 59 Other Expenditures
- 71 Transfers to Other Funds
- 72 Transfers from Other Funds

\$ -

Education Fund Statement of Expenditures by Function Code

**3 STUDENT SERVICES**

- 51 Salaries
- 52 Employee Benefits
- 53 Contractual Services
- 54 General Materials & Supplies
- 55 Travel & Conference Meeting Exp
- 56 Fixed Charges
- 57 Utilities
- 58 Capital Outlay
- 59 Other Expenditures
- 71 Transfers to Other Funds
- 72 Transfers from Other Funds

\$ -

**4 PUBLIC SERVICE/CONTINUING EDUCATION**

- 51 Salaries
- 52 Employee Benefits
- 53 Contractual Services
- 54 General Materials & Supplies
- 55 Travel & Conference Meeting Exp
- 56 Fixed Charges
- 57 Utilities
- 58 Capital Outlay
- 59 Other Expenditures
- 71 Transfers to Other Funds
- 72 Transfers from Other Funds

\$ -

**6 AUXILIARY SERVICES**

- 51 Salaries
- 52 Employee Benefits
- 53 Contractual Services
- 54 General Materials & Supplies
- 55 Travel & Conference Meeting Exp
- 56 Fixed Charges
- 57 Utilities
- 58 Capital Outlay
- 59 Other Expenditures
- 71 Transfers to Other Funds
- 72 Transfers from Other Funds

\$ -

Education Fund Statement of Expenditures by Function Code

**7 OPERATIONS AND MAINTENANCE OF PLANT**

51	Salaries	3,043,473
52	Employee Benefits	889,731
53	Contractual Services	2,478,219
54	General Materials & Supplies	832,708
55	Travel & Conference Meeting Exp	14,695
56	Fixed Charges	40,000
57	Utilities	2,575,360
58	Capital Outlay	69,750
59	Other Expenditures	
71	Transfers to Other Funds	
72	Transfers from Other Funds	
		<b><u>\$ 9,943,936</u></b>

**8 INSTITUTIONAL SUPPORT**

51	Salaries	
52	Employee Benefits	
53	Contractual Services	16,400
54	General Materials & Supplies	9,650
55	Travel & Conference Meeting Exp	
56	Fixed Charges	294,637
57	Utilities	196,050
58	Capital Outlay	
59	Other Expenditures	
71	Transfers to Other Funds	
72	Transfers from Other Funds	
		<b><u>\$ 516,737</u></b>

**9 SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS**

51	Salaries	
52	Employee Benefits	
53	Contractual Services	
54	General Materials & Supplies	
55	Travel & Conference Meeting Exp	
56	Fixed Charges	
57	Utilities	
58	Capital Outlay	
59	Other Expenditures	
71	Transfers to Other Funds	
72	Transfers from Other Funds	
		<b><u>\$ -</u></b>

**GRAND TOTAL**

**\$ 10,460,673**

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 Summary of Fiscal Year 2027 Operating Budgeted Revenues

	<b>Education Fund</b>	<b>Operations &amp; Maintenance Fund</b>	<b>Total Operating Funds</b>
<b>OPERATING REVENUES BY SOURCE</b>			
<i>Local Government</i>			
Local Taxes	\$ 21,036,000	\$ 3,669,084	\$ 24,705,084
Corporate Personal Property Replacement Taxes	1,125,000	375,000	1,500,000
Chargeback Revenue			
Other	-	-	-
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$ 22,161,000</b>	<b>\$ 4,044,084</b>	<b>\$ 26,205,084</b>
<i>State Government</i>			
ICCB Base Operating Grants	\$ 4,420,000	\$ 780,000	\$ 5,200,000
ICCB Equalization Grants	4,625,000		4,625,000
ICCB - Career and Technical Education	450,000		450,000
ICCB - Adult Education	-	-	-
ICCB Performance			
SURS ON BEHALF	10,660,773	1,044,129	11,704,901
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 20,155,773</b>	<b>\$ 1,824,129</b>	<b>\$ 21,979,901</b>
<i>Federal Government</i>			
Dept. of Education			
Dept. of Labor			
Dept. of Health and Human Services			
Other	-	-	-
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Student Tuition and Fees</i>			
Tuition	11,555,535	4,524,289	16,079,824
Fees	3,398,824	-	3,398,824
Other Student Assessments			
	<b>\$ 14,954,359</b>	<b>\$ 4,524,289</b>	<b>\$ 19,478,648</b>
<i>Other Sources</i>			
Sales and Service Fees	\$ 100,000		\$ 100,000
Facilities Revenue		817,017	817,017
Investment Revenue	1,942,600	110,083	2,052,683
Nongovernmental Grants	420,000		420,000
Other	216,800	185,200	402,000
<b>TOTAL OTHER SOURCES</b>	<b>\$ 2,679,400</b>	<b>\$ 1,112,300</b>	<b>\$ 3,791,700</b>
<b>TOTAL 2027 BUDGETED REVENUE</b>	<b>\$ 59,950,531</b>	<b>\$ 11,504,802</b>	<b>\$ 71,455,333</b>
<i>Less Non-operating Items</i>			
Tuition Chargeback Revenue	\$ -	\$ -	\$ -
Instructional Service	-	-	-
Contract Revenue	-	-	-
<b>ADJUSTED REVENUE</b>	<b>\$ 59,950,531</b>	<b>\$ 11,504,802</b>	<b>\$ 71,455,333</b>

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 Summary of Fiscal Year 2027 Operating Budgeted Expenditures

<b>BY PROGRAM</b>	<b>Education Fund</b>	<b>Operations &amp; Maintenance Fund</b>	<b>Total Operating Funds</b>
Instruction	\$ 27,177,475		\$ 27,177,475
Academic Support	5,443,316		5,443,316
Student Services	7,414,646		7,414,646
Public Service/Continuing Education	1,549,738		1,549,738
Auxiliary Services			
Operation and Maintenance	90,110	10,988,064	11,078,174
Institutional Support	17,346,635	516,737	17,863,372
Scholarships, Student Grants & Waivers	40,000		40,000
	<u>\$ 59,061,921</u>	<u>\$ 11,504,801</u>	<u>\$ 70,566,722</u>
INTERFUND TRANSFERS	\$ -	\$ -	\$ -
TOTAL 2027 BUDGETED EXPENDITURES	\$ 59,061,921	\$ 11,504,801	\$ 70,566,722
<i>Less Non-operating Items</i>			
Tuition Chargeback	\$ -	\$ -	\$ -
Instructional Service	-	-	-
Contracts	-	-	-
<b>ADJUSTED EXPENDITURES</b>	<u>\$ 59,061,921</u>	<u>\$ 11,504,801</u>	<u>\$ 70,566,722</u>

<b>BY OBJECT</b>	<b>Education Fund</b>	<b>Operations &amp; Maintenance Fund</b>	<b>Operating Funds</b>
Salaries	\$ 31,074,499	\$ 3,043,473	\$ 34,117,971
Employee Benefits	7,653,551	889,731	8,543,282
Contractual Services	3,021,257	2,494,619	5,515,877
General Materials & Supplies	4,055,520	842,358	4,897,878
Travel & Conference Meeting Exp	731,158	14,695	745,853
Fixed Charges	444,455	334,637	779,092
Utilities	5,975	2,771,410	2,777,385
Capital Outlay	56,250	69,750	126,000
Other Expenditures	1,358,483		1,358,483
SURS On-Behalf Allocation	10,660,773	1,044,129	11,704,901
Contingency	888,611		888,611
	<u>\$ 59,950,532</u>	<u>\$ 11,504,801</u>	<u>\$ 71,455,333</u>
INTERFUND TRANSFERS	\$ -	\$ -	\$ -
TOTAL 2027 BUDGETED EXPENDITURES	\$ 59,950,532	\$ 11,504,801	\$ 71,455,333
<i>Less Non-operating Items</i>			
Tuition Chargeback	\$ -	\$ -	\$ -
Instructional Service	-	-	-
Contracts	-	-	-
<b>ADJUSTED EXPENDITURES</b>	<u>\$ 59,950,532</u>	<u>\$ 11,504,801</u>	<u>\$ 71,455,333</u>

BY PROGRAM	Operations & Maint- Restricted	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purpose Fund	Trust & Agency Fund	Audit Fund	Liability, Protection, & Settlement	OPEB Fund	SURS Penalty Fund	Total Non-Operating Funds
Instruction				244,847	2,719,371						\$ 2,964,219
Academic Support				600							600
Student Services				45,224	1,119,291	318,756					1,483,272
Public Service/Continuing Education				4,387,601	8,590,408	900					12,978,909
Auxiliary Services				2,003,641		323,600					2,327,241
Operation and Maintenance	101,858,600					1,000		668,899			102,528,499
Institutional Support	893,400	12,439,014	609,500	1,032,000	-	800	60,000	2,020,093	(7,000,000)	250,000	10,304,807
Scholarships, Student Grants & Waivers					12,861,000	180,000					13,041,000
	\$ 103,645,400	\$ 24,878,028	\$ 1,219,000	\$ 8,745,914	\$ 25,290,071	\$ 825,856	\$ 120,000	\$ 4,709,085	\$ (14,000,000)	\$ 500,000	\$ 162,933,354
INTERFUND TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL 2026 BUDGETED EXPENDITURES	\$ 103,645,400	\$ 24,878,028	\$ 1,219,000	\$ 8,745,914	\$ 25,290,071	\$ 825,856	\$ 120,000	\$ 4,709,085	\$ (14,000,000)	\$ 500,000	\$ 162,933,354
<i>Less Non-operating Items</i>											
Tuition Chargeback	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Instructional Service	-	-	-	-	-	-	-	-	-	-	-
Contracts	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 103,645,400</b>	<b>\$ 24,878,028</b>	<b>\$ 1,219,000</b>	<b>\$ 8,745,914</b>	<b>\$ 25,290,071</b>	<b>\$ 825,856</b>	<b>\$ 120,000</b>	<b>\$ 4,709,085</b>	<b>\$ (14,000,000)</b>	<b>\$ 500,000</b>	<b>\$ 162,933,354</b>

BY OBJECT	Operations & Maint- Restricted	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purpose Fund	Trust & Agency Fund	Audit Fund	Liability, Protection, & Settlement	OPEB Fund	SURS Penalty Fund	Total Non-Operating Funds
Salaries				3,029,840	3,499,143	4,000		156,873			\$ 6,689,856
Employee Benefits				734,557	1,083,398			806,875	-7,000,000		(4,375,170)
Contractual Services	1,230,500	1,050		566,108	765,558	118,850	60,000	921,718			3,663,784
General Materials & Supplies	1,459,400			691,174	2,132,808	154,557		4,000			4,441,939
Travel & Conference Meeting Exp	8,500			469,392	299,305	318,801		16,000			1,111,998
Fixed Charges		12,437,964	609,500	7,975	57,227	1,000		729,708			13,843,374
Utilities				500	21,558						22,058
Capital Outlay	100,053,600				798,463						100,852,063
Other Expenditures				1,174,916	15,432,155	226,476				250,000	17,083,547
SURS On-Behalf Allocation				1,039,452	1,200,456	1,372		53,819			2,295,099
	\$ 102,752,000	\$ 12,439,014	\$ 609,500	\$ 7,713,914	\$ 25,290,071	\$ 825,056	\$ 60,000	\$ 2,688,992	\$ (7,000,000)	\$ 250,000	\$ 145,628,547
INTERFUND TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL 2026 BUDGETED EXPENDITURES	\$ 102,752,000	\$ 12,439,014	\$ 609,500	\$ 7,713,914	\$ 25,290,071	\$ 825,056	\$ 60,000	\$ 2,688,992	\$ (7,000,000)	\$ 250,000	\$ 145,628,547
<i>Less Non-operating Items</i>											
Tuition Chargeback	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Instructional Service	-	-	-	-	-	-	-	-	-	-	-
Contracts	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 102,752,000</b>	<b>\$ 12,439,014</b>	<b>\$ 609,500</b>	<b>\$ 7,713,914</b>	<b>\$ 25,290,071</b>	<b>\$ 825,056</b>	<b>\$ 60,000</b>	<b>\$ 2,688,992</b>	<b>\$ (7,000,000)</b>	<b>\$ 250,000</b>	<b>\$ 145,628,547</b>

**ROCK VALLEY COLLEGE**  
Cash and Investment Report  
March 31, 2026

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
UMB Bank	3,389,649
PTMA	7,309,913
Operating Cash	3,774
Petty Cash	5,028,256
ISDLAF*	
Total Operating Cash:	15,731,592
 <u>Operating Investments Accounts</u>	
PTMA Operating	44,893
ISDLAF*	1,729,994
CD's and CDARS	67,642,418
Treasuries	6,658,134
ISDLAF Term Series	6,750,000
Total Operating Investments:	82,825,439
<b>Total Operating Cash &amp; Investments:</b>	<b>98,557,030</b>
 <b>Total Operating Cash and Investments on February 28, 2026</b>	
	<b>99,747,903</b>
<b>Total Operating Cash and Investments on March 31, 2026</b>	
	<b>98,557,030</b>
<b>Total Operating Cash and Investments on March 31, 2025</b>	
	<b>95,499,192</b>
<b>% of Operating Budget</b>	
	<b>91.73%</b>
<b>Change in Operating Cash and Investments since February 28, 2026</b>	
	<b>(1,190,873)</b>

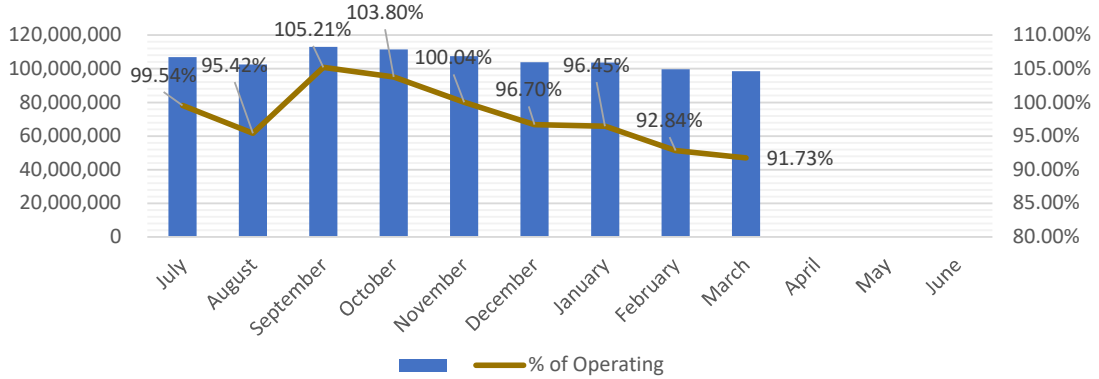
*\*Illinois School District Liquid Asset Fund*

	<u>Month End Balance</u>
<u>Working Cash Accounts</u>	
ISDLAF*	612,105
Total Working Fund Cash:	613,955
 <b>Total Working Cash Funds on February 28, 2026</b>	
	<b>612,105</b>
<b>Total Working Cash Funds on March 31, 2026</b>	
	<b>613,955</b>
<b>Change in Working Cash Funds since February 28, 2026</b>	
	<b>1,850</b>

*\*Illinois School District Liquid Asset Fund*

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	771,743
Life Safety	4,729,164
CDB Escrow	28,409,152
Building Funds	30,876,768
Total Capital Funds:	64,786,827
 <b>Total Capital Funds on February 28, 2026</b>	
	<b>67,381,557</b>
<b>Total Capital Funds on March 31, 2026</b>	
	<b>64,786,827</b>
<b>Change in Capital Funds since February 28, 2026</b>	
	<b>(2,594,730)</b>

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



Month / Year	Cash & Investments	Capital	Total
March 2026	98,557,030	64,786,827	163,343,858
March 2025	95,499,192	23,655,986	119,155,178
February 2026	99,747,903	67,381,557	167,129,460
February 2025	93,595,008	23,564,036	117,159,044
January 2026	103,628,934	65,476,101	169,105,035
January 2025	97,793,062	23,489,305	121,282,367
December 2025	103,898,449	71,437,423	175,335,872
December 2024	97,836,468	22,888,518	120,724,986
November 2025	107,480,877	84,592,278	192,073,156
November 2024	86,593,948	34,956,285	121,550,233
October 2025	111,518,636	85,833,801	197,352,438
October 2024	86,909,426	36,439,132	123,348,557
September 2025	113,034,422	89,501,970	202,536,392
September 2024	88,096,984	36,073,771	124,170,755
August 2025	102,521,697	84,522,519	187,044,216
August 2024	81,392,300	31,630,251	113,022,551
July 2025	106,278,443	82,185,396	188,463,840
July 2024	94,170,928	18,966,575	113,137,503
June 2025	106,950,507	80,801,115	187,751,622
June 2024	95,190,321	18,733,561	113,923,882
May 2025	103,733,777	73,618,424	177,352,201
May 2024	87,363,344	13,008,319	100,371,663
April 2025	99,245,776	70,778,111	170,023,887
April 2024	86,332,941	12,124,823	98,457,764
March 2025	95,499,192	23,655,986	119,155,178
March 2024	86,836,088	12,144,016	98,980,104

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

### Background:

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

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

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

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

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

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 regarding law, safety, and policy. Proposed changes were reviewed several times by each entity, and the appropriate administrative procedures were updated or created where applicable.

### Recommendation:

It is recommended that the Board of Trustees approves the revisions to Article 3-Human Resources of the Board Policy Manual as reviewed and revised by Robbins Schwartz attorneys and College Administration. [Attorney Reviewed.](#)

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Howard J. Spearman, Ph.D.  
President

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

**Attachment(s):** Rock Valley College Board Policy Manual Article 3 – Human Resources

# 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

## 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

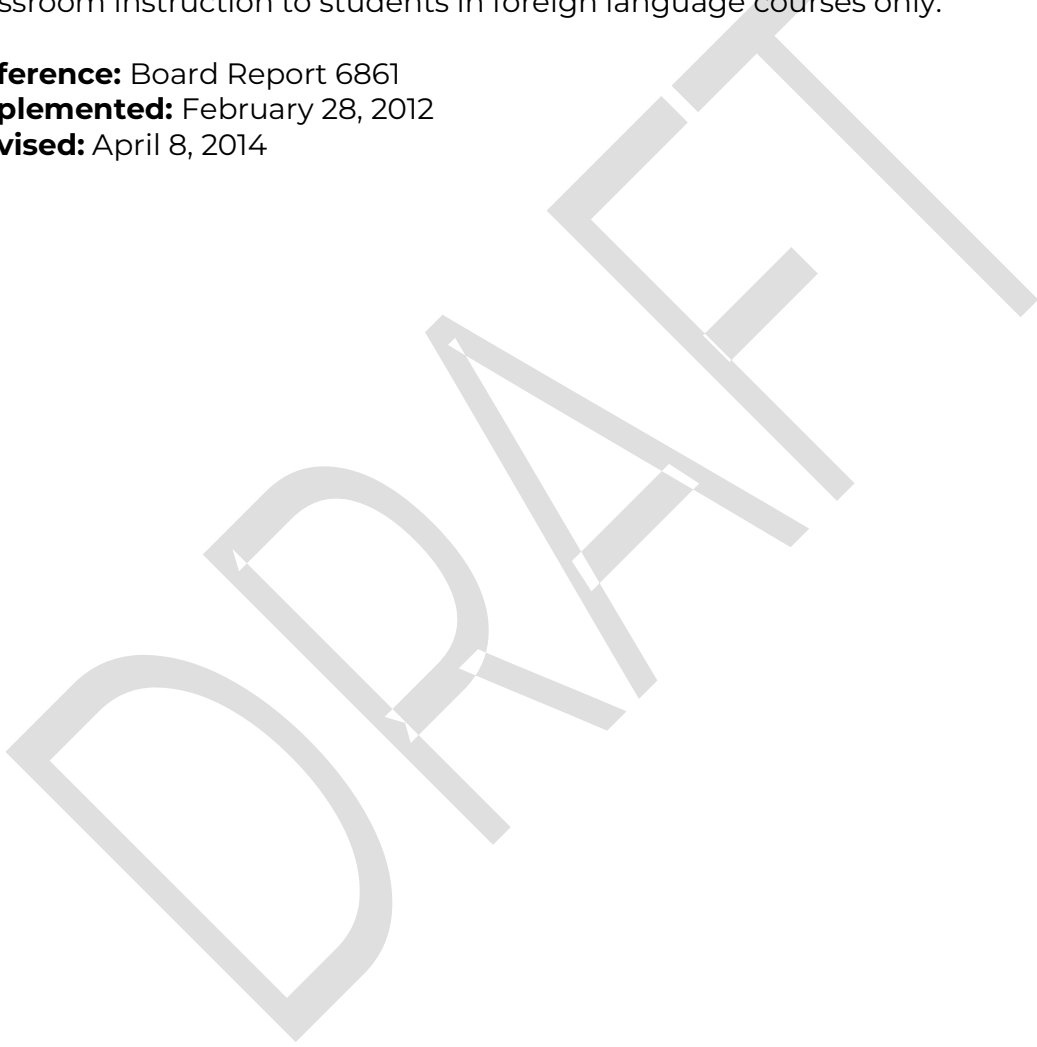
## RVC Board Policy 3:10.080 Oral English Proficiency

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.

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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.

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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:**

# 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. 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

# Rock Valley College

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.”

# Rock Valley College

- **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

## 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

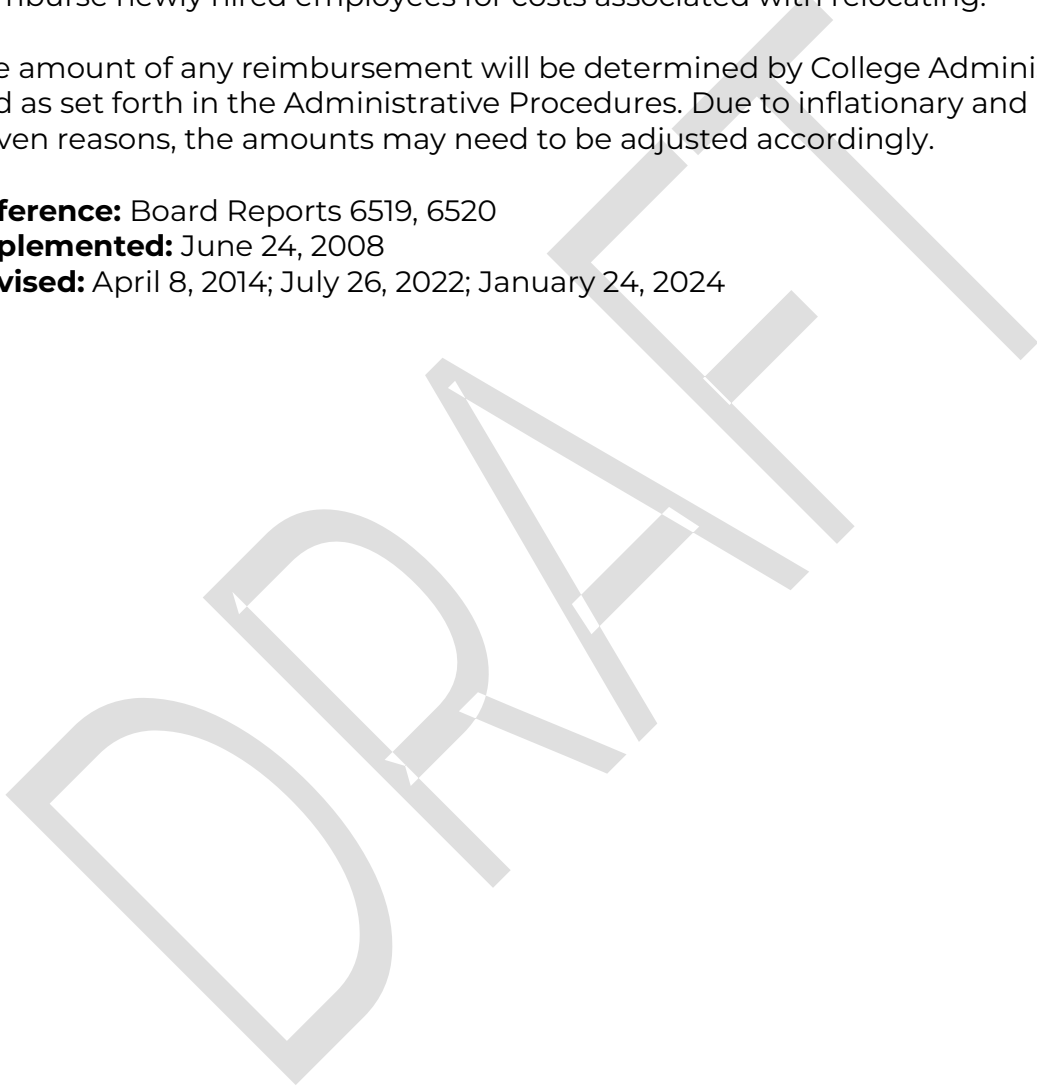
Rock Valley College may provide reimbursements for costs incurred by applicants in the process of interviewing for open positions. Additionally, the College may reimburse newly hired employees for costs associated with relocating.

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



# Rock Valley College

## 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

# 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 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

# 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 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:**

# 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 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

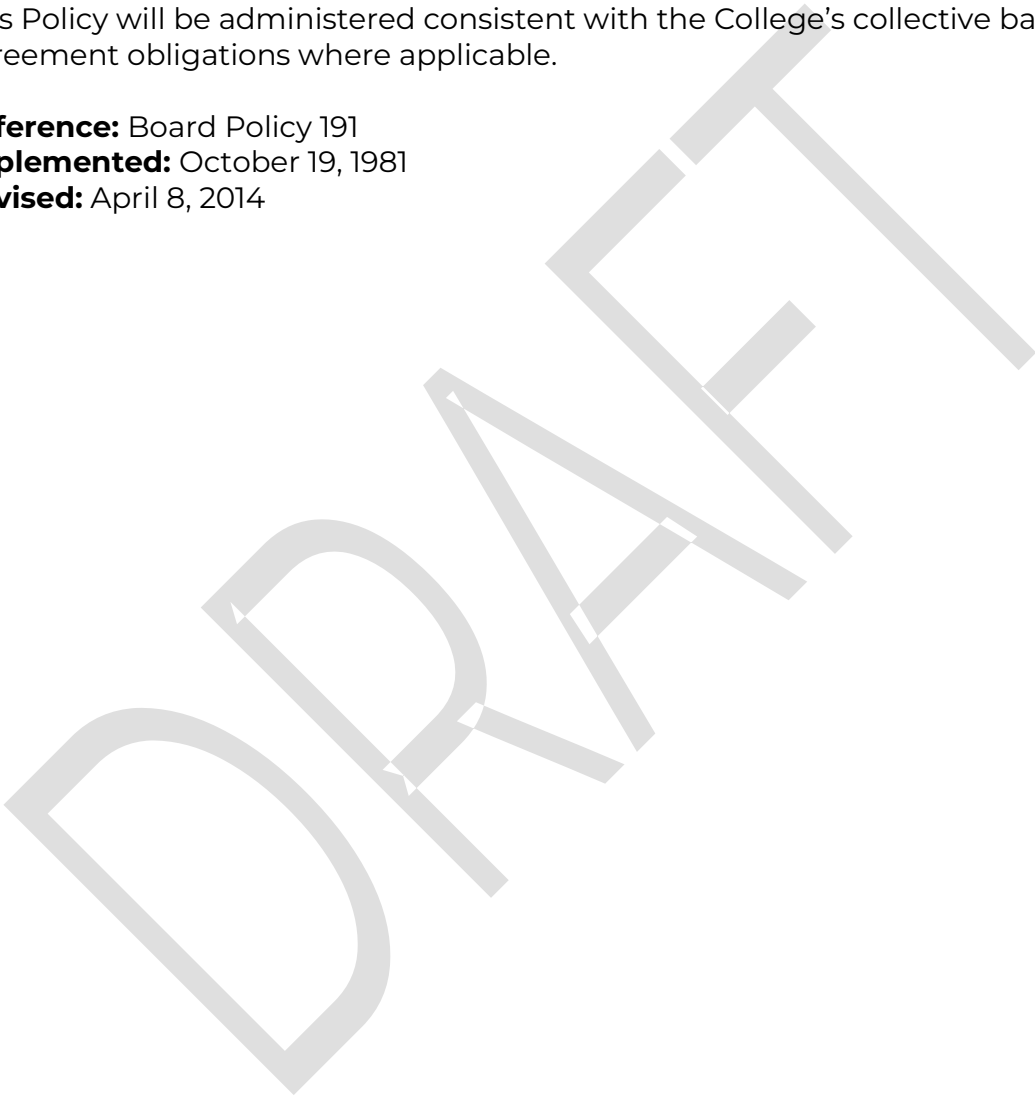
Rock Valley College may retain the services of independent contractors as necessary. Employees of the College cannot also serve as independent contractors of the College.

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



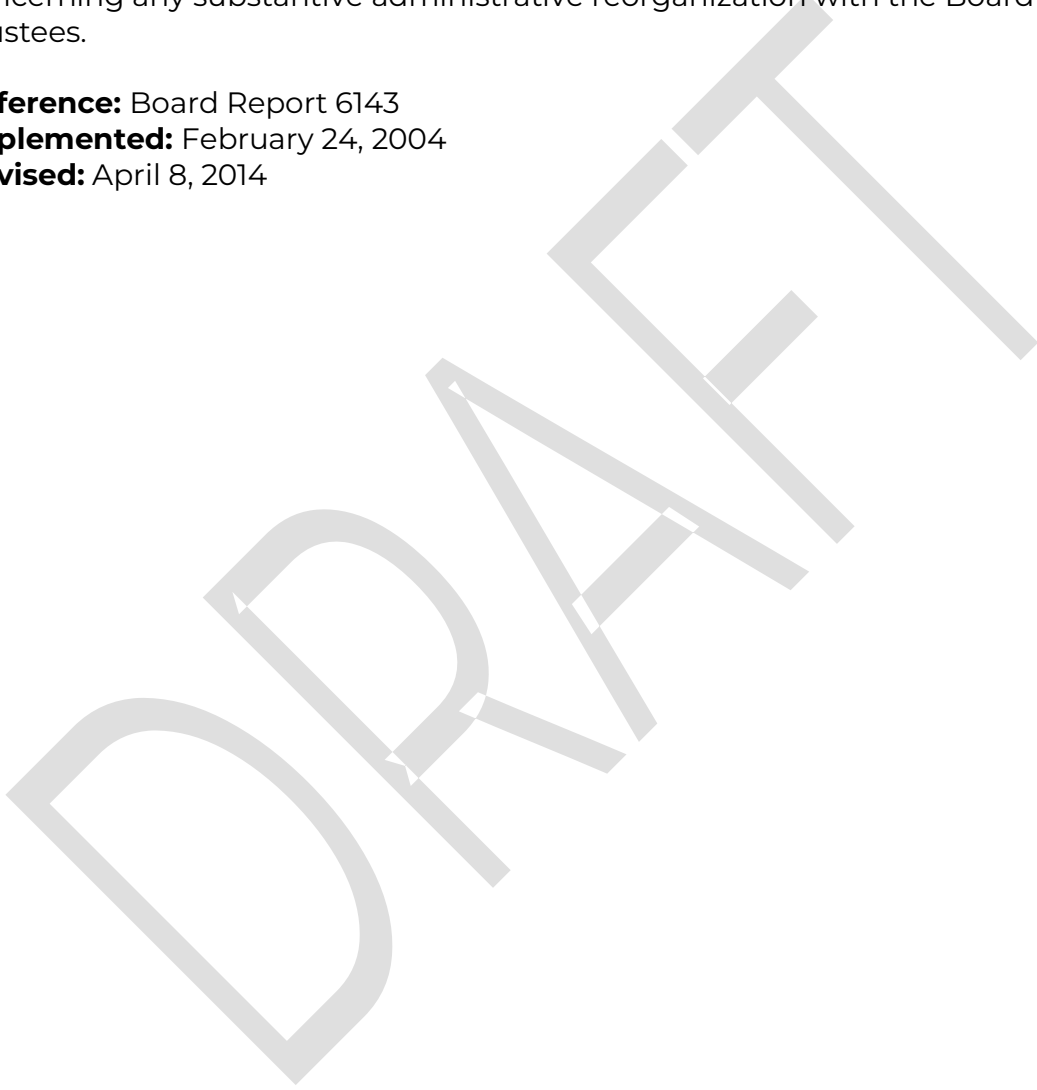
## RVC Board Policy 3:20.120 Changes in Job Titles and Organizational Restructuring

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

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## 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

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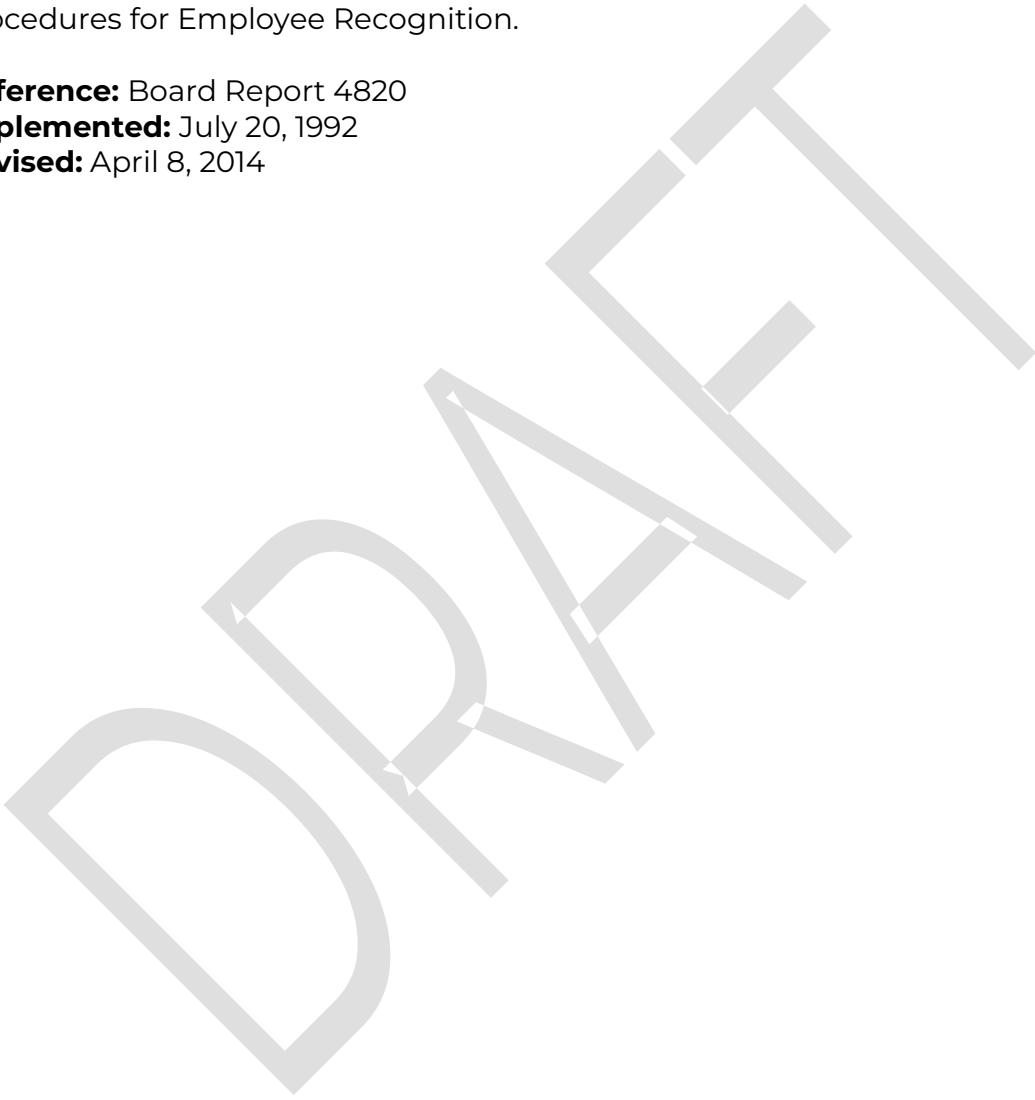
## RVC Board Policy 3:20.150 Employee Recognition

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.

# Rock Valley College

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:**

## 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

## 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.

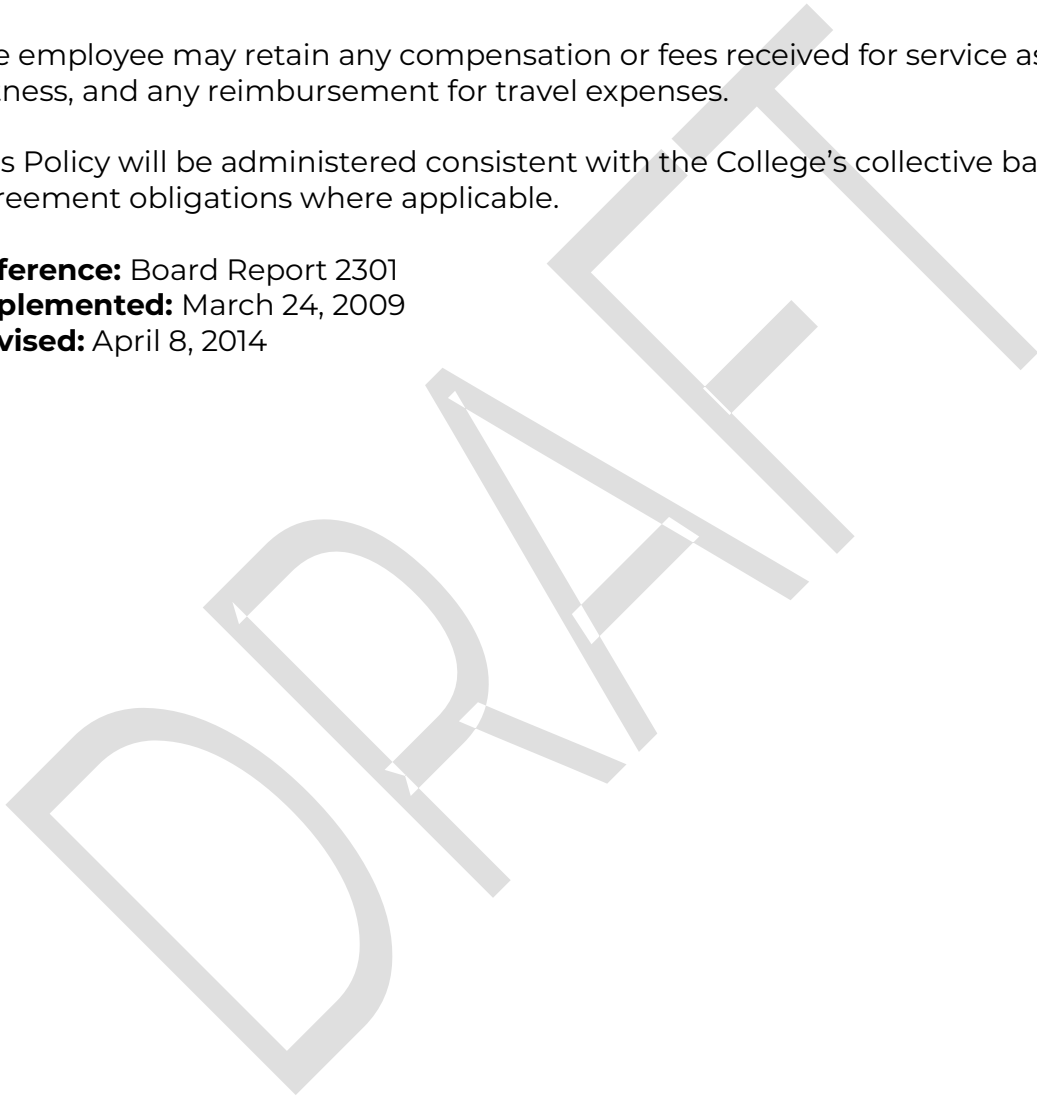
The employee may retain any compensation or fees received for service as a juror or witness, and any reimbursement for travel expenses.

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

## 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

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## 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~~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 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

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# 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:**

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# 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

DRAFT

# 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

**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

## RVC Board Policy 3:10.110

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.

# Rock Valley College

## RVC Board Policy 3:10.110

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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# Rock Valley College

## RVC Board Policy 3:10.110

- 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.~~

# Rock Valley College

## RVC Board Policy 3:10.110

### 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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# Rock Valley College

## RVC Board Policy 3:10.110

~~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.~~

# Rock Valley College

## 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

# Rock Valley College

~~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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# Rock Valley College

## 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

# Rock Valley College

## RVC Board Policy 3:10.120

### 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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# Rock Valley College

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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## Rock Valley College

~~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

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# 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 26<sup>th</sup> 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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# Rock Valley College

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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# Rock Valley College

## 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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# Rock Valley College

## ~~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 ~~cert~~ain-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:~~

# Rock Valley College

- ~~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.~~

# Rock Valley College

~~**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

# Rock Valley College

## 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 ~~F~~ederal 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

# Rock Valley College

## 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 e-Act 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

# Rock Valley College

## RVC Board Policy 3:30.120

### Special Leave of Absence for Full-Time Employees

~~An~~ 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.

# Rock Valley College

## 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

# Rock Valley College

## 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.

**Formatted:** Not Strikethrough

# Rock Valley College

## 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

# Rock Valley College

## 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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# Rock Valley College

~~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.

# 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 ~~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

# 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 ~~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~~ 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.

# Rock Valley College

## 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

# Rock Valley College

## 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~~ 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

## 2026 Summer Flex Days for Full-Time Educational Support Personnel (ESP), Support Staff Association (SSA), Professional Staff Association (PSA), and Administrative Staff

### Background:

Board Report #8269 was approved on April 22, 2025, by the Board of Trustees to offer five summer flex days in 2025 for full-time Educational Support Personnel (ESP), Support Staff Association (SSA), Professional Staff Association (PSA), and administrative staff.

For 2026, it is again recommended that five (eight-hour) summer flex days be offered to the ESP, SSA, PSA, and administrative staff for use between May 18, 2026, and July 31, 2026.

The summer flex days must be used during the time period above, or they will be forfeited. The days must be used in eight-hour blocks and scheduled through the appropriate supervisor. If a shift exceeds the eight-hour flex day, the time can be supplemented with other paid time (vacation or personal hours) the employee has available.

### Recommendation:

It is recommended that the Board of Trustees approves five (eight-hour) summer flex days for full-time ESP, SSA, PSA, and administrative staff to be used between May 18, 2026, and July 31, 2026.

---

Howard J. Spearman, Ph.D.  
President

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

## Resolution Honoring the Retirement of Rock Valley College Employees

WHEREAS, the following individuals have retired as employees of Rock Valley College during 2025-2026: Linda Buerger, Stephen Donahue, Jeanne Ellis, Carol Griesbach, Betty Hoshaw, Maureen Miller, Cassiopeia Paslick, and Betty Villalobos-Hallmann.

WHEREAS, Rock Valley College honors and celebrates the commitment and dedication of these employees who contributed countless hours and used their unique skills and talents toward the betterment of Rock Valley College; and

WHEREAS, some proactively worked with faculty and staff to develop curriculum, others used their unique teaching style to share their knowledge and experience with countless numbers of students, and others worked behind the scenes to ensure smooth day-to-day operations of Rock Valley College; and

THEREFORE, be it now resolved that Linda, Stephen, Jeanne, Carol, Betty, Maureen, Cassiopeia, and Betty take with them the gratitude and best wishes of all their colleagues at Rock Valley College and the Board of Trustees; and

BE IT FURTHER RESOLVED, that the undersigned express their hope that their happiest years are those which lie ahead;

GIVEN under our hand and seal this 28th day of April 2026.

---

Howard J. Spearman, Ph.D.  
President

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





**Rock Valley College Downtown Campus Budget Summary**

**March 31, 2026**

	Description	Vendor Name	Award Amount	Expensed as of June 30, 2024	Expensed as of June 30, 2025	Expensed as of March 31, 2026
	<b>Owners Cost</b>					
	Design Fee	DKA Architects	\$3,260,000.00	\$645,693.31	\$1,609,015.25	\$537,257.50
	CMR Fee	RJC (GR, Ins & Fee)	\$3,700,000.00	\$25,000.00	\$949,003.00	\$1,474,171.00
	Food service Equipment (Both Areas) FFE	TBD	\$200,000.00			
	Lab Equipment and Tools FFE	TBD	\$900,000.00			
	Office Furniture FFE	TBD	\$874,928.13			
	Classroom	KI Material Only				
	Office	Atmosphere Material Only				
	Office Installation	TBD				
	Technology FFE	TBD	\$500,000.00			
	<b>Site Enabling Costs</b>	<b>Who</b>				
	<i>Removal</i>					
	Utility Relocation	AT&T	\$78,764.30		\$0.00	\$78,764.30
	Utility Relocation	NICOR	\$170,000.00		\$163,652.80	N/A
	Utility Relocation	Com Ed	\$248,716.95		\$248,716.95	N/A
	Material Testing	Quast	\$10,500.00			
	Material Testing	TSC	\$114,500.00	\$15,800.00	\$49,320.75	\$37,384.50
	Commissioning	CERX Solutions	\$66,310.00			
	<i>Installation</i>					
	Utility Relocation	Com Ed	\$14,845.00		\$14,845.00	N/A
	<b>Bid Package 1</b>	<b>Who</b>				
1.0	Abatement	NES Enviromental	\$429,543.81		\$429,543.81	N/A
	Site	Midwest Enviromental	\$48,100.00		\$48,100.00	N/A
	Site	Midwest Enviromental	\$9,500.00		\$9,500.00	N/A
	Site	Helm	\$52,800.00		\$52,792.32	N/A
	Site Includes the SHPO study	Terracon	\$75,500.00		\$73,620.00	N/A
	<b>Bid Package 2</b>	<b>Who</b>				
2.0	Building Demolition	Northern Illinois Service	\$823,436.00		\$791,029.00	N/A
	Abatement - Fencing CO	NES Enviromental	\$7,347.00		\$7,347.00	N/A
	Abatement - Cameras CO	RJC	\$20,100.00		\$20,100.00	N/A



# Cost Tracking

Bid Package3		Who			
3.2	HVAC Equipment	Miller Engineering	\$3,804,800.00		\$35,660.00
3.3	Electrical Equipment	Helm Electrical	\$355,185.00		\$64,797.00
Bid Package 4		Who			
4.1	Site Work	Northern Illinois Service	\$3,635,120.00		\$1,673,142.00
4.2	Structural	Ruiz Construction Systems	\$6,911,000.00		\$2,643,740.00
Bid Package 5		Who			
5.01	Masonry	Jimmy'z Masonary Corp	\$948,000.00		\$8,944.00
5.02	Carpentry & Finishes	Ruiz Construction	\$3,584,000.00		\$86,198.00
5.03	Metal Panels, Insulation, & Framing	American Igloo	\$1,911,590.00		\$0.00
5.04	Roofing & Sheet Metal	HC Anderson Roofing	\$1,238,857.00		\$0.00
5.05	Curtain Wall, Glass & Glazing	Cardinal Glass Company	\$2,191,000.00		\$81,450.00
5.06	Metal Studs, Drywall, Insulation, & Ceiling	The Rockwell Group	\$2,770,800.00		\$0.00
5.07	Tile & Terrazzo	Northern IL Terrazzo and Tile	\$204,200.00		\$4,693.00
5.08	Resilient Flooring & Carpet	Boss Carpet	\$399,826.00		\$0.00
5.09	Food Service Equipment	Boelter LLC	\$145,129.00		\$0.00
5.10	Vehicle Lifts	Standard Industrial & Auto	\$675,000.00		\$0.00
5.11	Fire Protection	Nelson Fire Protection	\$216,062.00		\$0.00
5.12	Plumbing	Miller Engineering	\$1,706,939.00		\$275,904.00
5.13	HVAC	Miller Engineering	\$5,224,300.00		\$23,653.00
5.14	Electrical, Low Voltage, Technology, Audio Visual, Fire Alarm	Helm	\$6,685,700.00		\$134,800.00
Bid Package 6					
6.10	Paint Booth	Miller Engineering	\$636,500.00		\$0.00
Bid Package 7					
	Landscaping	TBD	\$150,000.00		
	<b>Contingency</b>		<b>\$2,222,239.00</b>		<b>\$412,651.93</b>
	<b>Totals</b>		<b>\$57,121,138.19</b>	<b>\$686,493.31</b>	<b>\$9,499,566.88</b>
	<b>Total Budget &amp; Contingency</b>	<b>Grant Funds (Note)</b>		<b>Running Total</b>	<b>\$29,424,192.42</b>
	<b>BR 8245: March 25, 2025</b>	Demo Grant	<b>\$1,483,000.00</b>	<b>Percentage of Total</b>	<b>51.5119%</b>
	<b>\$58,000,000.00</b>	FY2025 E Vehicle Equipment	<b>\$15,000.00</b>		
	<b>Blue Highlighted items are complete</b>	FY2025 E Vehicle Construction	<b>\$302,500.00</b>	<b>Contingency Total</b>	<b>\$412,651.93</b>
		FY2026 E Vehicle Equipment	<b>\$200,000.00</b>	<b>Percentage of Total</b>	<b>18.5692%</b>
		Total	<b>\$2,000,500.00</b>		



# CHANGE ORDER LOG

## Downtown West Campus: Construction 2024-2026

Committee of the Whole: 4/14/2026

\*Denotes updated information from last presentation

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



# CHANGE ORDER LOG - Continued

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



# CHANGE ORDER LOG - Continued

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



# CHANGE ORDER LOG - Continued

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Total Expensed
PCO CCF 054	CE #069 - Interior Bollards In accordance with ASI 018R1 and updated drawing A1.10, the following work is to be performed: Bollards. Concrete Anchorage. Slab Modifications	9/26/2025	\$ 5,754.14	\$ 5,754.14	Approved	10/3/2025	Ruiz Construction Systems	\$2,118,996.67	\$ 103,242.33
PCO CCF 010 REV 6	BP4 IFB vs. BP5 IFB Drawings - Structural Changes Pricing Reconciliation	9/10/2025	\$ 67,416.64	\$ 67,416.64	Approved	10/13/2025	Ruiz Construction Systems; NISC	\$2,051,580.03	\$ 170,658.97
PCO CCF 042 R1	DTC ASI 012	8/18/2025	\$ 3,973.42	\$ 3,973.42	Approved	10/16/2025	Miller Engineering	\$2,047,606.61	\$ 174,632.39
PCO CCF 043 R1	ASI 002 Masonry Changes	8/19/2025	\$ 228.00	\$ 228.00	Approved	10/13/2025	Jimmy'Z Masonry	\$2,047,378.61	\$ 174,860.39
PCO CCF 049 R1	DTC PIV Adds and Deducts	9/9/2025	\$ 6,832.51	\$ 6,832.51	Approved	10/16/2025	Miller Engineering; NISC	\$2,040,546.10	\$ 181,692.90
PCO CCF 050	CE #065 - DLC Added Fixture Length F7 The approved lighting submittal shows that DLC F7 (Qty 2), originally listed as 4' on the fixture schedule, now needs to be provided as 8'.	9/10/2025	\$ 780.00	\$ 780.00	Approved	10/13/2025	HELM Electric	\$2,039,766.10	\$ 182,472.90
PCO CCF 052	RFI #137 Adds Per RFI 137, the updated drawings reflect the following changes to the scope of work: • Installation of an open site drain, including all related vent piping, to accommodate the irrigation line drain. • Installation of a drain line complete with valve and cap.	9/17/2025	\$ 703.33	\$ 703.33	Approved	10/13/2025	Miller Engineering	\$2,039,062.77	\$ 183,176.23
PCO CCF 053	Unsuitable (non-bearing) allowance	9/19/2025	\$ 29,629.63	\$ 29,629.63	Approved	10/10/2025	NISC Northern Illinois Service	\$2,009,433.14	\$ 212,805.86
PCO CCF 055	DTC Paint Booths: Exhaust vs. IFB SS Locations vs. Precast Planking	9/26/2025	\$ 3,535.71	\$ 3,535.71	Approved	10/19/2025	Ruiz Construction Systems	\$2,005,897.43	\$ 216,341.57
PCO CCF 056	Hollow Core Plank 175X Support	9/26/2025	\$ 718.37	\$ 718.37	Approved	10/19/2025	Ruiz Construction Systems	\$2,005,179.06	\$ 217,059.94
PCO CCF 057	Hollow Core Plank 178X and 179X9 Support (Structural)	9/26/2025	\$ 909.18	\$ 909.18	Approved	10/19/2025	Ruiz Construction Systems	\$2,004,269.88	\$ 217,969.12
PCO CCF 060	DLC & DTC ASI-022 Piping Diameter Revisions for Terminal Heat Transfer Units	9/29/2025	\$ 3,906.25	\$ 3,906.25	Approved	10/13/2025	Miller Engineering Co	\$2,000,363.63	\$ 221,875.37
PCO CCF 061	Bent Plate at Ramp to Mechanical Roof	9/30/2025	\$ 720.00	\$ 720.00	Approved	10/13/2025	Rockwell Group	\$1,999,643.63	\$ 222,595.37
PCO CCF 045R1	ASI 015 DTC Gates	8/26/2025	\$ 8,036.00	\$ 8,036.00	DKA review	11/18/2025	Helm Electric	\$1,991,607.63	\$ 230,631.37
PCO CCF 064	RFI #206 Reconcile Gyp Board over CMU removed from Scope.	10/14/2025	\$ (1,484.00)	\$ (1,484.00)	Approved	11/11/2025	Rockwell Group	\$1,993,091.63	\$ 229,147.37



# CHANGE ORDER LOG - Continued

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Total Expensed
PCO CCF 066	ComEd CE #083 Reimbursement for utility costs for temporary power usage at job site	10/21/2025	\$ 3,913.32	\$ 3,913.32	Approved	11/13/2025	ComEd Electric	\$1,989,178.31	\$ 233,060.69
PCO CCF 067	Deduct TV Display Corridor 6200 DTC	10/23/2025	\$ (2,580.00)	\$ (2,580.00)	Approved	11/13/2025	Helm Electric	\$1,991,758.31	\$ 230,480.69
PCO CCF 069	Lift installation - RVC Cabinets required to incorporate installation.	10/24/2025	\$ 2,716.23	\$ 2,716.23	Approved	11/11/2025	Standard Industrial & Automotive Equipment	\$1,989,042.08	\$ 233,196.92
PCO CCF 070	Curtain Wall North Side DLC Interference	11/3/2025	\$ 4,122.00	\$ 4,122.00	Approved	11/11/2025	Rockwell Group	\$1,984,920.08	\$ 237,318.92
PCO CCF 062 R1	DTC Adds and Deduct: Deduct for Cord Reels per RFI #41 DTC. Added Hand Dryer DTC per RFI #186. Add per Electrical DTC Add Accessory Trim. Resulting total amount is a CREDIT -1,943.00	10/6/2025	\$ (1,943.00)	\$ (1,943.00)	Approved	12/4/2025	Helm Electric	\$1,986,863.08	\$ 235,375.92
PCO CCF 065 R1	Change door from Clear Anodized to Black Painted	10/17/2025	\$ 9,387.00	\$ 9,387.00	Upcoming	12/4/2025	Cardinal Glass	\$1,977,476.08	\$ 244,762.92
PCO CCF 072	DLC - Hand Dryer - Toilet Room 1214	11/6/2025	\$ 2,824.00	\$ 2,824.00	Approved	12/4/2025	Helm Electric	\$1,974,652.08	\$ 247,586.92
PCO CCF 074	DTC: Conflict with Base Plate and Curtain Wall	11/17/2025	\$ 2,720.00	\$ 2,720.00	Approved	12/4/2025	Rockwell Group; American Igloo; Cardinal Glass	\$1,971,932.08	\$ 250,306.92
PCO CCF 076R1	DTC Roof Scupper - rework needed	12/16/2025	\$ 4,535.00	\$ 4,535.00	Approved	12/30/2025	Rockwell Group; Miller Engineering	\$1,967,397.08	\$ 254,841.92
PCO CCF 077	DLC Mechanical Roof Clips - Tube Steel at roof	12/11/2025	\$ 2,350.00	\$ 2,350.00	Approved	12/30/2025	Rockwell Group	\$1,965,047.08	\$ 257,191.92
PCO CCF 078	DLC Exposed Columns at High Roof	12/11/2025	\$ 4,300.00	\$ 4,300.00	Approved	12/30/2025	HC Anderson Roofing; Rockwell Group	\$1,960,747.08	\$ 261,491.92
PCO CCF 083	ASI 031 changes include revisions to natural gas piping scope.	12/15/2025	\$ 6,975.55	\$ 6,975.55	Approved	12/19/2025	Miller Engineering	\$1,953,771.53	\$ 268,467.47
PCO CCF 068 R3	Top of Foundation Wall Elevation Discrepancy	10/24/2025	\$ 44,729.08	\$ 44,729.08	Approved	1/9/2026	Ruiz Construction Systems	\$1,909,042.45	\$ 313,196.55
PCO CCF 071 R1	Zero Spandrel Conflict Brake Metal	11/3/2025	\$ 16,189.00	\$ 16,189.00	Approved	1/8/2026	Cardinal Glass Co	\$1,892,853.45	\$ 329,385.55
PCO CCF 075	EOD Dimensions Interfere with CFMF - Steel stud system & Bent Plate	12/1/2025	\$ 1,706.12	\$ 1,706.12	Approved	1/6/2026	Ruiz Construction Systems	\$1,891,147.33	\$ 331,091.67
PCO CCF 079	E-Stop Changes per ASI 25 drawings	12/15/2025	\$ 16,002.04	\$ 16,002.04	Approved	1/6/2026	Helm Electric; Miller Engineering	\$1,875,145.29	\$ 347,093.71
PCO CCF 081R1	CE #098 Confirmation of Door Location Relative to Concrete Walkway (Plumbing)	11/26/2025	\$ 563.20	\$ 563.20	Approved	1/6/2026	Miller Engineering	\$1,874,582.09	\$ 347,656.91
PCO CCF 084	RFI # 253 - Elevator Pit extra piping due to sump pump location change	12/10/2025	\$ 2,263.34	\$ 2,263.34	Approved	1/6/2026	Miller Engineering	\$1,872,318.75	\$ 349,920.25
PCO CCF 087	Contaminated Soils in November 2025	12/22/2025	\$ 1,194.12	\$ 1,194.12	Approved	1/8/2026	Northern Illinois Service	\$1,871,124.63	\$ 351,114.37



# CHANGE ORDER LOG - Continued

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Total Expensed
PCO CCF 086	ASI #034 Changes	12/19/2025	\$ (1,869.72)	\$ (1,869.72)	Approved	1/27/2026	Miller Engineering	\$1,872,994.35	\$ 349,244.65
PCO CCF 088	RCO-29 DTC & DLC Camera Deduct (Multi xis IP Cameras and Genetec licenses)	1/5/2026	\$ (46,488.00)	\$ (46,488.00)	Approved	1/27/2026	Helm Electric	\$1,919,482.35	\$ 302,756.65
PCO CCF 089	RCO-31 Add for Security Cable Change (RFI 265)	1/7/2026	\$ 7,680.28	\$ 7,680.28	Approved	1/27/2026	Helm Electric	\$1,911,802.07	\$ 310,436.93
PCO CCF 090	HM Door Frames	1/12/2026	\$ 4,435.00	\$ 4,435.00	Approved	1/19/2026	Jimmy'Z Masonry	\$1,907,367.07	\$ 314,871.93
PCO CCF059R4	ASI 013 R1 Door Revisions	9/26/2025	\$ 12,441.69	\$ 12,441.69	Approved	2/5/2026	Ruiz Construction Systems; Cardinal Glass Co	\$1,894,925.38	\$ 327,313.62
PCO CCF 080R1	DLC Wall and Sill Detail at S. Wall 2nd Fl	11/26/2025	\$ 5,400.00	\$ 5,400.00	Approved	2/6/2026	Rockwell Group	\$1,889,525.38	\$ 332,713.62
PCO CCF 092	RFI #248 DLC Beam Issue	1/15/2026	\$ 14,423.47	\$ 14,423.47	Approved	2/5/2026	Ruiz Construction Systems	\$1,875,101.91	\$ 347,137.09
PCO CCF 085 R1	RFI #128 DLC: Boiler and Water Heater Venting Issues as Designed	12/9/2025	\$ 1,102.50	\$ 1,102.50	Approved	2/14/2026	Miller Engineering	\$1,873,999.41	\$ 348,239.59
PCO CCF 091 R1	ASI # 030 - HVAC soffit fin tube piping layout and sizing, and supply duct addition	1/13/2026	\$ 9,144.07	\$ 9,144.07	Approved	2/14/2026	Miller Engineering	\$1,864,855.34	\$ 357,383.66
PCO CCF 093	DTC East Wall Brick Masonry MEPFP Wall Penetrations	1/20/2026	\$ 3,556.00	\$ 3,556.00	Approved	2/22/2026	Miller Engineering, Helm Electric, Nelson Fire Protection, Jimmy'Z Masonry	\$1,861,299.34	\$ 360,939.66
PCO CCF 100	Per ASI 020 Rev. 1, provide demolition of existing storm piping and reroute storm piping in accordance with the revised drawings.	2/3/2026	\$ 5,878.32	\$ 5,878.32	Approved	2/22/2026	Miller Engineering Co	\$1,855,421.02	\$ 366,817.98
PCO CCF 101	Added Flashing at DTC RTU Roof Deck	2/4/2026	\$ 3,920.00	\$ 3,920.00	Approved	2/24/2026	HC Anderson - Roofing	\$1,851,501.02	\$ 370,737.98
* PCO CCF 094	Temp Enclosures December (Remaining Amount Due)	1/21/2026	\$ 3,411.13	\$ 3,411.13	Approved	3/8/2026	Ruiz Construction Systems	\$1,848,089.89	\$ 374,149.11
* PCO CCF 102	ASI 036 provide ECE duct work, black SAT ceiling system and add six concealed heads with black cover plates.	2/11/2026	\$ 10,083.60	\$ 10,083.60	Approved	3/11/2026	Nelson Fire; Rockwell Group	\$1,838,006.29	\$ 384,232.71
* PCO CCF 103	DLC Vestibule 6107 Ceiling	2/17/2026	\$ 1,711.00	\$ 1,711.00	Approved	3/11/2026	Rockwell Group; Helm Electric	\$1,836,295.29	\$ 385,943.71
* PCO CCF 096 R1	ASI #017 Costs Folding Grilles includes specifications for manual folding grille located DLC food service area.	1/26/2026	\$ 16,704.10	\$ 16,704.10	Approved	4/1/2026	Ruiz Construction Systems	\$1,819,591.19	\$ 402,647.81

\* Denotes new change orders since the last Board of Trustees Committee of the Whole meeting (March 10, 2026).



# CHANGE ORDER LOG - Continued

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Total Expensed
* PCO CCF 106	Added Low-Voltage Contacts for TCC Add low-voltage temperature control contracts at 64 locations for integration with lighting controls.	2/26/2026	\$ 2,929.00	\$ 2,929.00	Approved	4/1/2026		\$1,816,662.19	\$ 405,576.81
* PCO CCF 107	RFI #335 Costs DTC: Compressed Air Lines at Engine and Diesel Lab Issues	3/2/2026	\$ 1,447.68	\$ 1,447.68	Approved	4/1/2026	Miller Engineering	\$1,815,214.51	\$ 407,024.49
* PCO CCF 108	Per ASI 037, provide one full port resilient shutoff valve before fire protection backflow preventer in the DLC and DTC.	3/2/2026	\$ 5,627.44	\$ 5,627.44	Approved	4/1/2026	Miller Engineering, Nelson Fire Prot	\$1,809,587.07	\$ 412,651.93

\* Denotes new change orders since the last Board of Trustees Committee of the Whole meeting (March 10, 2026).



# Present and Future Status

## Present

- The team continues to work on installing interior finishes in both buildings.
- The RVC team will continue to purchase FFE equipment for delivery in July 2026.
- Outdoor site work is starting. Parking lots and other site work issues are being resolved and installation is beginning.

## Future

- Installation of FFE equipment will begin in June and reach full strength in July.
- Extensive final installation and commissioning of technical systems like the HVAC will be conducted.

*Thank You*



# Project: Turf Athletic Fields Baseball & Softball (turf installer) - Construction 2025-2026

Committee of the Whole: 4/14/2026

\*Denotes updated information from last presentation

**\$81,545.12**

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
*1	Additional turf square footage required; coordination of final field layouts for the softball field.	3/4/2026	\$12,071.41	\$12,071.41	Approved	3/13/2026	FIELD TURF	\$43,042.65

**Project: Bid 25-19 BST Lighting Phase 2 & 3 - Construction 2025-2026**

Committee of the Whole: 4/14/2026

\*Denotes updated information from last presentation

**\$142,500.00**

<b>Change Order Number</b>	<b>Description</b>	<b>Date Received</b>	<b>Amount Requested</b>	<b>Amount Approved</b>	<b>Status</b>	<b>Date Approved</b>	<b>Company Name</b>	<b>Contingency Running Total</b>
001	Add dimmer switches to both sets of stair lighting F4 fixtures with stainless steel cover plates, subtracted from the Contingency.	2/18/2026	\$254.00	\$254.00	Approved	2/22/2026	HELM Electric	\$142,246.00
002	The originally specified portable theatrical fixture, the Maverick Force by Chauvet, has been discontinued. We are replacing it with twelve (12) Chauvet Storm 3 Profile (IP65) fixtures. This substitution results in a net cost increase of \$200.00 total from the Contingency.	2/24/2026	\$200.00	\$200.00	Approved	2/26/2026	HELM Electric	\$142,046.00
* 003	Modules and fixtures per PCO-3 and PCO-04-R4	3/16/2026	\$26,883.00	\$26,883.00	Approved	3/17/2026	HELM Electric	\$115,163.00

## Personnel Report

### A. Appointments

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

Timothy Tuestad, Project Manager, Full-time, ADM, \$90,000, effective April 20, 2026.

### B. Departures

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Howard J. Spearman, Ph.D.  
President

# ROCK VALLEY COLLEGE 2026 - AT A GLANCE CAMPUS FACILITY EVENTS

Date	Event	Staff	Student	Athletic	Community
<b>April</b>					
4/2/2026	Professional Development Day - PEC Gym, 8am	x			
4/4/2026	Baseball Game - Rivets Stadium, 11am	x	x	x	x
4/4/2026	Softball Game - Rockford University, 12pm	x	x	x	x
4/6/2026	First Generation Speaker Series - SSC Atrium, 12pm	x	x		
4/7/2026	First Tuesday Lecture - SSC Atrium, 5:30pm	x	x		
4/8/2026	Softball Game - Rockford University, 2pm	x	x	x	x
4/9/2026	Re-entry Simulation Event - SSC Atrium, 9am	x	x		x
4/10/2026	CEB Spring Symposium - SSC Atrium, 11am	x	x		
4/10/2026	Softball Game - Rockford University, 3pm	x	x	x	x
4/11/2026	Softball Game - Rockford University, 12pm	x	x	x	x
4/11/2026	Rising Stars All Star Classic - PEC Gym, 5pm	x	x	x	x
4/12/2026	Baseball Game - Rivets Stadium, 12pm & 2:30pm	x	x	x	x
4/12/2026	Softball Game - Rockford University, 12pm	x	x	x	x
4/14/2026	What's the Tea Tuesday - SSC MCC, 2pm	x	x		
4/14/2026	Softball Game - Rockford University, 3pm	x	x	x	x
4/15/2026	Monthly Mentorship Series - SSC 1224, 12pm	x	x		
4/15/2026	Baseball Game - Rivets Stadium, 2:30pm & 5pm	x	x	x	x
4/15/2026	Community Network Anchor Collaborative Meeting - SSC Atrium, 6pm				x
4/16/2026	Baseball Game - Rivets Stadium, 2pm & 4:30pm	x	x	x	x
4/17/2026	Health Science Quiz Bowl - SSC Atrium, 8am	x	x		
4/18/2026	Softball Game - Rockford University, 12pm	x	x	x	x
4/19/2026	Volleyball Tournament - PEC Gym, 9am	x	x	x	x
4/19/2026	Softball Game - Rockford University, 12pm	x	x	x	x
4/20/2026	SAGE Resource Fair - SSC Atrium, 2:30pm	x	x		x
4/22/2026	Administrative Assistant Appreciation Breakfast - SSC Atrium, 8:30am	x			
4/22/2026	Wellness Wednesday - SSC Atrium, 1pm	x	x		
4/23/2026	PAIC Presents: Legos & Accommodations - SSC Atrium, 10am	x	x		
4/23/2026	WEI Spring Career Fair - PEC Gym, 2pm	x	x		x
4/24/2026	Eagle Excellence Awards - SSC Atrium, 12pm	x	x		
4/24/2026	Softball Game - Rockford University, 3pm	x	x	x	x
4/25/2026	Baseball Game - Rivets Stadium, 12pm & 2:30pm	x	x	x	x
4/26/2026	Softball Game - Rockford University, 12pm	x	x	x	x
4/26/2026	Baseball Game - Rivets Stadium, 12pm & 2:30pm	x	x	x	x
4/26/2026	Rockford United Labor History Matinee - ERC PAR, 2pm	x	x		x
4/28/2026	What's the Tea Tuesday - SSC MCC, 2pm	x	x		
4/28/2026	Baseball Game - Rivets Stadium, 2pm & 4:30pm	x	x	x	x
4/29/2026	14th Annual Caskey Lecture - PEC Gym, 6pm	x	x		x
4/30/2026	RVC 2026 CEO Challenge - PEC & SSC, 11:30am	x			x
4/30/2026	Baseball Game - Rivets Stadium, 2pm & 4:30pm	x	x	x	x
4/30/2025	2026 RVC Band Concert - ERC PAR, 6pm	x	x		x
<b>May</b>					
5/1/2026	ALAS High School Leadership Conference - PEC Gym & CLI, 8am	x	x		x
5/1/2026	TRiO Graduation & DAP Induction Ceremony - SSC Atrium, 10am	x	x		x
05/01 - 05/02	Old Towne Band Performance - ERC PAR, 6pm	x	x		x
5/3/2026	Baseball Game - Rivets Stadium, 12pm & 2:30pm	x	x	x	x
05/05 - 06/09	Accelerate Operational Excellence Training by IMEC - ATC 1516, 8am				x
5/5/2026	First Tuesday Lecture - SSC Atrium, 5:30pm	x	x		x
5/6/2026	Student Life Leadership Banquet - SSC Atrium, 6pm	x	x		

# ROCK VALLEY COLLEGE 2026 - AT A GLANCE CAMPUS FACILITY EVENTS

Date	Event	Staff	Student	Athletic	Community
<b>May cont.</b>					
5/6/2026	Massage Therapy Graduation - HSC Lobby, 6pm	x	x		x
5/8/2026	Sankofa Celebration - SSC Atrium, 6pm	x	x		x
5/13/2026	Dental Hygiene Pinning Ceremony - SSC Atrium, 12pm	x	x		x
5/13/2026	Respiratory Care Pinning Ceremony - SSC Atrium, 2pm	x	x		x
5/13/2026	Nuestras Raices Ceremony - PEC Gym, 3pm	x	x		x
5/14/2026	Nursing Program Pinning Ceremony - SSC Atrium, 11am	x	x		x
5/14/2026	Certificate Ceremony - PEC Gym, 2pm	x	x		x
5/14/2026	GED Recognition Ceremony - PEC Gym, 6pm	x	x		x
5/15/2026	RVC Commencement Ceremonies - PEC Gym, 2pm & 6pm	x	x		x
5/19/2026	Community Orchestra Concert - ERC PAR, 7pm	x	x		x
5/20/2026	2026 Retiree Celebration - SSC Atrium, 3pm	x	x		x
5/21/2026	Golden Eagle Breakfast - SSC Atrium, 8am	x	x		x
5/21/2026	RAISE Graduation Ceremony - SSC Atrium, 4pm	x	x		x
5/22/2026	WEI Spring Completion Ceremony - PEC Gym, 10am	x	x		x
5/30/2026	Stateline Strides for Strokes - Grounds, 9am	x	x		x
<b>June</b>					
06/01 - 06/05	Volleyball Camp - PEC Gym, 8am	x	x	x	x
06/03 - 06/04	Wizard of Oz Showing - BST, 7:30pm	x	x		x
06/05 - 06/06	Wizard of Oz Showing - BST, 8pm	x	x		x
6/4/2026	HCCTP Graduation Ceremony - ERC PAR, 3pm	x	x		x
6/6/2026	Wizard of Oz Matinee Showing - BST, 2pm	x	x		x
06/10 - 06/11	Once on this Island Showing - BST, 7:30pm	x	x		x
06/12 - 06/13	Once on this Island Showing - BST, 8pm	x	x		x
6/11/2026	Rockford Culture of Belonging Academy Conference - PEC Gym, 9am	x	x		x
6/13/2026	Once on this Island Matinee Showing - BST, 2pm	x	x		x
06/17 - 06/18	Something Rotten Showing - BST, 7:30pm	x	x		x
06/19 - 06/20	Something Rotten Showing - BST, 8pm	x	x		x
6/18/2026	Juneteenth Commemoration - SSC Atrium, 12pm	x	x		x
6/20/2026	League of Women Voeters of Greater Rockford - SSC Atrium, 1pm				x
6/20/2026	Something Rotten Matinee Showing - BST, 2pm	x	x		x
6/24/2026	New Student Welcome Event - SSC Atrium, 12pm	x	x		x
06/24 - 06/25	Nine to Five Showing - BST, 7:30pm	x	x		x
06/26 - 06/27	Nine to Five Showing - BST, 8pm	x	x		x
6/27/2026	Nine to Five Matinee Showing - BST, 2pm	x	x		x
<b>July</b>					
7/2/2026	1776 at Starlight Theatre - BST, 7:30pm	x	x		x
7/6/2026	Raymond James Starlight Performance Buy-out - BST, 7pm				x
7/7/2026	Career Services Student Worker Hiring Fair - CLI, 10am	x	x		x
7/7/2026	Wells Fargo Starlight Performance Buy-out - BST, 7pm	x	x		x
07/08 - 07/12	Wizard of Oz Showing - BST, 8pm	x	x		x
7/9/2026	New Student Welcome Event - SSC Atrium, 10am	x	x		x
07/15 - 07/19	Once on this Island Showing - BST, 7:30pm	x	x		x
7/21/2026	Start Strong Event - SSC Atrium, 9am	x	x		x
07/22 - 07/26	Something Rotten Showing - BST, 7:30pm	x	x		x
7/23/2026	Lean Manufacturing Overview Training by IMEC - ATC 1516, 8am				x
7/25/2026	R2OC Robotics Competition - PEC Gym, 7:30am	x	x		x
07/29 - 08/02	Nine to Five Showing - BST, 7:30pm	x	x		x