RockValleyCollege

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, May 12, 2026

Livestreaming Link: https://www.youtube.com/channel/UCwa3Fs6l4pWAR_4iDZPTNZA
(The link opens to the YouTube page; access the Board meeting by clicking on the "Live" video icon with the date shown above.)

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
1. New Student Trustee/Sarah Ortiz Espinoza

F. Review of Minutes: Committee of the Whole, April 14, 2026

G. General Presentations
1. Studer Education Quarterly Update
2. Software as a Service (SaaS) Presentation (Colleague/Ellucian)

H. Teaching, Learning, and Communications Discussion: Board Liaison Trustee Goldsmith
1. Highway Construction Careers Training Program Intergovernmental Agreement
2. Dual and Articulated Credit Memorandums of Understanding (MOU)
    a. Belvidere Community Unit School District #100
    b. Christian Life Schools
    c. Harlem Unit School District #122
    d. Hononegah Community High School District #207
    e. Keith Country Day School
    f. Meridian Community Unit School District #223
    g. North Boone Community Unit School District #200
    h. Pecatonica Community Unit School District #321
    i. Rockford Christian High School
    j. South Beloit Community Unit School District #320
3. Running Start Intergovernmental Agreements (IGA)
    a. Belvidere Community Unit School District #100
    b. Durand Community Unit School District #322
    c. Harlem Unit School District #122
    d. North Boone Community Unit School District #200
    e. Pecatonica Community Unit School District #321
    f. South Beloit Community Unit School District #320
4. Senior Semester Intergovernmental Agreement
    a. North Boone Community Unit School District #200
5. Technology Bus Update
6. Enrollment Update
7. Lobbying Update

I. Finance Discussion: Board Liaison Trustee Cardenas Cudia
1. Purchase Reports (A, B, and C)
2. Fiscal Year 2026 Third Quarter Vital Signs
3. Cash and Investment Report
4. *Informational Only
    a. Quarterly Report-Purchase Orders $10K-$25K

J. Operations Discussion: Board Liaison Trustee Trojan

1. Classroom II Building (CLII) Update
2. Personnel Report
3. Rock Valley College Events Calendar
4. *Informational Only
    a. Quarterly Employee Personnel Update
    b. Field Turf Update
    c. Downtown West Update/Change Order
    d. Change Orders Update

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 Board of Trustees Meeting:

May 26, 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:

June 9, 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, April 14, 2026

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, April 14, 2026, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Board Chair Paul Gorski.

Roll Call

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

Mr. Paul Gorski	Ms. Jenna Goldsmith
Mr. John Nelson	Ms. Gloria Cardenas Cudia
Ms. Kristen Simpson	Mr. Isiah Blake, Student Trustee
Mr. Robert 'Bob' Trojan	Ms. Crystal Soltow joined via Teleconference

The following Trustee was absent from the roll call: Ms. Crystal Soltow.

Also present: Dr. Amanda Smith, Vice President of Academic Affairs filled in for President Spearman; Dr. Keith Barnes, Vice President of Cultural Excellence and Belonging; Dr. Patrick Peyer, Vice President of Student Affairs; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; 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 Joseph Perkoski, Robbins Schwartz.

Board Member Attendance by Means Other than Physical Presence

Trustee John Nelson made a motion, seconded by Trustee Cardenas Cudia, to allow Trustee Crystal Soltow to participate in the meeting via teleconference. The motion was approved by a unanimous roll call vote. Trustee Soltow entered the meeting via telephone.

Communications and Petitions

There were no public comments, communications, and/or petitions.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

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

General Presentation

Due to incoming inclement weather, several non-action items and the general presentation were postponed to a future meeting.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Goldsmith

Early College Items: As an introduction to the Early College items on the agenda, Dr. Amanda Smith provided an overview of the Dual and Articulated Credit, Running Start, and Senior Semester programs and agreements with the area high school districts. Discussion ensued.

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

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

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

1. **Dual and Articulated Credit Memorandum 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 Agreement (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**

Trustee Trojan requested that the Administration check all regional high schools to identify which ones provide financial assistance to students and which do not. Dr. Amanda Smith is tasked with gathering more information regarding scholarship opportunities for students at high schools (specifically, Byron) that do not provide direct financial assistance for early college programs.

The Board expressed consensus support for maintaining and growing partnerships with the area high schools.

4. Industrial Systems Technology Associate of Applied Science (AAS)

Dr. Smith presented the AAS in Industrial Systems Technology program. A proposal for an Industrial Systems Technology Associate of Applied Science (AAS) degree was presented. The degree, designed to meet regional employer needs for cross-functional technical skills, will be submitted for permanent approval to the Illinois Community College Board (ICCB) 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.

Trustee Trojan would like the Administration to develop a monthly enrollment report for workforce/non-credit credits to track revenue alongside traditional credit hours. Trustee Trojan would like the report to resemble the enrollment report that Vice President Snider presents.

5. Enrollment Update

Board Chair Gorski stated that the Enrollment Update would be postponed.

Trustee Trojan expressed that he would like an investigation and report on the declining enrollment in the NIU-RVC engineering partnership (specifically, why the scope was narrowed to mechanical engineering).

6. Completion Ceremonies Update

Dr. Smith explained that the Completion Ceremonies Update is a list of graduations and various end-of-year ceremonies scheduled for May 2026. Dr. Smith reminded Trustees to contact Ms. Ann Kerwitz, assistant to the president, about which ceremonies they would attend.

7. Lobbying Update

Board Chair Gorski postponed the Lobbying Update.

8. *Informational Only

The following presentations were presented at the American Association of Community Colleges (AACC) Conference in Seattle, WA. President Spearman, Vice President Stewart, and Vice President Huntley represented RVC.

- Pioneering a Culture of Excellence for Leaders
- Expanding the Reach of Traditional Customer Relationship Management Systems
- Dual Enrollment – Boosting College Enrollment and Providing Greater Access

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

1.	**BP Roofing**	**Loves Park, IL**	**$ 7,000.00*(1)**
			Not to Exceed

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

2.	**Shumacher Elevator**	**Denver, IA**	**$ 5,000.00*(2)**
			Not to Exceed

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

3.	**Rock River Disposal**	**Rockford, IL**	**$ 13,330.00*(3)**
			Not to Exceed

D. Consultant Services – Consulting Services – IT – IT Administration)

4.	**Ferrilli**	**Haddonfield, NJ**	**$ 31,200.00*(4)**
			Not to Exceed

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

5.	**Demonica Kemper Architects (DKA)**	**Chicago, IL**	**$ 7,000.00*(5)**

			Not to Exceed

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

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

Purchase Report B – FY2026 Purchases

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

1.	**Entre Computer Solutions**	**Machesney Park, IL**	**$ 538,436.22*(1)**
	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

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

2.	**Yuja Lumina**	**San Jose, CA**	**$ 37,513.90*(2)**
			Not to Exceed

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

3.	**Schneider Electric**	**Rockford, IL**	**$ 77,214.00*(3)**
			Not to Exceed

Trustee Nelson questioned the $500,000 increase in health insurance costs, asking for clarification on who projected the expenses and whether the college should reconsider its self-insured status.

Vice President Olson explained to the Board that a Purchase Report C will be presented at the April 28, 2026, Regular Board meeting. The report will be for the moving, rigging, and storage for vacating the Stenstrom Center for Career Education (SCCE). The SCCE has a vacancy deadline of June 1, 2026.

2. Bond Parameter Resolution

Ms. Olson stated that RVC 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 (CDB), as the state will partially fund the project. RVC will issue additional debt obligations to fund this capital project, not to exceed $7,900,000, for the working cash fund. Funds advanced for the CDB trust account will be reimbursed to the operating account once bonds are issued in May.

3. Tentative Budget for Fiscal Year 2027 and Public Notice

Ms. Olson discussed the Fiscal Year 2027 Budget. Ms. Olson stated that contractual services, materials, and supplies are projected to rise due to contractual obligations and inflationary pressures. Travel and conference expenses are also increasing to support staff and trustee travel. Fixed charges will decrease following the college's vacation of the lease at 99 East State Street, Rockford, in August 2026. The budget plan totals $227,502,587, factoring in a 9.5% increase in EAV estimates and staffing additions for the Downtown West location (including police and student services).

Trustee Trojan raised concerns regarding the tracking of non-credit/workforce development revenue, which accounts for approximately 20% of tuition revenue. Ms. Olson stated that currently, these funds (Fund 5) are tracked separately from credit-hour revenue (Fund 1). Trustees would like Administration to develop a monthly/quarterly enrollment and revenue report for the Workforce Development/non-credit credits.

4. Cash and Investment Report

Vice President Olson presented the Cash and Investment Report through March 31, 2026. Total operating cash is $15,731,592. Total operating cash and investments are $98,557,030. The operating cash and investments have changed by <$1,190,873> since February 28, 2026. Total capital funds are $64,786,827. Since February 28, 2026, the change in capital funds has been <$2,594,730>. Ms. Olson stated that the total operating cash and investment funds were 91.73% of the FY2026 operating budget.

Operations Discussion: Board Liaison Trustee Trojan

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

Mr. Rick Jenks, vice president of operations, presented the second 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 these protections are now covered by collective bargaining agreements.
- **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.

2. 2026 Summer Flex Days for Full-Time Educational Support Personnel (ESP), Support Staff Association (SSA), Professional Staff Association (PSA), and Administrative Staff

Following the precedent set by Board Report #8269 (approved April 22, 2025), the Administration proposes a continuation of the summer flex day program for the 2026 season. The recommendation provides five (eight-hour) summer flex days for the following full-time employee groups:

- Educational Support Personnel (ESP)
- Support Staff Association (SSA)
- Professional Staff Association (PSA)
- Administrative Staff

All days must be utilized between May 18, 2026, and July 31, 2026. The days must be taken in full eight-hour blocks. Any flex days not used by the July 31 deadline will be forfeited. Usage is subject to approval by the employee's appropriate supervisor. If an employee's standard shift exceeds eight hours, they may supplement the remaining time with other available paid leave (vacation or personal hours).

3. Retirement Resolution

The board recognized eight retirees for their years of service at RVC: Linda Buerger, Stephen Donahue, Jeanne Ellis, Carol Griesbach, Betty Hoshaw, Maureen Miller, Cassiopeia Paslick, and Betty Villalobos-Hallmann.

4. Downtown West Update

Mr. Jenks stated that the project remains on schedule for an August 17, 2026, opening. Substantial completion is targeted for July 1, 2026. Installation of furniture, fixtures, and lab equipment is set for late June through July. Six new positions are confirmed for Downtown (two for Plant, Operations, and Maintenance, two for Police, and two for Student Services). A full staffing plan will be presented in the coming months. The Foundation is coordinating with local artists to display work in the new building. Plywood backing was pre-installed in the walls during construction to facilitate hanging art.

Trustees would like a full staffing plan for the Downtown West Building (new hires vs. transfers).

5. Classroom Building II (CLII) Update

Mr. Jenks provided a verbal update on the Classroom Building II project. He stated that the Capital Development Board (CDB) has finalized negotiations for the design and construction phases. The project is moving into the "Design Development" phase to finalize specific program needs.

Trustees would like a tentative schedule for the CLII project development within the next 30 days.

6. Change Order Update

Vice President Jenks discussed the following change orders:

- **Athletic Fields Baseball and Softball Turf Installation:** a change order in the amount of $12,071.41 was requested for additional turf square footage required for the coordination of the final field layouts for the softball field.
- **Bengt Sjostrom Theatre (BST/Starlight):** A change order in the amount of $26,883.00 was approved for modules and fixtures per PCO-3 and PCO-04-R4.

7. Personnel Report

Mr. Jenks discussed the April 2026 Personnel Report. There is a placeholder for a Philosophy instructor, and the appointment of the new Project Manager, Timothy Tuestad. Mr. Jenks introduced Mr. Tuestad to the Board and welcomed him to RVC.

8. RVC Events Calendar

Mr. Jenks discussed the April 2026 RVC Events Calendar.

New Business/Unfinished Business

Unfinished Business

The Board Chair issued a directive to administration and faculty to maintain and strengthen dual credit programs, stating he would not look favorably on any reductions to these partnerships.

New Business

There was no new business discussed.

Adjourn to Closed Session

A closed session was not held.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on Tuesday, April 28, 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, May 12, 2026, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

Adjourn

At 6:20 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.

_____ _____

Dr. Jenna Goldsmith, Secretary Paul Gorski, Board Chairman

Rock Valley College

Studer Education Quarterly Update

Rock Valley College Board of Trustees Meeting
May 12, 2026

Studer Education

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Our Updates

Cabinet Retreat and Leadership Development Institute

RVC Strategic Plan Refresh

Brand Recognition | External Awards and Presentations

New Opportunity | Professional Growth and Development

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Using the Culture Survey to Connect Our Updates

What is the purpose of the Culture Survey or what's the significance of using it to inform the **Cabinet Retreat and Leadership Development Institute**?

Why does a "great place to work" or a "trust in leadership" matter? How do we use the Culture Survey feedback to inform the **Cabinet Retreat and Leadership Development Institute**?

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Quarterly Cabinet Retreat

Determine Cabinet Actions

- Correlation to student success measures (student readiness, academic success, and sense of belonging).
- Correlation to employee success measures (decrease in voluntary turnover rate / increase in employee retention, elevated employee engagement and productivity, fostered innovation).

Integrate into Professional Development, Leader Development

- Why? To Build Trust
- Why? To Build Consistency in Leadership Practices… that Build Trust
- Why? To Focus on Employee Engagement… that Builds Trust
- Why? To Impact Results

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RVC SCORECARD

Pillar	Strategic Goal	5-year Target	Progress Monitoring Tool	Outcomes	Actions
Cultural Excellence	Improve the campus culture by establishing cultural competence, trust, and a sense of belonging among employees and learners, and accessibility to working and learning environments and the information shared within them.	Increase Score on Culture Survey item "I would recommend RVC as a great place to work" to 3.50 out of 4.00 by 2027.	Employee Culture Survey	Fall 2021 = 2.85 Fall 2023 = 3.05 Fall 2025 = 3.27	Provide leadership updates
Exceptional Educational Opportunities	Improve student readiness, academic success, and sense of belonging.	Improve IPEDS outcome measures (certificate/degree completion, still enrolled, transfer-out) to 65% by 2027.	IPEDS Outcome Measures Survey; IPEDS Data Center	FY2022 = 61% FY2023 = 61% FY2024 = 65% FY2025 = 66%	Case management advising

(Notes: Annual intermittent goals not shown. Outcome status based on most recent year.)

Scale:	1 = Alert	2 = Area of Concern	3 = Met Goal	4 = Stretch Goal	5 = Super Stretch Goal

EMPLOYEE TARGET: GREAT PLACE TO WORK

Scorecard Category: Employees

Pillar	Strategic Goal	5 Year Target	Fall 2021 Outcome	Fall 2023 Outcome	Fall 2025 Outcome	Related Metric(s)
Cultural Excellence	IV.1: Improve the campus culture by establishing cultural competence, trust, and a sense of belonging among employees and learners, and accessibility to working and learning environments and the information shared within them.	Increase Score on Culture Survey item "I would recommend RVC as a great place to work" to 3.50 by 2027.	2.85/4.00	3.04/4.00	3.27/4.00	Culture Survey Item: • I would recommend RVC as a great place to work.

1 = Alert	2 = Area of Concern	3 = Met Goal	4 = Stretch Goal	5 = Super Stretch Goal

SOURCE: Rock Valley College Employee Culture Survey

EMPLOYEE TARGET: TRUST IN LEADERSHIP

Scorecard Category: Employees

Pillar	Strategic Goal	5 Year Target	Fall 2021 Outcome	Fall 2023 Outcome	Fall 2025 Outcome	Related Metric(s)
Cultural Excellence	IV.1: Improve the campus culture by establishing cultural competence, trust, and a sense of belonging among employees and learners, and accessibility to working and learning environment and the information shared within them.	Increase score on Culture Survey composite "Trust in Leadership" to 3.54 by 2027.	2.79/4.00	3.00/4.00	3.20/4.00	Culture Survey Items: • The President and his Cabinet support the needs of our faculty and staff. • The President and his Cabinet have a clear vision for the direction of the College. • I feel respected by senior administrators. • I feel my work is valued by the College. • I am encouraged to share my opinions and viewpoints. • The College operates in a socially responsible manner.

1 = Alert	2 = Area of Concern	3 = Met Goal	4 = Stretch Goal	5 = Super Stretch Goal

SOURCE: Rock Valley College Employee Culture Survey

COMMUNITY TARGET: BUSINESS ENTERPRISE PARTNERS

Scorecard Category: Community

Pillar	Strategic Goal	5 Year Target	FY2022 Outcome	FY2023 Outcome	FY2024 Outcome	FY2025 Outcome	Related Metric(s)
Cultural Excellence	IV.1: Improve the campus culture by establishing cultural competency, trust, equity, and a sense of belonging among employees and learners.	Increase the amount of RVC contractual dollars awarded to Business Enterprise Partner (BEP) recognized vendors to between 10% and 20% by 2027.	In progress	In progress	21%	24%	• BEP eligibility • BEP authentication • BEP contracts awarded

1 = Alert	2 = Area of Concern	3 = Met Goal	4 = Stretch Goal	5 = Super Stretch Goal

Ground Our Work (and Growth) in Purpose

“Every. Single. Thing. everyone on this team does goes back to the mission, vision, values, and pillars of this institution. …You should have your individual "why" that you show up every day. And it should contribute to the collective why. And If you don't see yourself in this picture, let’s work together so you DO see yourself here.”

Dr. Cindi Tobin, Dean of Early College, Rock Valley College

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Strategic Plan Refresh

RVC Standards of Practice

STRATEGIC PLAN REFRESH

Why

- The current plan is "expiring"
- Accreditation recommendation

How

- Gather input from faculty, staff, students, trustees, and community
- Establish Institutional Effectiveness Committee
- Continue Studer work with Cabinet and Leadership Development Institute

What

- Pillars remain the same
- Review Mission, Vision, Core Values
- Update goals, targets, and scorecard
- Incorporate Strategic Enrollment Management Plan and Academic Plan with focus on adult learners

PROCESS, TIMELINE & OPPORTUNITIES FOR INPUT

Spring 2026

- Review Mission, Vision, and Core Values
- Professional Development Day, Leadership Development Institute

Summer & Fall 2026

- Update goals, targets, and scorecard
- Present refresh draft to Trustees by end of calendar year

Spring 2027

- Roll out refreshed strategic plan
- Faculty Development Day
- Annual Town Hall Meeting

Getting Started
Inviting Feedback

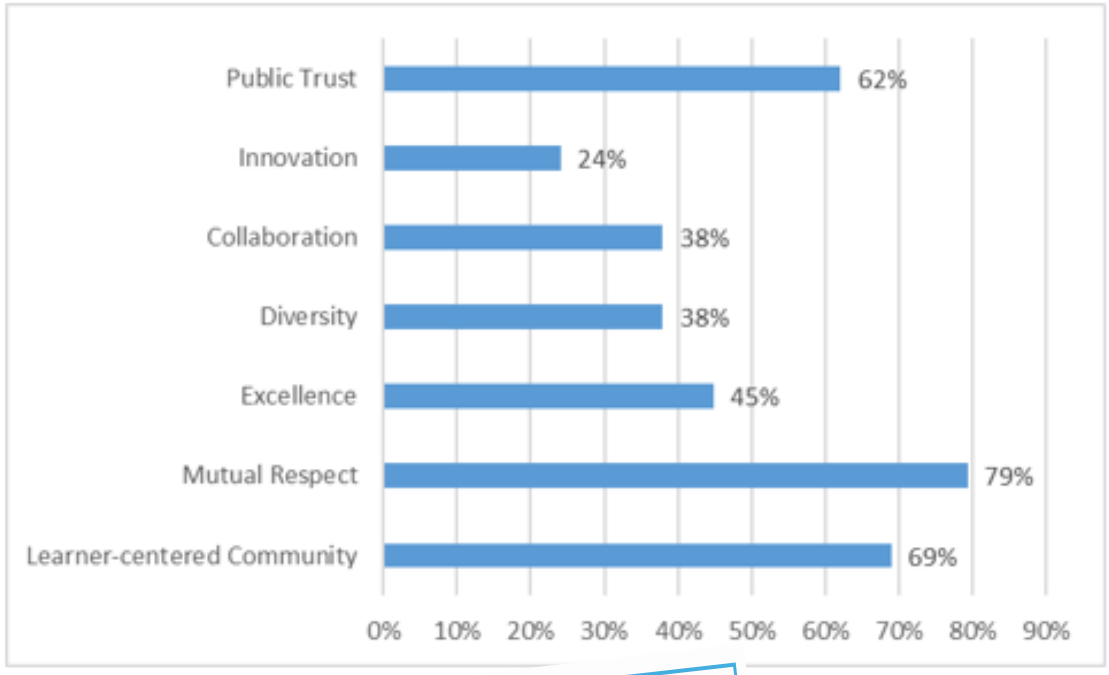
What is the mountain peak we are trying to reach?

Table 3: Professional Development Day

Category	Comments
Student Success	Positive ROI
	To make it so students become successful, and then benefit the community
	Empowering through well designed learning opportunities
	Student Success for the community
	Student Success
	Student success
	Improved educational attainment for students of all ages resulting in increased satisfaction
	Student success in completing their goals and contributing to the community
	Empowerment
Community	To make it so students become successful, and then benefit the community
	Student Success for the community
	Public trust and engagement
Enrollment	Higher [illegible]
Excellence	
	[illegible] of all CC.

Which core values resonate with you the most?

Figure 4: Professional Development Day & Institutional Effectiveness and Communications



Being a college students are proud to choose. Being a dependable resource that ties the community together throughout lifetimes.

Empowering/giving our community the opportunity for a better life by offering education/training/etc.

Studer Education

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Getting Started

Cascading Process and Developing Leaders

INTERMITTENT GOALS & 90-DAY ACTION PLANS

Example

90-day (Quarterly) Actions

Implement Case Management Advising
Q1: Salesforce Communication Flow ,Q2: New Students,
Q3: Continuing Students, Q4: Track Appointments

Intermittent (Annual) Goal

FY2025: Achieve outcome measure between 60% and 62%.

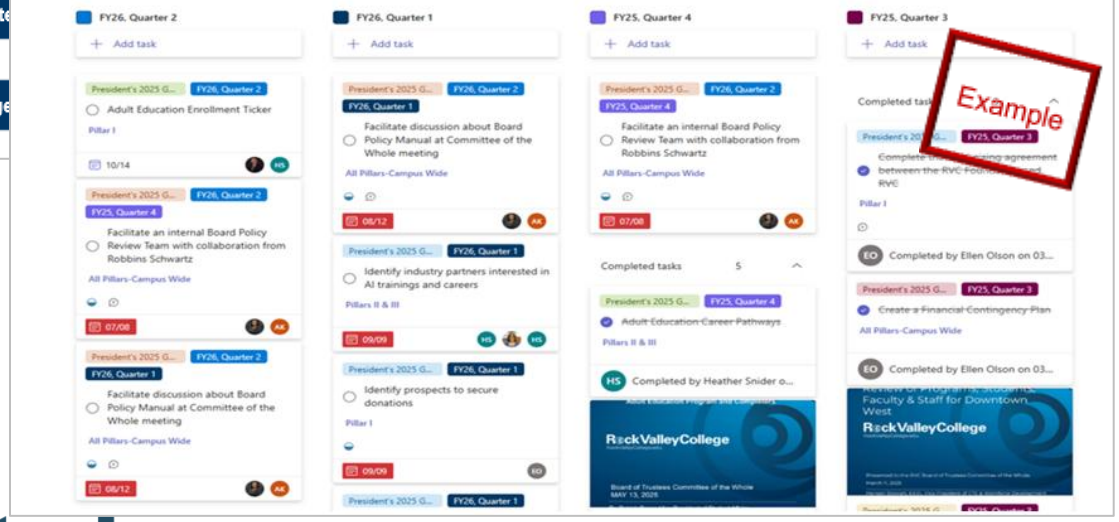
Scorecard Target

Improve IPEDS outcome measures (certificate/degree completion, still enrolled, transfer-out) to 65% by 2027

Long-te

College

TRACKING 90-DAY ACTIONS: PLANNER



Example

EXERCISE 1: WRITE A STRATEGIC GOAL

Bad Example: Increase enrollment.

Better Example: Increase credit hour enrollment from 115,000 to 120,000 by 2030.

Department Specific: Increase fall to spring persistence from 70% to 80% by 2030.

EXERCISE 2: CREATE A SCORECARD

Create a scorecard entry (or 2) using the strategic goal you wrote for Exercise 1.

- Align with the strategic plan pillars.
- Write specific, measurable targets (x to y by when).
- What progress monitoring tool will you use?
- What scale will you use to measure success?

EXERCISE 3: CREATE 90-DAY ACTIONS

Write some 90-day actions using the goal you wrote in Exercise 1 and Scorecard you created in Exercise 2.

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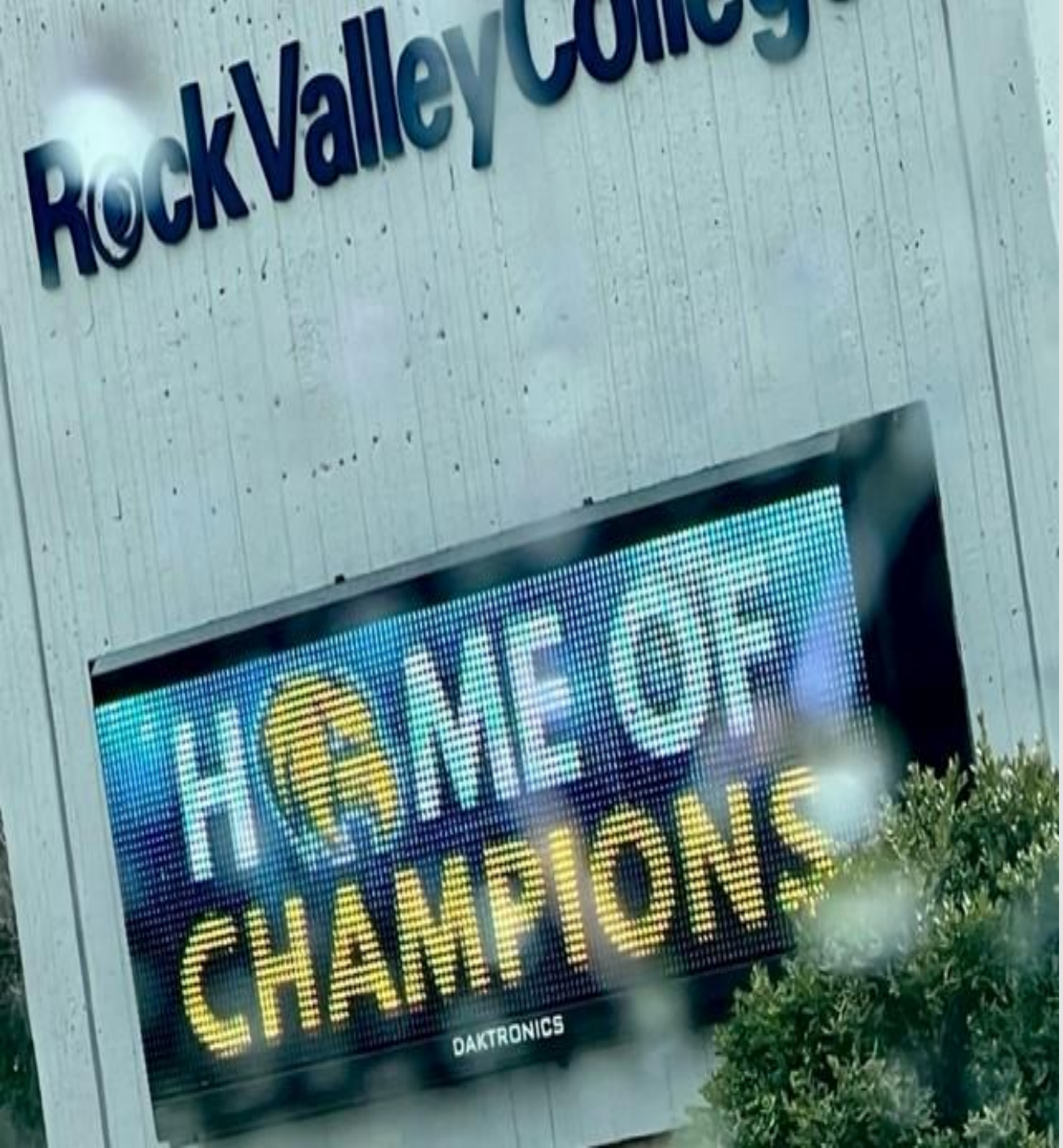

Advance Brand Recognition

External Awards and Presentations

Our Featured Leader

vard J. Spearman, Ph.D.
dent, Rock Valley College
Rockford, IL

December 12, 2025

Connecting Leadership Across Institutions of Higher Learning

Hardwiring Excellence in Education Book Study

December 12, 2025

Principle 8: Communicate for Alignment

Studer Education

RVC Rock Valley College

LEADING WITH DATA ANALYTICS IN MIND: ALIGNING GOALS, MEASURES, AND ACTIONS

Studer Book Study | Principle 7
April 10, 2026

Heather Snider
Vice President of Institutional Effectiveness & Communications

RECOGNITION OF SUCCESS

	Access	Education	Training	Culture
2025 AACC Advancing Institutional Equity and Belonging Award (Finalist)				X
2025 AACC Outstanding College/Corporate Partnership with AAR (Winner)			X	
2025 ACCT Leadership Congress presentation – *From Plans to Success: The Use of Scorecards and Quarterly Action Steps*	X	X	X	X
Aspen Top 200	X	X	X	X
40 new Foundation scholarships created in 2025	X			
2026 AACC Outstanding CEO and Rising Star (Finalists)			X	X

RVC

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New Opportunity

Advance Professional Growth and Development

Leader 360 Assessment

The purpose of this 360 Assessment is to provide feedback to your executive leader colleague about what is working well and opportunities to improve across 8 leadership competencies. Each leadership competency includes 6 to 13 statements that operationalize the competency. Leadership competencies on the survey are:

- Vision, Clear Goals, and Values
- Continuous Improvement
- Relentlessness
- Teamwork
- Accountability
- Talent Development
- Communication
- Workplace Environment

Goal: Use the Results Feedback in Conversation

What have we learned?

- Did the feedback uncover any blind spots?

Which items might require an action to improve a process?

- Who should we include in addressing the feedback on this item?

What is the next right thing to do?

- How will we define success if we improve an item's result?
- Do we need to make an adjustment to any strategic actions?

Category	Self-Report	Feedback	Difference
Vision, Clear Goals, and Values	4.22	3.25	-0.97
Continuous Improvement	3.92	3.41	-0.51
Relentlessness	4.86	3.50	-1.36
Teamwork	4.67	3.30	-1.37
Accountability	4.78	3.64	-1.14
Talent Development	4.22	3.21	-1.01
Communication	4.57	3.50	-1.07
Workplace Environment	4.56	3.53	-1.03

Note: Green (Difference < 0.25), Yellow (0.26 < Difference < 0.74), Red (Difference > 0.75)

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Thank You

Julie Kunselman, Ph.D.
Executive Leader and Coach
Studer Education
jkunselman@studereducation.com

ELLUCIAN SaaS COMMUNICATION PLAN

Board of Trustees Committee of the Whole Meeting
May 12, 2026

Dr. Patrick Peyer, Vice President of Student Affairs

ABOUT RVC

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

MISSION STATEMENT

Rock Valley College empowers students and community through lifelong learning.

VISION STATEMENT

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

THE FOUR PILLARS

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

RVC SaaS MIGRATION

The current version of Ellucian Colleague does not scale well in the long term. Therefore, Ellucian has required all of its customers to migrate to SaaS.

SaaS is an acronym for Software as a Service. Meaning, rather than systems being installed/hosted locally, they are accessed online with a cloud service provider. This makes products easier to use, update, and scale to meet an organization's needs.

Project approved per Board Report #BR8152C

RVC SaaS MIGRATION, CONTINUED

In order to fully migrate all of RVC's Colleague Ellucian systems to SaaS, we will experience a system outage beginning on:

Friday, May 22, 2026, at 5:00 p.m. and coming back online by 5:00 a.m. on Monday, June 1, 2026.

SYSTEMS IMPACTED

Ellucian Colleague is the main system affected; however, any system/platform/tool that provides or receives information to/from Ellucian Colleague will be affected.

- Ellucian Colleague (Enterprise Resource Planning (ERP))
- Self-Service

COMMUNICATION PLAN

A communication plan has been developed to ensure the campus community is aware of the SaaS Migration, including:

- Web Banner announcement
- External and Internal Calendars
- RVC News emails
- Student Weekly News emails
- EAGLE/Canvas announcement
- IT Alert
- A SaaS Migration informational landing page on the Intranet
- FAQs for each area impacted

ACADEMIC AFFAIRS/CTE WORKFORCE

EAGLE/Canvas and other tools will continue to function as expected.

- Automated updates between Colleague and EAGLE/Canvas will not happen during the outage.

- Student Records (Colleague) will not be able to process registration changes at this time.

- Classes will continue as scheduled during this time. The college and all departments will be open to support students and employees.

STUDENT AFFAIRS

- Any functions that appear in Self-Service will be unavailable:
  - Registration
  - Schedule look-up
  - Financial aid
  - Payment processing
  - Class search
  - Degree Planner
  - Transcript requests

- Summer and Fall course rosters will be saved to allow Student Affairs staff to assist students and faculty.

FINANCE

- The Payroll Department will process the May 29 payroll early in the afternoon of May 20, 2026. (Pay will still be effective for May 29, 2026.)

- Accounts Payable will pay all approved invoices in advance.

OPERATIONS

- Purchase orders or requisitions will not be available for accessing or processing.

- Status of vouchers and payments will not be viewable via Colleague.

- Product deliveries will continue to be accepted; all documentation will be entered once the migration is completed.

HUMAN RESOURCES

- Human Resources will not onboard any employees during the week of May 25-29.

- All new hire paperwork must be received and entered by May 18 to set up new accounts for new employees prior to June 1.

- If new hire processing is received after May 18, June 8 will be the start date so that the new employee has all access to the needed technology.

QUESTIONS?

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

RockValleyCollege

Board Report #XXXX
May 26, 2026

Intergovernmental Cooperation Agreement: 2026-2029 IDOT Highway Construction Careers Training Program

Background:

This Intergovernmental Cooperation Agreement ("Agreement") is between the Illinois Department of Transportation and Rock Valley College. Under the Agreement, the College shall administer the Highway Construction Careers Training Program (HCCTP), teaching highway construction industry "trade and life" skills to selected trainees who reflect the characteristics of the underrepresented population of the Federal Highway Administration On-the-Job Training (OJR) Program. The program takes place at community colleges in Illinois, including college-approved work-site locations.

Rock Valley College has been providing training for the HCCTP since 2009. Previously, RVC was the grantee of HCCTP, with ICCB as the grantor. Beginning in FY18, IDOT decided to execute Intergovernmental Agreements with the community colleges individually, removing ICCB from the process. As of FY26, HCCTP is offered at eleven (11) community colleges in IL. RVC will complete its 29th HCCTP class on June 4, 2026. Since FY19 and the new reporting arrangements, there have been 137 participants with 114 completing the program (83%). Sixty-four (64) HCCTP graduates have been placed with trade union apprenticeship programs, three (3) individuals have continued their higher education, one (1) has joined a branch of the military since completing HCCTP, fourteen (14) have elected not to pursue careers in construction, and twenty-three (23) moved into full-time employment related to the training received in the program. Nine (9) graduates are still pursuing apprenticeship opportunities.

Program goals under the HCCTP include:

1. Provide construction industry trade and life-skills training to selected trainees.
2. Provide financial support at an hourly rate to remove/reduce financial hardships and/or other barriers that may hinder participation in the program.
3. Provide safety equipment, safety wear, and basic hand tools for the selected trainees during the training program, and upon acceptance into an apprenticeship or construction-related position following the completion of the training program.

DRAFT

4. Assist and place members of the underrepresented population into IL construction trade unions, apprenticeship programs, and/or with IDOT highway construction contractors.

Under the Agreement, IDOT will compensate Rock Valley College at $1,288,383.00 to administer the HCCTP from July 2026 to June 2029, resulting in an annual not-to-exceed budget of $429,461.00. It is anticipated that 24 trainees will participate in the program each fiscal year.

Recommendation: It is recommended that the Board of Trustees approve an Intergovernmental Agreement between the Illinois Department of Transportation and Rock Valley College at a not-to-exceed amount of $429,461.00 annually for Rock Valley College to administer the 2026-2029 Illinois Department of Transportation Highway Construction Careers Training Program. **Attorney Reviewed.**

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment(s): RVC 2026 Intergovernmental Agreement
RVC Attachment A
RVC Attachment B
RVC Attachment C

DRAFT

Illinois Department of Transportation

Intergovernmental Agreement

Governmental Body Name
Rock Valley College

Agreement Number
27-HCCTP-RVC

Address	City	State	Zip Code
3301 N. Mulford Rd.	Rockford	IL	61114

Remittance Address (if different from above)	City	State	Zip Code
N/A			

Phone	Unique Entity Identifier (UEI)	FEIN/TIN
(815) 921-7821	JV7AFY9A7HD7	36-2557781

Brief Description of Service (full description specified in Part 5)
The GOVERNMENTAL BODY in coordination with the DEPARTMENT shall establish and administer the Highway Construction Careers Training Program (HCCTP).

Compensation Method (full details specified in Part 6)
Do Not Exceed

Total Compensation Amount	Advance Pay	Agreement Term Start Date	Agreement Term Expiration Date
$1,288,383.00	☐ Yes ☒ No	07/01/26	07/01/29

REQUIRED SIGNATURES

By signing below, the GOVERNMENTAL BODY and the DEPARTMENT agree to comply with and abide by all provisions set forth in Parts 1-8 herein and any Appendices thereto.

FOR THE **GOVERNMENTAL BODY:**

Signature | Date

Name: Howard Spearman | Title: RVC President

FOR THE **DEPARTMENT:**

Signature | Date

Brandy Phillips Director
Office of Business and Workforce Diversity

Gia Biagi, Secretary of Transportation | Date

Delegate Printed Name

Printed Title

Signature | Date

Vicki L. Wilson, Chief Fiscal Officer | Date

Michael Prater, Chief Counsel | Date

(Approved as to form)

INTERGOVERNMENTAL AGREEMENT
FOR

HCCTP Program at Rock Valley College

This Agreement is by and between

Please type or print legibly the GOVERNMENTAL BODY'S legal name and address

Rock Valley College
3301 N. Mulford Rd.
Rockford, IL 61114

Attention

Yvonne Busker

Email

Y.Busker@RockValleyCollege.edu

referred to as the GOVERNMENTAL BODY, and the State of Illinois, acting by and through its Department of Transportation, referred to as the DEPARTMENT individually referred to as a PARTY, and collectively referred to as the PARTIES.

Part 1	Scope/Compensation/Term
Part 2	General Provisions
Part 3	Federally Funded Agreements
Part 4	Specific Provisions
Part 5	Scope of Services/Responsibilities
Part 6	Compensation for Services
Part 7	Certification Regarding Lobbying
Part 8	Agreement Award Notification

Part 1
SCOPE / COMPENSATION / TERM

A. **Scope of Services and Responsibilities** The DEPARTMENT and the GOVERNMENTAL BODY agree as specified in Part 5.

B. **Compensation** Compensation (if any) shall be as specified in Part 6.

C. **Term of Agreement** This Agreement will start 07/01/26 and will expire 07/01/29

D. **Amendments** All changes to this Agreement must be mutually agreed upon by the DEPARTMENT and the GOVERNMENTAL BODY and be incorporated by written amendment, signed by the parties.

☒ E. **Renewal** This Agreement may be renewed upon written agreements by the parties.

Part 2
GENERAL PROVISIONS

A. **Changes** If any circumstances or condition in this Agreement changes, the GOVERNMENTAL BODY must notify the DEPARTMENT in writing within seven (7) days.

B. **Compliance/Governing Law** The terms of this Agreement shall be construed in accordance with the laws of the State of Illinois. Any obligations and services performed under this Agreement shall be performed in compliance with all applicable state and federal laws. The Parties hereby enter into this Intergovernmental Agreement pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.

C. **Availability of Appropriation** This Agreement is contingent upon and subject to the availability of funds. The DEPARTMENT, at its sole option, may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (2) the Governor decreases the DEPARMENT's funding by reserving some or all of the DEPARTMENT's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly; or (3) the DEPARMENT determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. GOVERNMENTAL BODY will be notified in writing of the failure of appropriation or of a reduction or decrease.

D. **Records Inspection** The DEPARTMENT or a designated representative shall have access to the GOVERNMENTAL BODY's work and applicable records whenever it is in preparation or progress, and the GOVERNMENTAL BODY shall provide for such access and inspection.

E. **Records Preservation** The GOVERNMENTAL BODY, shall maintain for a minimum of **six (6) years** after the completion of the Agreement, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement.

F. **Cost Category Transfer Request** For all transfers between or among appropriated and allocated cost categories, DEPARTMENT approval is required. To secure approval, the GOVERNMENTAL BODY must submit a written request to the DEPARTMENT detailing the amount of transfer, the cost categories from and to which the transfer is to be made, and rationale of the transfer.

G. **Subcontracting/Procurement Procedures/Employment of DEPARTMENT Personnel**

1. Subcontracting-Subcontracting, assignment or transfer of all or part of the interests of the GOVERNMENTAL BODY concerning any of the obligations covered by this Agreement is prohibited without prior written consent of the DEPARTMENT.

2. Procurement of Goods or Services - Federal Funds For purchases of products or services with any Federal funds that cost more than $3,000.00 but less than the simplified acquisition threshold fixed at 41 U.S.C. 134, (currently set at $250,000.00) the GOVERNMENTAL BODY shall obtain price or rate quotations from an adequate number (at least three) of qualified sources. Procurement of products or services with any Federal funds for $250,000 or more will require the GOVERNMENTAL BODY to use the Invitation for Bid process or the Request for Proposal process. In the absence of formal codified procedures of the GOVERNMENTAL BODY, the procedures of the DEPARTMENT will be used, provided that the procurement procedures conform to the provisions in Part 3(K) below. The GOVERNMENTAL BODY may only procure products or services from one source with any Federal funds if: (1) the products or services are available only from a single source; or (2) the DEPARTMENT authorizes such a procedure; or, (3) the DEPARTMENT determines competition is inadequate after solicitation from a number of sources.

3. Procurement of Goods or Services - State Funds For purchases of products or services with any State of Illinois funds that cost more than $20,000.00, ($10,000.00 for professional and artistic services) but less than the small purchase amount set by the Illinois Procurement Code Rules, currently set to not exceed $100,000 for professional and artistic services, (See 30 ILCS 500/20-20(a) and 44 Ill. Admin Code 6.100) the GOVERNMENTAL BODY shall obtain price or rate quotations from an adequate number (at least three) of qualified sources. Procurement of products or services with any State of Illinois funds not exceeding $100,000 for goods and services or more for professional and artistic services will require the GOVERNMENTAL BODY to use the Invitation for Bid process or the Request for Proposal process. In the absence of formal codified procedures of the GOVERNMENTAL BODY, the procedures of the DEPARTMENT will be used. The GOVERNMENTAL BODY may only procure products or services from one source with any State of Illinois funds if: (1) the products or services are available only from a single source; or (2) the DEPARTMENT authorizes such a procedure; or, (3) the DEPARTMENT determines competition is inadequate after solicitation from a number of sources.

   The GOVERNMENTAL BODY shall include a requirement in all contracts with third parties that the contractor or consultant will comply with the requirements of this Agreement in performing such contract, and that the contract is subject to the terms and conditions of this Agreement.

4. EMPLOYMENT OF DEPARTMENT PERSONNEL The GOVERNMENTAL BODY will not employ any person or persons currently employed by the DEPARTMENT for any work required by the terms of this Agreement.

Part 3
☒ FEDERALLY FUNDED AGREEMENTS

[Not applicable to this Agreement]

PART 4
SPECIFIC PROVISIONS

A. **Invoices** Invoices submitted by the GOVERNMENTAL BODY will be for costs that have been incurred to complete the Part 5, Scope of Services. If the GOVERNMENTAL BODY's invoices are deemed by the DEPARTMENT or auditors to not be sufficiently documented for work completed, the DEPARTMENT may require further records and supporting documents to verify the amounts, recipients and users of all funds invoiced pursuant to this Agreement. Furthermore, if any of the deliverables in Part 5 are not satisfactorily completed, GOVERNMENTAL BODY will refund payments made under this agreement to the extent that such payments were made for any such incomplete or unsatisfactory deliverable.

Any invoices/bills issued by the GOVERNMENTAL BODY to the DEPARTMENT pursuant to this Agreement shall be sent to the following address:

Illinois Department of Transportation

Attention
Laura Riley

Address
2300 S. Dirksen Pkwy Room 319

E-mail
DOT.HCCTPInvoices@illinois.gov

City	State	Zip Code
Springfield	IL	62764

All invoices shall be signed by an authorized representative of the GOVERNMENTAL BODY.

B. **Billing and Payment** All invoices for services performed and costs incurred by the GOVERNMENTAL BODY prior to July 1st of each year must be presented to the DEPARTMENT no later than ***July 31st*** of that same year for payment under this Agreement. Notwithstanding any other provision of this Agreement, the DEPARTMENT shall not be obligated to make payment to the GOVERNMENTAL BODY on invoices presented after said date. Failure by the GOVERNMENTAL BODY to present such invoices prior to said date may require the GOVERNMENTAL BODY to seek payment of such invoices through the Illinois Court of Claims and the Illinois General Assembly. No payments will be made for services performed prior to the effective date of this Agreement. The DEPARMENT will direct all payments to the GOVERNMENTAL BODY's remittance address listed in this Agreement.

C. **Termination** This Agreement may be terminated by either party by giving thirty (30) calendar days written notice. If the DEPARTMENT is dissatisfied with the GOVERNMENTAL BODY's performance or believes that there has been a substantial decrease in the GOVERNMENTAL BODY's performance, the DEPARTMENT may give written notice that remedial action shall be taken by the GOVERNMENTAL BODY within seven (7) calendar days. If such action is not taken within the time afforded, the DEPARTMENT may terminate the Agreement by giving seven (7) calendar days written notice to the GOVERNMENTAL BODY. In either instance, the GOVERNMENTAL BODY shall be paid for the value of all authorized and acceptable work performed prior to the date of termination, including non-cancelable obligations made prior to receipt of notice of termination and for which work will be completed within thirty (30) days of receipt of notice of termination, based upon the payment terms set forth in the Agreement.

D. **Location of Service** Service to be performed by the GOVERNMENTAL BODY shall be performed as described in Part 5.

E. **Ownership of Documents/Title to Work** All documents, data and records produced by the GOVERNMENTAL BODY in carrying out the GOVERNMENTAL BODY's obligations and services hereunder, without limitation and whether preliminary or final, shall become and remain the property of the DEPARTMENT. The DEPARTMENT shall have the right to use all such documents, data and records without restriction or limitation and without additional compensation to the GOVERNMENTAL BODY. All documents, data and records utilized in performing research shall be available for examination by the DEPARTMENT upon request. Upon completion of the services hereunder or at the termination of this Agreement, all such documents, data and records shall, at the option of the DEPARTMENT, be appropriately arranged, indexed and delivered to the DEPARTMENT by the GOVERNMENTAL BODY.

F. **Software** All software and related computer programs produced and developed by the GOVERNMENTAL BODY (or authorized contractor or subcontractor thereof) in carrying out the GOVERNMENTAL BODY's obligation hereunder, without limitation and whether preliminary or final, shall become and remain the property of both the DEPARTMENT and the GOVERNMENTAL BODY. The DEPARTMENT shall be free to sell, give, offer or otherwise provide said software and related computer programs to any other agency, department, commission, or board of the State of Illinois, as well as any other agency, department, commission, board, or other governmental entity of any country, state, county, municipality, or any other unit of local government, or to any entity consisting of representatives of any unit of government, for official use by said entity. Additionally, the DEPARTMENT shall be free to offer or otherwise provide said software and related computer programs to any current or future contractor.

The DEPARTMENT agrees that any entity to whom the software and related computer programs will be given, sold or otherwise offered shall be granted only a use license, limited to use for official or authorized purposes, and said entity shall otherwise be

prohibited from selling, giving or otherwise offering said software and related computer programs without the written consent of both the DEPARTMENT and the GOVERNMENTAL BODY.

G. **Confidentiality Clause** Any documents, data, records, or other information given to or prepared by the GOVERNMENTAL BODY pursuant to this Agreement shall not be made available to any individual or organization without prior written approval by the DEPARTMENT. All information secured by the GOVERNMENTAL BODY from the DEPARTMENT in connection with the performance of services pursuant to this Agreement shall be kept confidential unless disclosure of such information is approved in writing by the DEPARTMENT.

H. **Compliance with Freedom of Information Act.** Upon request, GOVERNMENTAL BODY shall make available to DEPARTMENT all documents in its possession that DEPARTMENT deems necessary to comply with requests made under the Freedom of Information Act. (5 ILCS 140/7(2)).

I. **Reporting/Consultation** The GOVERNMENTAL BODY shall consult with and keep the DEPARTMENT fully informed as to the progress of all matters covered by this Agreement.

J. **Travel Expenses** Expenses for travel, lodging, or per diem incurred by the GOVERNMENTAL BODY pursuant to this Agreement are limited to those described in Part 5. The GOVERNMENTAL BODY shall follow the Travel Guide for State Employees issued by the Illinois Department of Central Management Services on any travel covered under this Agreement.

K. **Indemnification** Unless prohibited by State law, the GOVERNMENTAL BODY agrees to hold harmless and indemnify the DEPARTMENT, and its officials, employees, and agents, from any and all losses, expenses, damages (including loss of use), suits, demands and claims, and shall defend any suit or action, whether at law or in equity, based on a alleged injury or damage of any type arising from the actions or inactions of the GOVERNMENTAL BODY and/or the GOVERNMENTAL BODY's employees, officials, agents, contractors and subcontractors, and shall pay all damages, judgments, costs, expenses, and fees, including attorney's fees, incurred by the DEPARTMENT and its officials, employees and agents in connection therewith.

GOVERNMENTAL BODY shall defend, indemnify and hold the DEPARTMENT harmless against a third-party action, suit or proceeding ("Claim") against the DEPARTMENT to the extent such Claim is based upon an allegation that a Product, as of its delivery date under this Agreement, infringes a valid United States patent or copyright or misappropriates a third party's trade secret.

L. **Equal Employment Practice** The GOVERNMENTAL BODY must comply with the "Equal Employment Opportunity Clause" required by the Illinois Department of Human Rights. The GOVERNMENTAL BODY must include a requirement in all contracts with third parties (contractor or consultant) to comply with the requirements of this clause. The Equal Employment Opportunity Clause reads as follows:

In the event that the GOVERNMENTAL BODY, its contractor or consultant fails to comply with any provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act Rules and Regulations of the Illinois Department of Human Rights ("IDHR"), the GOVERNMENTAL BODY, its contractor or consultant may be declared ineligible for future contracts or subcontracts with the state of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the GOVERNMENTAL BODY agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization;
2. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with IDHR's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service;
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organizations or representative of the contractor's obligations under the Illinois Human Rights Act and IDHR's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly notify IDHR and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder;
5. That it will submit reports as required by IDHR's Rules and Regulations, furnish all relevant information as may from time to time be requested by IDHR or the contracting agency, and in all respects comply with the Illinois Human Rights Act and IDHR's Rules and Regulations;

6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and IDHR for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and IDHR's Rules and Regulations;
7. That it will include verbatim or by reference the provisions of this Clause in every contract and subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Agreement, the GOVERNMENTAL BODY, its contractor or consultant will be liable for compliance with applicable provisions of this clause; and further it will promptly notify the contracting agency and the Department in the event any of its contractor or subcontractor fails or refuses to comply therewith. In addition, the GOVERNMENTAL BODY will not utilize any contractor or subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the state of Illinois or any of its political subdivisions or municipal corporations;
8. The GOVERNMENTAL BODY must have written sexual harassment policies that include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment, under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee's internal complaint process including penalties; (v) the legal recourse, investigative, and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policies must be provided to the DEPARTMENT upon request; and

In addition, the GOVERNMENTAL BODY is subject to the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., which prohibits discrimination in connection with the availability of public accommodations.

M. **Tax Identification Number** GOVERNMENTAL BODY certifies that:

1. The number shown on this form is a correct taxpayer identification number (or it is waiting for a number to be issued), **and**
2. It is not subject to backup withholding because: (a) it is exempt from backup withholding, or (b) has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the GOVERNMENTAL BODY that it is no longer subject to backup withholding, **and**
3. It is a U.S. entity (including a U.S. resident alien).

NAME OF GOVERNMENTAL BODY: Rock Valley College

Taxpayer Identification Number: 36-2557781

Legal Status (check one):

☐ Tax-exempt ☒ Government ☐ Other _____

N. **International Boycott** The GOVERNMENTAL BODY certifies that neither GOVERNMENTAL BODY nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This applies to contracts that exceed $10,000 (30 ILCS 582).

O. **Forced Labor** The GOVERNMENTAL BODY certifies it complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the DEPARTMENT under this Agreement have been or will be produced in whole or in part by forced labor, or indentured labor under penal sanction (30 ILCS 583).

P. **Equipment** The DEPARTMENT and the GOVERNMENTAL BODY agree to the following:

1. The GOVERNMENTAL BODY must obtain the DEPARTMENT's written approval prior to purchasing any equipment with funds acquired under this Agreement;
2. The GOVERNMENTAL BODY acknowledges that the DEPARTMENT is under no obligation to approve, and the DEPARTMENT may, if it approves, subject that approval to additional terms and conditions as the DEPARTMENT may require;
3. The GOVERNMENTAL BODY acknowledges that any equipment purchased under this Agreement must remain the property of the DEPARTMENT;
4. The GOVERNMENTAL BODY must use the equipment for the authorized purpose under Part 5 (Scope of Service/ Responsibilities) and Part 6 (Compensation) during the period of performance or the equipment's entire useful life;
5. The GOVERNMENTAL BODY must not sell, transfer, encumber, or otherwise dispose of any equipment that is acquired under this Agreement without prior DEPARTMENT's written approval;
6. In cases where the GOVERNMENTAL BODY fails to dispose of any equipment properly, as determined by the DEPARTMENT, the GOVERNMENTAL BODY may be required to reimburse the DEPARTMENT for the cost of the equipment; and
7. For purposes of this provision, "equipment" includes any tangible or intangible product, having a useful life of two years or more, an acquisition cost of at least $100, and used solely in GOVERNMENTAL BODY's performance under this Agreement.

PART 5
SCOPE OF SERVICE/RESPONSIBILITIES

See Attachment A & C.

IGA Renewal terms: Eligible for 2 renewals with 3-year terms.

PART 6
COMPENSATION FOR SERVICES

Funding

State Funds	$1,288,383.00	100%
Subtotal	$1,288,383.00	100%
Local Match Provided Through the GOVERNMENTAL BODY		
GRAND TOTAL	$1,288,383.00	

Funding Breakdown

See Year 1 budget as an attachment (Attachment B). Year 2 and Year 3 Amendments requiring yearly budgets will be requested by the DEPARTMENT for review and approval before any expenses can be reimbursed with a potential of up to a 10% increase.

Budget

See Attachment B

PART 7

CERTIFICATION REGARDING LOBBYING

(49 CFR PART 20)

☒ **[NOT APPLICABLE TO THIS AGREEMENT]**

PART 8
AGREEMENT AWARD NOTIFICATION

REQUIRED FOR ALL PROJECTS

Does this project receive Federal funds? ☐ Yes ☒ No

Amount of Federal funds	Name of Project
$0.00	n/a

Federal Project Number

n/a

Assistance Listing Number*, Federal Agency, Program Title

n/a

*For Assistance Listing Number, refer to original Federal Award/Grant Agreement.

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ANNUAL CERTIFICATION FOR SINGLE AUDIT COMPLIANCE

NOTICE

- The certification applies ONLY to governmental agencies, local units of government and non-profit agencies expending federal funds for this project. It does not apply to for-profit public or private entities.
- If 2 CFR Part 200, Subpart F, Section 200.501, Audit Requirements applies to your organization, submit the certification or a copy of your single audit to the DEPARTMENT at the end of your fiscal year for any fiscal year in which you expended any federal funds related to this contract.

NOTE: ANNUAL COMPLIANCE WITH THIS REQUIREMENT IS MANDATORY FOR EVERY YEAR IN WHICH FEDERAL FUNDS ARE EXPENDED FOR THIS PROJECT BY ANY STATES, LOCAL GOVERNMENTS OR NONPROFIT ORGANIZATIONS. FAILURE TO COMPLY WITH THE ANNUAL CERTIFICATION TO THE DEPARTMENT WILL RESULT IN SUSPENSION OF PAYMENTS TO REIMBURSE PROJECT COSTS.

In accordance with 2 CFR Part 200, Subpart F, Section 200.501, Audit Requirements, non-federal entities that expended at least the threshold amount as set out in 2 CFR 200.501(a) in federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The DEPARTMENT is required by federal law to obtain and review the single audit of all entities that had any federally participating funds pass through it, irrespective of the amount provided by the DEPARTMENT. It is the responsibility of the agencies expending Federal funds to comply with the requirements and determine whether they are required to have a single audit performed.

In order to comply with the requirements, your agency must provide the following information to the DEPARTMENT on an annual basis for every year in which you expended funds for costs associated with this project:

1. If your agency expended at least the threshold amount as set out in 2 CFR 200.501(a) or more in Federal awards from all sources, including other agencies, in a year, you are required to have a single audit performed, and submit a copy of the report to the DEPARTMENT within the earlier of 30 days after completion of the single audit or no more than nine months after the end of your fiscal year end.

2. If your agency expended less than the threshold amount as set out in 2 CFR 200.501(a) in Federal awards from all sources, including other agencies, in any fiscal year for which you expended funds for project costs, and were not required to conduct a single audit, **you must complete and return the certification statement.**

3. If your agency receives multiple awards from the DEPARTMENT, only one annual submittal of this information is required.

Please submit a copy of your single audit or the Single Audit Not Required Certification to:

Illinois Department of Transportation
Financial Review & Investigation Section, Rm. 126
2300 South Dirksen Parkway
Springfield, IL 62764
DOT.AuditReview@illinois.gov

The single audit must be comprised of four parts. You have the option of including the four parts in one report or a combination of reports. The four parts are commonly known as:

1. Comprehensive Annual Financial Report (Financial Statements).
2. Schedule of Expenditures of Federal Awards and Independent Auditor's Report thereon.
3. Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and other matters based on an Audit of Financial Statements performed in accordance with Government Auditing Standards.
4. Independent Auditor's Report on Compliance with Requirements Applicable to each Major Program and on Internal Control over Compliance in accordance with 2 CFR Part 200.

Additional information which should be submitted:

1. Corrective Action Plan(s), if applicable,
2. Management Letter, if applicable, and
3. Status of Prior Year Findings, if applicable.

For your convenience, you may also submit the information via email to DOT.AuditReview@illinois.gov or via fax at 217/782-5634. If you have any questions, please contact the Audit Coordination Section at 217/782-6041.

NOTICE

Do not submit this certification to the DEPARTMENT with your signed contract.

- The certification applies ONLY to governmental agencies, local units of government and non-profit agencies expending Federal funds for this project. It does not apply to for-profit public or private entities.
- If 2 CFR Part 200, Subpart F, Section 200.501, Audit Requirements applies to your organization, submit the certification or a copy of your single audit to the DEPARTMENT at the end of your fiscal year for any fiscal year in which you expended any Federal funds related to this contract.

Annual Certification of Audit Type

1. Do not submit this Certification to the Department with your signed contract.
2. This form must be submitted, by the award recipient, yearly, within 60 days of the award recipient's fiscal year end, for the entire length of the contract.
3. You will submit this form to: DOT.AuditReview@illinois.gov within 60 days of your fiscal year end.

The Illinois Department of Transportation (IDOT) is required to obtain and review the Single Audit of all entities that have federally participating funds pass through it.

Section A

The certification applies ONLY to government agencies, local units of government and non-profit agencies expending federal funds. It does not apply to for-profit public or private entities.
The requirements of a Single Audit are as follows:

- In accordance with 2 CFR 200 Uniform Administrative Requirements, non-federal entities are required to have a single audit conducted if the total federal awards expended, from all awarding agencies, in the entity's fiscal year are:
  - **$750,000.00** or more for fiscal years starting **before October 1, 2024**.
  - **$1,000,000.00** or more for fiscal years starting **on or after October 1, 2024.**

Section B

Certification for fiscal year _____ through _____

Check the box that applies.

☐ The amount of federal funding our organization expended for our fiscal year, _____ through _____ , meets or exceeds, the Single Audit threshold. Therefore, we are required to have a Single Audit.

☐ The amount of federal funding our organization expended for our fiscal year, _____ through _____ , is below the Single Audit threshold. Therefore, we are not required to have a Single Audit.

Section C

Organization Name | Fiscal Year End Date

Address | City | State | Zip Code

Contact Name | Title

Phone | E-mail

FEIN (do not enter a dash) | UEI

Section D

I certify that the above information is correct and in compliance with 2 CFR 200 Uniform Administrative Requirements:

Name | Title

Date

ATTACHMENT A
PART 5
SCOPE OF SERVICES AND RESPONSIBILITIES

I. BACKGROUND

The GOVERNMENTAL BODY in coordination with the DEPARTMENT shall establish and administer the Highway Construction Careers Training Program (HCCTP), teaching highway construction industry 'trade and life' skills to selected trainees who reflect the characteristics of the under-represented population of the Federal Highway Administration On-The-Job Training (OJT) Program. The HCCTP will emphasize life-long learning and provide opportunities for further education and assistance to improve employability in Illinois' highway construction industry. The Program will take place at community colleges throughout the state of Illinois, which includes college approved work-site locations.

IDOT's OJT program entry requirements for the HCCTP are as follows; the selected trainee shall:

1. Display an interest in the highway construction industry trades;
2. Be at least 18 years of age;
3. Be a disadvantaged individual (as referenced under 23 C.F.R., Part 230). *This condition is desired but not required for an applicant to participate in the program.*
4. Have dependable childcare arrangements, if necessary;
5. Possess a high school diploma or GED;
6. Have appropriate assessment scores;
7. Hold a valid driver's license; and
8. Consent to and pass an initial drug screening test and potential random tests.

Since the program's creation, the curriculum continues to evolve to more of a targeted trades curriculum that is based on the needs of the highway contractors and unions in each of their individual areas of the state.

II. PURPOSE STATEMENT

The HCCTP is open to all qualified individuals but is designed to provide training in highway construction careers to under-represented groups. The HCCTP provides training highway construction industry trade and life skills, financial assistance (stipends) for transportation/childcare, and necessary construction tools and safety equipment, all of which have been identified as current barriers to disadvantaged individuals in the needs assessment pursuant to 23 CFR Part 230. Through these means, the program seeks to increase employment of under-represented groups in the highway construction workforce and expand the pool of individuals qualified to work on the Department's highway construction projects.

III. PROGRAM OBJECTIVES

The DEPARTMENT has established specific objectives to be met, tied directly to the barriers identified in the DEPARTMENT's OJT Needs Assessment, to help ensure accountability and enable the GOVERNMENTAL BODY to document and assess the effectiveness of the HCCTP. The objectives of the HCCTP are to:

A. Provide Highway Construction/Industry Trade & Life Skills Training to Selected Trainees who meet the criteria.

B. Provide financial support at an hourly rate to remove/reduce financial hardships and/or other barriers that may hinder participation in the program.

C. Provide safety equipment, safety wear, footwear and basic hand tools for the selected trainee during the training program and, **upon acceptance** into an apprenticeship or other highway construction-related position during or following the completion of the training program, provide tools and/or safety equipment, as necessary, to enter into a highway construction job.

D. Assist and place members of the under-represented population into Illinois highway construction trade unions, apprenticeship programs, and/or with DEPARTMENT highway construction contractors.

IV. GOALS AND DELIVERABLES

GOVERNMENTAL BODY will administer the HCCTP in accordance with the following objectives, required activities and responsibilities, and will provide the identified deliverables to the DEPARTMENT. The DEPARTMENT has established specific performance goals to help ensure accountability and enable the GOVERNMENTAL BODY to document and assess the effectiveness of its HCCTP. Below are the performance activities, objectives, and goals that are tied directly to the barriers listed in the DEPARTMENT's OJT Needs Assessment:

A. Goal #1: Provide basic and intermediate highway construction industry trade and life skills training to accepted trainees with a goal of 90 percent (21) of the 24 trainees graduating during each year of this AGREEMENT.

1. **Steps to achieve goal #1:** The HCCTP Community College Staff is responsible to take the following actions toward achieving the identified goal:
    - **a.** Identify potential program trainees interested in the DEPARTMENT'S training program.
    - **b.** Review applications, conduct trainee interviews with participation of the DEPARTMENT, select program participants and conduct drug screening tests.
    - **c.** Develop curriculum and/or make curriculum changes.
    - **d.** Enroll selected participants/trainees that meet program requirements and are committed to completing the DEPARTMENT's training program.
    - **e.** Provide classwork and hands-on-training.
    - **f.** Provide counseling services for assistance in classroom or work-related problems.
    - **g.** Emphasize life-long learning and provide opportunities for further education.
2. **Evidence of achievement:** Number of trainees that begin and complete each training session, monthly attendance/trainee progress reports, transcripts for each trainee, and quarterly progress reports from the GOVERNMENTAL BODY.
3. **Deliverables and Performance Evaluation:** The above evidence will be compiled into the required quarterly report to the DEPARTMENT.

B. **Goal #2:** Provide financial support at an hourly rate to remove/reduce financial hardships and/or other barriers that may hinder participation in the program

1. **Steps to achieve goal #2:** The HCCTP Community College Staff is responsible to take the following actions toward achieving the identified goal:

    a. Pay financial support in the amount of $15/hour directly to each trainee for all hours of participation in the training program.

2. **Evidence of achievement:** Documentation of assistance payments made by the GOVERNMENTAL BODY specifying the number, total dollar amount and reason for payment/hours paid for will provide evidence that each trainee who met the training program requirements received his/her financial assistance during the training program.

3. **Deliverables and Performance Evaluation:** The above evidence will be compiled and submitted in a monthly reimbursement request to the DEPARTMENT.

C. **Goal #3:** Provide safety equipment, safety wear, footwear and basic hand tools to each selected trainee during the training program as needed. Upon acceptance of a trainee or program graduate into an apprenticeship or other highway construction-related position during or following the completion of the training program, provide tools and/or safety equipment, necessary for that trainee's placement program.

1. **Steps to achieve goal #3:** The HCCTP Community College Staff is responsible to take the following actions toward achieving the identified goal:

    a. Purchase and distribute necessary safety equipment (goggles, safety vest and hard hat), safety wear and footwear as off-site training requires, and basic tools to each trainee at the beginning of each training program class for personal use of the trainees throughout training.

    b. Upon acceptance of a trainee into an apprenticeship or other highway construction related placement, purchase and provide to the trainee or graduate any tools and/or safety equipment the trainee/graduate is required to possess in order to begin work in such placement.

2. **Evidence of achievement:** Receipts for safety equipment, safety wear, footwear and basic tools purchased by the GOVERNMENTAL BODY for the purposes set forth herein. Receipts for safety equipment and tools purchased and provided to graduate trainee's upon acceptance into an apprenticeship or placement in a highway construction related position must also include the name of the trainee, reason for purchase and trainee's signature.

3. **Deliverables and Performance Evaluation:** The above evidence will be compiled and submitted in a monthly reimbursement request to the DEPARTMENT.

D. **Goal #4:** Assist and place at least 70 percent of HCCTP graduates into apprenticeships or employment, with at least 30 percent of those graduates placed into Illinois highway construction trade unions, apprenticeship programs, and/or with DEPARTMENT highway construction contractors.

1. **Steps to achieve goal #4**: The HCCTP Community College Staff is responsible to take the following actions toward achieving the identified goal:

    a. Contact each district's unions, contractors and interested individuals.

b. Coordinate meetings among various stakeholder groups in each district to discuss aspects of the GOVERNMENTAL BODY's training programs.

c. Establish a workforce advisory committee and meet with the committee at least twice annually to discuss the GOVERNMENTAL BODY's training programs and area workforce needs.

d. Assist the DEPARTMENT's contractors to obtain HCCTP graduates as needed from the GOVERNMENTAL BODY's training program to allow for their adequate utilization in the contractors' workforces.

e. Coordinate communication between trade unions, contractors and other employers and HCCTP graduates that meet their hiring needs to facilitate job placement for graduates.

f. Collect data about HCCTP graduates and report such information to IDOT for sharing with Illinois Works, Department of Commerce and Economic Opportunity and any other State of Illinois agency engaged in developing training and employment opportunities on public works projects and/or with contractors or subcontractors entering into a contract to construct public works.

g. Conduct follow-up with each graduate to inquire about job placement status at least once per quarter up to one year after graduation or until the graduate has verified they have a job placement or apprenticeship, whichever occurs first.

2. **Evidence of achievement:** TPG (Trainee Program Graduate) data and certificate number reporting, log or other documentation recording follow up activities and communications to and on behalf of graduates (i.e., letters/emails/faxes, referrals, contractor communications), documentation of employment, placement or union membership. Data must also be maintained regarding trainees who experience difficulty in finding placement and the GOVERNMENTAL BODY's efforts to address that difficulty or underlying issues.

3. **Deliverables and Performance Evaluation:** The above evidence will be compiled into the required quarterly report to the DEPARTMENT.

E. **General Program Administration Requirements:** The DEPARTMENT and the GOVERNMENTAL BODY mutually agree to the following:

1. **Compensation:**

a. For providing all required supplies and/or services as set forth in this AGREEMENT, the DEPARTMENT will reimburse the GOVERNMENTAL BODY in full, up to the amounts specified in ATTACHMENT B.

b. The DEPARTMENT may approve additional expenditures over the term of this AGREEMENT by amendment to the budget set forth in ATTACHMENT B.

c. The GOVERNMENTAL BODY shall submit a request for reimbursement of program expenses on a monthly basis. The request shall include itemize all applicable expenses incurred in the calendar month and shall be submitted to the DEPARTMENT in accordance with DEPARTMENT procedures by the 15th day following the end of the calendar month. All supporting documentation for the expenses for which

reimbursement is requested shall be included and submitted to the DEPARTMENT with the request.

d. The GOVERNMENTAL BODY must submit its final request for reimbursement and all supporting documentation for a given fiscal year no later than July 31st of the following fiscal year to ensure timely payment processing.

e. The DEPARTMENT reserves the right to disallow and refuse to reimburse expenses not properly justified by the GOVERNMENTAL BODY.

2. **Coordination of Industry Involvement:**

a. The DEPARTMENT and the GOVERNMENTAL BODY agree that individuals from the highway construction industry should interact with HCCTP trainees and serve as guest lecturers, mentors, recruiters, and advisors.

b. The GOVERNMENTAL BODY will maintain an open and on-going consultative relationship with a broad network of highway construction industry representatives to ensure that the services offered by the HCCTP are preparing trainees appropriately to meet current and future needs of the industry.

c. The GOVERNMENTAL BODY will be responsible for primary contact and communication with Illinois highway construction contractors, trade unions, workforce advisory groups and the coordination of activities of its subcontractors.

d. Together with the DEPARTMENT, GOVERNMENTAL BODY shall seek the counsel and advice of Illinois highway construction contractors, trade unions and workforce advisory groups as appropriate;

e. The GOVERNMENTAL BODY shall coordinate meetings of the Advisory Committee, to include the DEPARTMENT in coordination with IDOT District Compliance personnel, at least twice per year, to include, but not limited to, evaluation of industry workforce needs and any needed curriculum changes. THE GOVERNMENTAL BODY will provide the DEPARTMENT with 2 weeks' notice in advance of all Advisory Committee meetings.

f. The GOVERNMENTAL BODY may, in its discretion, facilitate review of trainee resumes, mock interviews and trainee visits to highway construction work sites in conjunction with industry partners.

3. **Recruiting and Enrollment**

a. The GOVERNMENTAL BODY shall recruit candidates through various means, e.g., community college advertisement, DEPARTMENT EEO Officers, highway construction contractors, trade unions, workforce advisory groups, word-of-mouth, governmental agencies, state and local media, faith-based organizations, etc. The GOVERNMENTAL BODY must provide the DEPARTMENT documentation to substantiate the recruitment and marketing activities for each training session in its quarterly report.

b. The GOVERNMENTAL BODY shall evaluate each HCCTP applicant for satisfaction of the following eligibility criteria:

i. Interest in highway construction industry trades;

ii. At least 18 years of age;

iii. A disadvantaged individual (as referenced under 23 C.F.R. Part 230); *This c ondition is desired, but not required for an applicant to participate in the Program.*

iv. Dependable childcare arrangements, if necessary;

v. High school diploma or GED;

vi. Appropriate scores on assessments as determined by the GOVERNMENTAL BODY;

vii. Valid driver's license; and

viii. Consent to and pass an initial drug screening test and potential random tests.

c. The GOVERNMENTAL BODY shall provide an orientation process to each applicant for the program and advise them of the program requirements.

d. The GOVERNMENTAL BODY, with participation by a representative of the DEPARTMENT, shall interview each candidate that meets the eligibility criteria.

e. No candidate for the HCCTP shall be disqualified for consideration on the basis of monies owed for past college activities.

f. No candidate for the HCCTP who has previously participated in any IDOT construction training program shall be accepted into the HCCTP.

g. The GOVERNMENTAL BODY shall obtain from all trainees (a) a signed authorization containing the language below, and (b) the trainee's name, address, county of residence, phone number, and email address.

I _____ hereby authorize, under the guidelines of the Family Educational Rights and Privacy Act of 1974 (FERPA), _____[college] to release or disclose to the Illinois Department of Transportation, to be shared with Illinois Works, Department of Commerce and Economic Opportunity and any other State of Illinois agency engaged in developing training and employment opportunities on public works projects and/or contractors or subcontractors entering into a contract to construct public works, the following personally identifiable information for the

purpose of promoting, hiring and employment of HCCTP graduates on public works projects and compliance with the requirements of the Illinois Works Jobs Program Act, 30 ILCS 559-20-20(h):

Name

Address

County of Residence

Phone Number

Email Address

Graduation certificate number (established upon successful completion of the program)

Graduate indicated construction and building trade preferences

h. The GOVERNMENTAL BODY must provide the DEPARTMENT with application data and supporting documentation for selection process upon request.

4. **Training and Curriculum**

a. The GOVERNMENTAL BODY is responsible for the coordination and delivery of the HCCTP.

b. HCCTP Coordinator:

i. The DEPARTMENT and the GOVERNMENTAL BODY agree that the ultimate success of the HCCTP will be measured by the number of trainees who are placed with highway construction contractors or into trade unions or apprenticeship programs. Therefore, the role of the HCCTP Coordinator is critical to the success of the trainee from trainee status through employment in the highway construction industry.

ii. The GOVERNMENTAL BODY will be responsible for providing a dedicated HCCTP Coordinator.

iii. The DEPARTMENT and the GOVERNMENTAL BODY agree that the DEPARTMENT will participate in the selection of the HCCTP Coordinator.

iv. The duties and responsibilities of the Coordinator shall include, but not be limited to, the following:

A. meeting with trainees to help determine their needs

B. providing individual trainee performance plans to meet program goals;

C. establishing a working relationship with local highway construction contractors and trade unions for the purpose of placing trainees;

D. coordinating industry involvement through two dedicated HCCTP workforce advisory committee meetings per fiscal year

E. advising trainees of appropriate workplace skills and discussing the issue(s) of drug and alcohol testing and a drug and alcohol free workplace;

F. serving as job skill trainers as needed;

G. meeting with trainees to provide specific information and feedback in job search activities, job seeking skills and resume development;

H. providing mock job interviews and post-mock interview evaluations for trainees;

I. submitting a HCCTP Quarterly Progress report (Form SBE-HCCTP-2) and required supporting documents by the 15th day after the quarter end;

J. submitting a certified quarterly tool and equipment inventory due by the 15th day after the quarter end;. and

c. The GOVERNMENTAL BODY shall employ additional qualified instructors as needed to provide training in accordance with the GOVERNMENTAL BODY's curriculum.

d. The DEPARTMENT and the GOVERNMENTAL BODY recognize that early buy-in and recommendations from local highway construction contractors, associations and trade unions are essential to the implementation of a successful curriculum and validity within the industry. Therefore, the following criteria are essential:

i. The sharing of resources, such as instructors and coordinators, who voice consistent messages and connect trainees to the highway construction industry;

ii. Demonstrating to the trainees the relationship between the education and training they are receiving from the HCCTP and the actual application of those skills to a career in the highway construction industry; and

iii. Teaching a basic understanding of various union apprenticeship programs in the highway construction industry and what specific skills each apprenticeship program requires.

e. Curriculum and training activities:

i. The GOVERNMENTAL BODY will consider input from the DEPARTMENT and the workforce advisory groups regarding recommendations for curriculum development and improvement based on the needs of the highway construction contractors and highway construction trade unions.

ii. The GOVERNMENTAL BODY must provide their chosen curriculum to the DEPARTMENT before the beginning of a newly developed HCCTP Program. The Curriculum utilized by the colleges will be compiled into the Quarterly Report.

iii. The GOVERNMENTAL BODY must receive DEPARTMENT approval prior to any field training activities that require expenditure of program funds. Field training activities must be limited to projects for the benefit of 501c3 non profit organizations or governmental entities. For any training activity that includes a project for the benefit of the GOVERNMENTAL BODY, the GOVERNMENTAL BODY is responsible for the costs of all needed equipment and supplies and such costs are not subject to reimbursement under this AGREEMENT. The GOVERNMENTAL BODY shall provide a summary of all field training activities in its quarterly report, including the specific project, skill set to be acquired, specific materials/equipment purchased for the project and associated costs.

iv. The GOVERNMENTAL BODY may utilize an online training format if needed. The implementation and coordination of any remote or distance learning must be approved by the DEPARTMENT prior to instruction.

v. The overall curriculum may include, but is not limited to the following topics that are recommended for the highway construction trades:

A. Mathematics for the Trades; (<u>Mandatory</u> for every training session.)

B. OSHA Site Safety; (Mandatory for every training session.)

C. Highway Construction Prep / Job Readiness; (Mandatory for every training session.)

D. Concrete Technician Skills;

E. Excavation (Operating Engineer Basics);

F. Blue Print Reading;

G. Welding (Mandatory for every training session) & Cutting;

H. Construction Quantity/Cost Estimating;

I. Construction Surveying-Layout;

J. Plans and Specifications;

K. Materials Properties-Testing;

L. Construction Scheduling;

M. Basic Mechanics;

N. Safety;

O. Construction-related computer software; and

P. Heavy & Highway Carpentry

f. The GOVERNMENTAL BODY shall provide up to five training sessions per academic year. Each session will consist of up to 450 hours of highway construction training, with a class size not to exceed 25 trainees per session;

g. During the training sessions, each trainee will be expected to:

i. Provide daily transportation to and from the training program.

ii. Follow the absenteeism policy of the GOVERNMENTAL BODY HCCTP in which the trainee is enrolled; and

iii. Consent to and pass random drug screening tests, on a random basis and any time it is suspected that alcohol and/or illegal drugs are being used. All drug and alcohol screenings on suspicion of use and on a random basis shall be performed in conformance with written policies of the Illinois community college requesting the screenings.

iv. The GOVERNMENTAL BODY will submit supporting documentation of costs incurred for drug screening tests for reimbursement from the DEPARTMENT. See Part 6, Compensation for Services, for the maximum dollar amount allowed for drug screening tests.

h. The GOVERNMENTAL BODY shall assign to each graduate a certificate number, to be printed upon the graduate's completion certificate, consisting of the first three letters or three initials of the name of the GOVERNMENTAL BODY, the graduation year, and a consecutive distinct number for each graduate (e.g. SSC-25-001).

i. In accordance 23 CFR 230.111, the GOVERNMENTAL BODY shall coordinate with local highway construction contractors and trade unions for the purpose of placing trainees in FHWA-approved programs or U.S. Department of Labor- approved

programs.

5. **Financial support to trainees:**

   a. The GOVERNMENTAL BODY shall, provide financial support at $15.00/hour to each trainee for up to 450 hours of training to assist trainees with expenses associated with participation in the training program to include but not limited to transportation and/or childcare expenses. Reimbursement for a training program participant's travel to and from the training program shall not be allowed, i.e.; bus passes, commuter rail, or other transportation modes.

   b. Reimbursement will be disallowed for expenses incurred beyond 450 hours without prior written approval from the Department.

4. Provision of supplies and equipment:

   a. A tool/safety clothing/boots allowance will be provided as outlined in the Compensation for Services found in Attachment B.

   b. Tools purchased for the program to utilize for multiple training sessions are considered Equipment Purchases and are to be paid under the line item for Subcontracting Costs.

   c. Tools purchased for trainees to personally use and keep must include individual trainee names and must not exceed $350 per trainee and are to be paid under the line item for Supplies.

   d. Only safety clothing in compliance with OSHA PPE guidelines will be considered for reimbursement by the Department, and to the extent approved, must be debited from the subcontractor line item.

   e. Invoices for boots purchased as "take away" for trainees must include individual trainee names, and to the extent approved, must be debited from the subcontractor line item.

   f. In addition to including tool and equipment inventory information in quarterly reports, the GOVERNMENTAL BODY shall complete and provide to the DEPARTMENT with the final quarterly report of each fiscal year a completed, Form SBE-HCCTP 4 Annual Tool Exemption Request, listing all tools and equipment the GOVERNMENTAL BODY has identified for disposal, if applicable. The DEPARTMENT shall make necessary requests to the Department of Central Management Services to permit the donation of such tools and equipment to the GOVERNMENTAL BODY. Upon receiving the approval of CMS, the DEPARTMENT will notify the GOVERNMENTAL BODY that the GOVERNMENTAL BODY is authorized to dispose of such tools and equipment in its discretion.

5. Data and Reporting:

   a. The GOVERNMENTAL BODY shall create and maintain a trainee report for each trainee that starts a training session.

   b. The GOVERNMENTAL BODY shall provide a HCCTP Quarterly Progress report (Form SBE-HCCTP-2) with all required supporting documentation on a quarterly basis to the DEPARTMENT no later than the 15th day after the quarter end.

c. The GOVERNMENTAL BODY shall register with the Central Contractor Registration (CCR), which is a web- enabled government-wide application that collects, validates stores and disseminates business information about the federal government's trading partners in support of the contract award, grants and the electronic payment processes. If the GOVERNMENTAL BODY does not have a CCR number, the GOVERNMENTAL BODY must register at https://www.bpn.gov/ccr.

d. The GOVERNMENTAL BODY shall provide a graduate information report, in the format required by the DEPARTMENT, no later than 30 days after each graduation, to be shared with Illinois Works, Department of Commerce and Economic Opportunity, and any other State of Illinois agency engaged in developing training and employment opportunities on public works projects and/or contractors or subcontractors entering into a contract to construct public works in compliance with the Illinois Works Jobs Program Act, 30 ILCS 559/20-20. The graduate information report shall include the following information for each graduate: Name, address, county of residence, phone number, email address, graduate certificate number, indicated construction/building trade preferences.

6. Funding Requirements

a. The DEPARTMENT and the GOVERNMENTAL BODY acknowledge that funding for the HCCTP will be provided by the DEPARTMENT subject to annual review and approval. The GOVERNMENTAL BODY is not obligated to deliver services should IDOT funding not be provided.

b. The funds provided by the DEPARTMENT for the HCCTP will be subject to audit and an annual end-of-year fiscal report will be provided by the GOVERNMENTAL BODY. The status of the expenses may be requested at any time by the DEPARTMENT.

c. The DEPARTMENT and the GOVERNMENTAL BODY further agree that the GOVERNMENTAL BODY is responsible for ensuring funds are spent in compliance with restrictions and guidelines of the DEPARTMENT. All funds must be spent in accordance with established Policies and Procedures in the GOVERNMENTAL BODY's state fiscal compliance rules. Such Policies and Procedures will include, but are not limited to, such areas as contracting/subcontracting, bidding, purchasing, leasing, use of GOVERNMENTAL BODY property, the requisition process, GOVERNMENTAL BODY payments, and other procurement related activities.

d. The DEPARTMENT and the GOVERNMENTAL BODY agree that funds from this agreement will not be used for facility construction or rehabilitation of a physical facility. Exception: Work performed on the physical facility as a field training activity.

7. Trainee Rights and Conduct:

A. All HCCTP trainees are subject to the trainee rights and responsibilities as detailed in the current year's College Catalogs and Conduct brochure and the current year's Student Handbook.

B. The GOVERNMENTAL BODY shall provide all HCCTP trainees access to a grievance procedure in accordance with the GOVERNMENTAL BODY's policies and procedures. This procedure will provide structure to address grievances which involve academic matters, administrative matters, or discrimination. Grievances, other than those involving discrimination charges, will be handled through the established chain of authority of the GOVERNMENTAL BODY. Grievances involving discrimination because of race, color, creed, sex, disability, religion, natural orientation, sexual preference or age should be made to the GOVERNMENTAL BODY and the appropriate Illinois community college affirmative action officer. Specific GOVERNMENTAL BODY processes must conform with state and federal statutes governing such cases. The complete grievance procedure is included in both the current year's Student Handbook and the current year's College Catalog. A copy of the GOVERNMENTAL BODY's Student Handbook and grievance procedures shall be provided to the DEPARTMENT upon request.

8. DEPARTMENT Obligations:

A. The DEPARTMENT will:

1. Provide information and feedback to the GOVERNMENTAL BODY for consideration in improving and enhancing the HCCTP;
2. Provide for consultations regarding HCCTP administration issues, as appropriate;
3. Participate in meetings, as necessary, with the GOVERNMENTAL BODY, the Advisory Committee, and other stakeholders;
4. Provide a representative for the HCCTP Placement interview panels as needed; and
5. Coordinate with the GOVERNMENTAL BODY should a statewide advisory board be needed.
6. The DEPARTMENT will utilize ATTACHMENT C to evaluate the GOVERNMENTAL BODY as it relates to the goals, objectives, deliverables, and overall program administration as outlined and defined in ATTACHMENT A.

ATTACHMENT B

PART 6

COMPENSATION FOR SERVICES

Rock Valley College

Subcontracting Costs*	Costs Associated With Workforce Programs (College Coordinator, Instructor Training, Equipment Purchase, Travel, etc.).	$256,901.00	*INDIRECT COST TO BE ADJUSTED PER THE CURRENT GOVERNMENTAL BODY INDIRECT COST RATE NEGOTIATED RATE AGREEMENT. INDIRECT COSTS MUST BE CALCULATED BASED ON SUBCONTRACTING COSTS ACTUALS.
Supplies	Trainee Tools	$8,400.00	
Trainee Financial Assistance	Training Session Financial Assistance	$162,000.00	
Other/Drug and Alcohol Screening	Initial and Random Screenings for All Participants.	$2,160.00	
	Total	**$429,461.00**	

A. Subcontracting Costs:

1. Subcontracting costs include costs incurred by the GOVERNMENTAL BODY for purposes of providing training materials, equipment rentals and purchases, instructor fees, trainee support services, waiver of trainee tuitions and fees for HCCTP classes, curriculum development, facility costs (e.g. lease expenses), travel expenses incurred through college coordinators activities, off-site training, college training field trips, highway construction trade activities, graduation ceremonies and for purposes of providing recruitment, mentoring/transition, placement, and marketing service.
2. Reimbursement requests for full-time and/or part-time clerical and administrative staff and contractual instructors must include time/activity sheets with college coordinator signature. If contractual, college must provide the executed contract along with date, time and activity sheets detailing 100% of HCCTP work performed and signed by the college coordinator. The Department reserves the right to disallow reimbursement if contracted amount is exceeded.
3. The Department reserves the right to disallow reimbursement of overtime for all full-time and/or part-time HCCTP staff.
4. Reimbursement for travel expenses incurred by the community college coordinators for statewide coordinator meetings will be disallowed without prior written approval from the Department.
5. Department requires all safety clothing purchases fall within OSHA PPE guidelines. Only safety clothing in compliance with OSHA PPE guidelines will be considered for reimbursement by the DEPARTMENT, and to the extent approved, must be debited from the subcontractor line item. Invoices for boots purchased as “take away” for trainees must include individual trainee names, and to the extent approved, must be debited from the subcontractor line item.
6. Equipment:

a. The GOVERNMENTAL BODY shall comply with the requirements set forth in Part 4, Section P of this Agreement with regard to any equipment and materials purchased with funds acquired under this Agreement.

1. Inventory of equipment, materials and other property purchased with a value of $100 or more must be certified by each community college coordinator and submitted to the DEPARTMENT along with the forms SBE HCCTP 1 (HCCTP Tool Inventory) and SBE HCCTP 2 (Quarterly Progress Report). The maximum amount that may be reimbursed for drug and alcohol screening is $90.00 per screening (initial screens and random drug testing)
2. The total amount budgeted for drug and alcohol screening should reflect $90.00/screening x the anticipated number of screenings to be conducted (at least one initial screening per trainee, plus estimate of likely as needed screenings) (APPROXIMATED)
3. The Department requires that a trainee name be associated with each invoiced drug screen.

B. Additional Terms and Conditions

The GOVERNMENTAL BODY further agrees to the terms and conditions set forth as follows:

1. The GOVERNMENTAL BODY shall redact social security numbers, birth dates, addresses and other sensitive candidate/trainee and personnel/contractual instructor information from all reimbursement documentation before submission.
2. All expenses incurred and/or services rendered are reimbursable only to the extent necessary and reasonable in accordance with the Scope of Services of this AGREEMENT; Line item budgeted amounts may not be transferred, and line item total caps may not be exceeded without prior written approval of the Department.
3. **The following expenses are not eligible for reimbursement under this Agreement**:
    a. Gift cards, gas cards, marketing items to include carry bags, pens, notebooks, calendars, promotional trinkets, t- shirts, sweatshirts, etc., tax on any purchase, gratuity on any purchase, graduation awards;
    b. **Food and beverage purchases**.
    c. Payment to any Advisory Board members for their participation or expenses.
    d. Payment for the construction of or rehabilitation of a physical training facility. Exception: Work performed on the physical facility as a field training activity
4. The Department reserves the right to disallow reimbursement of HCCTP expenditures that are detailed in documentation containing other community college programs' expenses.
5. All expenses incurred and/or services rendered shall be reimbursed on a quarterly billing cycle at minimum with all required supporting documentation, the maximum amounts are ascertainable from the Cost Category table above; and all expenses incurred and/or services rendered must relate to the relevant deliverable(s) described in the Scope of Services as the basis of payment.
6. The GOVERNMENTAL BODY MUST SUBMIT CORRECT AND COMPLETE PAYMENT REQUEST TO THE department within thirty (30) days of the end of the quarter. Failure to submit payment request within thirty (30) days may result in liquidated damages equal to a 10% reduction in reimbursement, not to exceed $10,000.
7. THE DEPARTMENT RESERVES THE RIGHT TO DISALLOW, IN WHOLE OR IN PART, ANY GOVERNMENTAL BODY PAYMENT REQUEST THAT IS NOT SUBMITTED WITHIN THIRTY (30) DAYS OF THE END OF THE QUARTERLY BILLING CYCLE.
8. All reimbursement requests shall be complete and accurate based on the criteria, guidelines, and intent of this agreement.

9. **Invoices must be accompanied by FORM SBE-HCCTP-7, FORM NAME, summarizing expenditures and receipts associated with the approved budget and include an authorized representative signature from the GOVERNMENTAL BODY certifying review of the invoices.**

ATTACHMENT C

Activities, Measures and Performance

HCCTP Training Partners

NOTE: Some variables may affect each HCCTP program and how this tool applies to their program, including the program set-up, COVID or other restrictions, space, locations, liability concerns, legal restrictions on individual students, and other factors in the college or community.

Activities	Measures	Meets or Exceeds Expectation, or Needs Improvement
Recruitment • Making calls, sending emails, posting on social media to promote orientations and class registration • Publicizing orientation/registrations through traditional media – newspapers, radio, television • Working with the community college to prepare advertising messages. • Attending community meetings and events, including job fairs, and partnership meetings.	**Recruitment** • Estimated number of persons reached through outreach efforts • Number of appearances in traditional media • Number of community meetings, job fairs, and partnership meetings attended.	
Application Process • Conducting orientations and TABE testing • Conducting interviews with applicants • Collecting and verifying applicant documents, test scores, drug screens • Counseling applicants who do not qualify for the program.	**Application Process** • Number of Orientations/testing sessions • Number of interviews conducted • Number of applicants tracked with documentation verified	
Coordination and Management of Training • Scheduling and overseeing program instructors • Working with instructors to develop appropriate course curriculum and materials. • Maintaining student attendance and evaluation records • Providing materials and support for instructors	**Coordination and Management of Training** • Number of classes held in each subject (documented weekly and quarterly to IDOT) • Daily/weekly records maintained on attendance and evaluations (documented weekly and quarterly to IDOT)	

Activities	Measures	Meets or Exceeds Expectation, or Needs Improvement
	• Classes/subjects completed for all students (documented weekly and quarterly to IDOT)	
Planning and Coordination of Hands-on Construction Projects • Meeting with potential community partners to arrange for new projects • Reviewing projects and logistics with construction instructors • Coordinating with partners for construction materials and scheduling • Following up on progress and completion of projects	**Planning and Coordination of Hands-on Construction Projects** • Number of planning meetings with project partners and construction instructors • Outlines/estimates/proposals of projects submitted in advance to IDOT • Visits to construction sites in progress and at completion (including weekly and quarterly verification of completion)	
Maintaining/Expanding Relationships with the Building Trades • Calling and emailing trade union Business Agents and Training Coordinators, as well as contractors • Recruiting and maintaining membership in the HCCTP Advisory Board • Acting as a liaison with union partners, highway construction contractors, College departments, community agencies, Adult Education programs, businesses, and others • Scheduling and holding field trips to training centers • Scheduling and hosting guest speakers from the trades • Organizing and coordinating advisory committee to assist in program planning, implementation, evaluation, and student placement. • Ongoing verifying trades application deadlines • Following up on student applications and placements in apprenticeship programs	**Maintaining/Expanding Relationships with the Building Trades** • Number of field trips and guest speaker visits (reported weekly and quarterly) • Number of Advisory Board meetings held (reported weekly and quarterly) • Number of trades representatives on the Advisory Board	

Activities	Measures	Meets or Exceeds Expectation, or Needs Improvement
Purchasing, Budget Management and Monthly Requests • Creating and maintaining program budget -- and revisions, if needed (annually) • Purchasing and documenting student supplies, tools, instructor contracts, stipends and other expenses • Tracking and verifying expenses monthly	**Purchasing, Budget Management and Monthly Requests** • Annually, program budget is set up and on file • Expenses verified in files and on reports to IDOT (reported monthly and quarterly) • Monthly/quarterly funding requests are submitted to IDOT in a timely fashion	
Follow-up with Students and Graduates on Applications and Placement Opportunities • Making personal calls and/or sending texts to graduates • Meeting regularly with current students individually to discuss goals and applications • Contacting graduates still seeking apprenticeship placements at least monthly, and follow up as needed • Sending notifications of trade application deadlines and other pertinent information to graduates seeking placement	**Follow-up with Students and Graduates on Applications and Placement Opportunities** • Maintain records of communications with graduates • Maintain notes or a chart of current students and their applications and intentions to apply (by trade) • Maintain records on apprenticeship placements (reported weekly and quarterly to IDOT)	

Rock Valley College

Board Report #XXXX
May 26, 2026

2026–2027 Dual and Articulated Credit Memorandum of Understanding Between Belvidere Community Unit School District #100 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 Belvidere Community Unit School District #100 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 Belvidere Community Unit School District #100, 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): Belvidere Community Unit School District #100 Dual and Articulated Credit Memorandum of Understanding

DRAFT

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Belvidere School District 100

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 20th day of April, 2026 between Belvidere School District 100 ("School District"), located at 1201 5th Avenue, Belvidere Illinois 61008 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, thecourse 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 8/1 2026 and end on 6/30 2027.

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

Dr. Cassandra Schug

4/21/26

High School Superintendent — Date

Rock Valley College President — Date

Jorge Herrera 4/20/26

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 District 100 as dual credit effective during this Agreement:

Dual Credit Courses	Campus Location
ATM 106 – Advanced Automotive Technology/Introduction to Electrical Systems/Power Train	Belvidere North HS & Belvidere HS
EDU 224 – Introduction to Teaching	Belvidere North HS & Belvidere HS
FRE 223 – Emergency Medical Technician Basic	RVC
MEC 113 – Electrical Systems	Belvidere North HS & Belvidere HS
MEC 133 – Robotics and Automation	Belvidere North HS & Belvidere HS
NAD 101 – Nursing Aide	RVC
PCT 110 – Network Essentials	Belvidere North HS & Belvidere HS
PCT 270 – Introduction to UNIX/Linus	Belvidere North HS & Belvidere HS
WLD 100 – Introduction to Welding	RVC

The following D100 courses are eligible for Rock Valley College articulated credit:

RVC Course Eligible for Articulated Credit	Student Earns Articulated Credit by:
ATM 105 – Automotive Technology	Successful completion of ATM 106
CIS 102 – Computer Applications	Successful completion of 3 credits of any CIS, PCT or WEB
ECE 100 – Introduction to Early Childhood	Successful completion of EDU 224
HLT 110 – Human Disease and Medial Terminology	Successful completion of NAD 101, FRE 223, or 3 credits of BIO or FWS
MET 100 – Introduction to Drafting/CAD and Print Reading	Successful completion of MET 110
PCT 262 – DC Networking and Coding/A+ Essentials	Successful completion of PCT 110 or PCT 270

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.

Rock Valley College

Board Report #XXXX
May 26, 2026

2026–2027 Dual and Articulated Credit Memorandum of Understanding Between Christian Life Schools 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. This is a new agreement with Christian Life Schools in 2026–2027.

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 Christian Life Schools 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 Christian Life Schools, 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): Christian Life Schools Dual and Articulated Credit Memorandum of Understanding

DRAFT

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and CHRISTIAN LIFE SCHOOLS

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 31st_ day of March_, 2026 between Christian Life Schools ("School District"), located at 5950 Spring Creek Rd_ 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 8/1/ 2026 and end on 6/30/2027.

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

Judy Bathge	4-8-26		
High School Superintendent	Date	Rock Valley College President	Date
Jeremy DeWaters	4/9/26		
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 CHRISTIAN LIFE SCHOOLS as dual credit effective during this Agreement:

Dual Credit Courses	Campus Location
LIT 101 – Introduction to College Literature	Christian Life High School
ENG 101 – Composition I	Christian Life High School

The following _____ courses are eligible for Rock Valley College articulated credit:

RVC Course Eligible for Articulated Credit	Student Earns Articulated Credit by:

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.

Rock Valley College

Board Report #XXXX
May 26, 2026

2026–2027 Dual and Articulated Credit Memorandum of Understanding Between Harlem Consolidated School District #122 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 Harlem Consolidated School District #122 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 Harlem Consolidated School District #122, 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): Harlem Consolidated School District #122 Dual and Articulated Credit Memorandum of Understanding

DRAFT

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Harlem Consolidated School District No. 122

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 13th day of April, 2026 between Harlem Consolidated School District No. 122 ("School District"), located at 8605 N. 2nd Street, Machesney Park, Illinois 61115 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 August1,2026 and end on June30, 2027.

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

L. Tuell	4-14-26		
High School Superintendent	Date	Rock Valley College President	Date
Board of Education	4/13/26 Date	Rock Valley College Board of Trustees	Date

Appendix A
Dual Credit Courses

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

Dual Credit Courses	Campus Location
ECE 100 – Introduction to Early Childhood Education	Harlem HS
EDU 224 – Introduction to Education	Harlem HS
EDU 244 – Students with Disabilities in Schools	Harlem HS
FRE 223 – Emergency Medical Technician/Basic	RVC
GAT 110 – Introduction to Photoshop	Harlem HS
GAT 115 – Introduction to Illustrator	Harlem HS
HLT 110 – Medical Terminology	Harlem HS
MGT 270 – Principles of Management	Harlem HS
MKT 260 – Principles of Marketing	Harlem HS
NAD 101- Nursing Aide	RVC
PCT 110 – Network Essentials	Harlem HS
PCT 130 – Introduction to Network Security Fundamentals	Harlem HS
PCT 262 – A+ Essentials	Harlem HS
PCT 270 – Intro to Linux/Unix	Harlem HS
SPH 131 – Fundamentals of Communication	Harlem HS
WEB 101 – Programming	Harlem HS

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

RVC Course Eligible for Articulated Credit	Student Earns Articulated Credit by:
CIS 102 – Computer Applications (part of business and computers pathways	Successful completion of PCT 110 or PCT 262 or WEB 101
WLD 100 – Introduction to Welding (Welding 1 & 2)	Successful completion of WLD 153

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.

Rock Valley College

Board Report #XXXX
May 26, 2026

2026–2027 Dual and Articulated Credit Memorandum of Understanding Between Hononegah Community High School District #207 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 Hononegah Community High School District #207 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 Hononegah Community High School District #207, 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): Hononegah Community High School District #207 Dual and Articulated Credit Memorandum of Understanding

DRAFT

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Hononegah Community High School District 207

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 15th day of April,__, 2026 between Hononegah Community High School District 207 ("School District"), located at 307 Salem Street, Rockton, Illinois 61072 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. If no qualified and approved School District instructor is available, the course will not be offered.

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.

Michael J. Dugan 4/14/26	
High School Superintendent Date	Rock Valley College President Date
4/15/26	
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 Hononegah High School as dual credit effective during this Agreement:

Dual Credit Courses	Campus Location
ATM 106 – Introduction to Automotive Electrical Systems & Powertrains	Hononegah
FRE 223 – EMT	RVC
GAT 110- Introduction to Photoshop	Hononegah
GAT 115 – Digital Design & Illustration	Hononegah
GAT 178 – Fundamentals of Desktop Publishing	Hononegah
NAD 101 – Nursing Aide	RVC
WEB 101 – Programming Related to the Internet	Hononegah

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

RVC Course Eligible for Articulated Credit	Student Earns Articulated Credit by:
ATM 105 – Introduction to Brake & Chassis Systems	Successful completion of ATM 106
GAT 101 – Introduction to Graphic Arts	Successful completion of GAT 110,115 or 178

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.

Rock Valley College

Board Report #XXXX
May 26, 2026

2026–2027 Dual and Articulated Credit Memorandum of Understanding Between Keith Country Day 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 Keith Country Day School 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 Keith Country Day School, 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): Keith Country Day School Dual and Articulated Credit Memorandum of Understanding

DRAFT

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Keith Country Day School

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 14th day of April, 2026 between Keith Country Day School ("School District"), located at 1 Jacoby Pl, Rockford, IL 61107 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, thecourse 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.

CHARO CHANEY

Charo Chaney 4/14/2026

High School Superintendent Date

Rock Valley College President Date

Anisha Grimmett

4/21/2026

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 Keith Country Day School as dual credit effective during this Agreement:

Dual Credit Courses	Campus Location
BIO 103 – Introductory Life Science	Keith Country Day School
BIO 104 – Introductory Life Science Laboratory	Keith Country Day School
SPN 101 – Beginning Spanish	Keith Country Day School
SPN 102 – Continuation of Beginning Spanish	Keith Country Day 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.

RockValleyCollege

Board Report #XXXX
May 26, 2026

2026–2027 Dual and Articulated Credit Memorandum of Understanding Between Meridian Community Unit School District #223 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 Meridian Community Unit School District #223 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 Meridian Community Unit School District #223, 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): Meridian Community Unit School District #223 Dual and Articulated Credit Memorandum of Understanding

DRAFT

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Meridian School District 223

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 8 day of April, 2026 between Meridian School District 223 ("School District"), located at 207 West Main Street, Stillman Valley, Illinois 61084 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;

j. 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;

k. 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;

l. 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;

m. 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;

n. 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;

o. Distribute on the first day of class, the course syllabus to each student registered in a Dual Credit course section;

p. Ensure that School District Dual Credit Instructors assign letter grades following Rock Valley College's grading scale;

q. Ensure that School District Dual Credit Instructors report instances of academic dishonesty to the Parties.

r. Ensure that the total class contact time meets or exceeds Rock Valley College's requirements;

s. Review this MOU annually for accuracy and pricing;

t. 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.

u. Provide associated instructional costs such as instructional materials and supplies, as needed;

v. 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;

w. 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

x. 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.

4-8-26			
High School Superintendent	Date	Rock Valley College President	Date
4-8-26			
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 Stillman Valley High School as dual credit effective during this Agreement:

Dual Credit Courses	Campus Location
CIS 102 – Introduction to Computer and Information Systems	Stillman Valley HS
CIS 170 – Programming Logic & Design	Stillman Valley HS
EDU 224 – Introduction to Education*	Stillman Valley HS
ENG 101 – English Composition I	Stillman Valley HS
ENG 103 – English Composition II	Stillman Valley HS
GEL 101 – Introduction to Geology	Stillman Valley HS
HLT 110 – Medial Terminology	Stillman Valley HS
MTH 115 – General Education Mathematics	Stillman Valley HS
MTH 135 – Calculus I	Stillman Valley HS
MTH 220 – Statistics	Stillman Valley HS
PSY 170 – General Psychology	Stillman Valley 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.

Rock Valley College

Board Report #XXXX
May 26, 2026

2026–2027 Dual and Articulated Credit Memorandum of Understanding Between North Boone Community Unit School District #200 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 North Boone Community Unit School District #200 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 North Boone Community Unit School District #200, 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): North Boone Community Unit School District #200 Dual and Articulated Credit Memorandum of Understanding

DRAFT

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and North Boone Community Unit School District 200

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 21 day of April, 2026 between North Boone Community Unit School District 200 ("School District"), located at 6248 North Boone School Road, Poplar Grove, Illinois 61065 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, thecourse 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.

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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.

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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.

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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.

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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.

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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 4/21/26	Rock Valley College President	Date
Board of Education	Date April 21, 2026	Rock Valley College Board of Trustees	Date

Appendix A
Dual Credit Courses

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

Dual Credit Courses	Campus Location
ENG-101 – Composition I	North Boone HS
ENG 103 – Composition II	North Boone 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.

Rock Valley College

Board Report #XXXX
May 26, 2026

2026–2027 Dual and Articulated Credit Memorandum of Understanding Between Pecatonica Community Unit School District #321 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 Pecatonica Community Unit School District #321 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 Pecatonica Community Unit School District #321, 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): Pecatonica Community Unit School District #321 Dual and Articulated Credit Memorandum of Understanding

DRAFT

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Pecatonica Community Unit School District 321

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 15 day of April, 2026 between Pecatonica Community Unit School District 321 ("School District"), located at 1300 Main Street, Pecatonica, Illinois 61063 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, thecourse 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.

C B C	4-15-26		
High School Superintendent	Date	Rock Valley College President	Date
Robert R Lehrman	4/15/26		
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 _____ as dual credit effective during this Agreement:

Dual Credit Courses	Campus Location
SPN 203 – Intermediate Spanish	Pecatonica HS
SPN 204 – Continuation of Intermediate Spanish	Pecatonica 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.

Rock Valley College

Board Report #XXXX
May 26, 2026

2026–2027 Dual and Articulated Credit Memorandum of Understanding Between Rockford Christian 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 Rockford Christian High School 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 Rockford Christian High School, 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): Rockford Christian High School Dual and Articulated Credit Memorandum of Understanding

DRAFT

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Rockford Christian High School

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 14 day of April, 2026 between Rockford Christian High School ("School District"), located at 1401 North Bell School Road, Rockford Illinois 61107 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.

Jahna Duda	
04.13.26	
High School Superintendent Date	Rock Valley College President Date
Gary LOVE	
- Board Chair 4/14/26	
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 Rockford Christian High School as dual credit effective during this Agreement:

Dual Credit Courses	Campus Location
EGR 135 – Engineering Graphics/CAD	Rockford Christian High School
GAT 110 – Introduction to Photoshop	Rockford Christian High School
GAT 115 – Digital Design & Illustrator	Rockford Christian 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.

Rock Valley College

Board Report #XXXX
May 26, 2026

2026–2027 Dual and Articulated Credit Memorandum of Understanding Between South Beloit Community Unit School District #320 and Rock Valley College

Background:

The Dual and Articulated Credit initiative is designed to 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 South Beloit Community Unit School District #320 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 South Beloit Community Unit School District #320, 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): South Beloit Community Unit School District #320 Dual and Articulated Credit Memorandum of Understanding

DRAFT

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 14 day of April, 2026 between South Beloit Community Unit School District 320 ("School District"), located at 850 Hayes Avenue, South Beloit, Illinois, 61080 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.

   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, thecourse 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

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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;

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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.

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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.

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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.

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    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.

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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.

4/13/26	
High School Superintendent Date	Rock Valley College President Date
4/14/26	
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 South Beloit High School as dual credit effective during this Agreement:

Dual Credit Courses	Campus Location
ENG 101 – English Composition I	South Beloit HS
ENG 103 – English Composition II	South Beloit 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.

RockValleyCollege

Board Report #XXXX
May 26, 2026

2026–2027 Running Start Intergovernmental Agreement (IGA)
Belvidere Community Unit School District #100

Background:

Running Start is a formal program that allows qualified students from Belvidere Community Unit School District #100 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 Belvidere Community Unit School District #100.

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 Belvidere Community Unit School District #100 requires the district to, with the College's assistance, calculate the cost equivalent of tuition and fees for the courses taken by each Running Start student and to pay the College the cost associated with this 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 Belvidere Community Unit School District #100, 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**.

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment(s): Belvidere Community Unit School District #100 Intergovernmental Agreement

DRAFT

INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD OF EDUCATION OF BELVIDERE COMMUNITY UNIT SCHOOL DISTRICT NO. 100, BOONE 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 Belvidere Community Unit School District No. 100, Boone 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 Belvidere 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 Early College Coordinator 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 Early College Coordinator 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 Early College Coordinator 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 Early College Coordinator 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 Early College Coordinator 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 100 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 provide work space and related services for a designated DISTRICT Early College Coordinator in the Early College office in order for DISTRICT and COLLEGE to provide ongoing support to DISTRICT students.

J. 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.

K. 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 Early College Coordinator and commit to ensuring any schedule changes of DISTRICT 100 students are approved by DISTRICT Early College Coordinator or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the Early College Coordinator of such changes.

L. 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 Early College Coordinator in advance of assigned priority registration dates. If the DISTRICT has a full-time Early College Coordinator, students can meet with that individual and the Early College Coordinator can communicate student schedules to the COLLEGE advisor.

E. Student will schedule an appointment each semester with a designated DISTRICT Early College Coordinator 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 Early College Coordinator 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 Early College Coordinator 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:

Belvidere Community Unit DISTRICT No. 100
Att'n: Superintendent
1201 Fifth Avenue
Belvidere, IL 61008
Facsimile: (815) 544-4260

with a copy to counsel;

G. Robb Cooper
Ottosen Brtiz Kelly Cooper Gilbert & DiNolfo
1804 N. Naper Blvd., Suite 305
Naperville, IL 60563
Facsimile: (630) 682-0788

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.

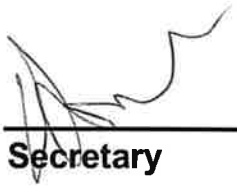
I. **Signature in Counterparts**. This Agreement may be executed in counterparts, each

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
Belvidere Community
Unit School District
No. 100
Boone County, Illinois

President



Secretary

April 20, 2026

Date

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

President

Secretary

Date

APPENDIX A

DISTRICT Running Start Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

1. Meet with the DISTRICT high school 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 Early College Coordinator 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 Belvidere DISTRICT 100. "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 or Early College Coordinator 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 or DISTRICT Early College Coordinator 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 or DISTRICT Early College Coordinator for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors or DISTRICT Early College Coordinator 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 or DISTRICT Early College Coordinator 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 or Early College Coordinator submit the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor or Early College Coordinator for each semester completed by participating students within two weeks of final grades posting.

APPENDIX C
Running Start Student Academic Conduct Policies

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

ADVISING & COMMUNICATION

Running Start students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)

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

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

DISMISSAL FROM PROGRAM

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

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

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

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

Appendix D

Running Start Program Course Offerings 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 Requirement
FWS-110	Fitness Walking	1	RVCRS Fitness Walking 110	0.5	Students exempt from PE in RS
FWS-116	Step Aerobics	1	RVCRS Step Aerobics 116	0.5	Students exempt from PE in RS
FWS-119	Cardio Kickboxing	1	RVCRS Cardio Kickboxing 119	0.5	Students exempt from PE in RS
FWS-121	Cardio Fitness & Conditioning	1	RVCRS Cardio Fitness & Conditioning 121	0.5	Students exempt from PE in RS
FWS-126	Beginning Weight Lifting	1	RVCRS Beginning Weight Lifting 126	0.5	Students exempt from PE in RS
FWS-127	Advanced Weight Lifting	2	RVCRS Advanced Weight Lifting 127	0.5	Students exempt from PE in RS
FWS-128	Sports Performance Fitness	1	RVCRS Sports Performance Fitness 128	0.5	Students exempt from PE in RS
FWS-131	Basketball & Touch Football	1	RVCRS Basketball & Touch Football 131	0.5	Students exempt from PE in RS
FWS-133	Power Volleyball	1	RVCRS Power Volleyball 133	0.5	Students exempt from PE in RS
FWS-151	Tae Kwon Do	1	RVCRS Tae Kwon Do 151	0.5	Students exempt from PE in RS
FWS-220	Intro Career Opportunity in PE	3	RVCRS Intro Career Opportunity in PE 220	0.5	
FWS-231	Contemporary Health Issues	3	RVCRS Contemporary Health Issues 231	0.5	
FWS-233	Community Health	3	RVCRS Community Health 233	0.5	
FWS-235	Alcohol and Drug Education	3	RVCRS Alcohol and Drug Education 235	0.5	
FWS-236	Human Sexuality	3	RVCRS Human Sexuality 236	0.5	
FWS-237	Nutrition for Optimum Living	3	RVCRS Nutrition for Optimum Living 237	0.5	
FWS-243	First Aid/Gen Safety/CPR/AED	3	RVCRS First Aid/Gen Safety/CPR/AED 243	0.5	
FWS-250	Introduction Sport Management	3	RVCRS Introduction Sport Management 250	0.5	
FWS-253	Introduction to Coaching	3	RVCRS Introduction to Coaching 253	0.5	
FWS-254	ASEP Sport First Aid and CPR	3	RVCRS ASEP Sport First Aid and CPR 254	0.5	
FWS-255	Sociology of Sport	3	RVCRS Sociology of Sport 255	0.5	
FWS-256	History of Phy Ed & Sport	3	RVCRS History of Phy Ed & Sport 256	0.5	
FWS-258	Sport & Exercise Psychology	3	RVCRS Sport & Exercise Psychology 258	0.5	
FWS-260	Intro to Exercise Science	3	RVCRS Intro to Exercise Science 260	0.5	
FWS-261	Nutrition for Fitness&Sport	3	RVCRS Nutrition for Fitness&Sport 261	0.5	
FWS-263	Nutrit, Exercise & Weight Cntr	3	RVCRS Nutrit, Exercise & Weight Cntr 263	0.5	
FWS-265	Personal Fitness and Wellness	3	RVCRS Personal Fitness and Wellness 265	0.5	
FWS-266	Personal Trng I-Concepts&Appl	3	RVCRS Personal Trng I-Concepts&Appl 266	0.5	
FWS-267	Persnl Trng II-Concepts&Appl.	3	RVCRS Persnl Trng II-Concepts&Appl. 267	0.5	
HLT-110	Medical Terminology	2	RVCRS Medical Terminology 110	0.5	
Business					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	
ATG-110	Financial Accounting	4	RVCRS Financial Accounting 110	1	
ATG-111	Managerial Accounting	4	RVCRS Managerial Accounting 111	1	
BUS-101	Introduction to Business	3	RVCRS Introduction to Business 101	0.5	
BUS-103	Business Mathematics	3	RVCRS Business Mathematics 103	0.5	
BUS-105	Consumer Econ and Prsnl Fin	3	RVCRS Consumer Econ and Prsnl Fin 105	0.5	
BUS-130	Entrepreneurship Principles	3	RVCRS Entrepreneurship Principles 130	0.5	
BUS-131	Entrepreneurship Planning	3	RVCRS Entrepreneurship Planning 131	0.5	
BUS-170	Intro Organizational Behavior	3	RVCRS Intro Organizational Behavior 170	0.5	
BUS-200	Legal Environment in Bus	3	RVCRS Legal Environment in Bus 200	0.5	
BUS-223	Business Statistics	3	RVCRS Business Statistics 223	0.5	
BUS-230	Entrepreneurship Capstone	3	RVCRS Entrepreneurship Capstone 230	0.5	
BUS-279	Principles of Finance	3	RVCRS Principles of Finance 279	0.5	
BUS-282	International Business	3	RVCRS International Business 282	0.5	
MGT-170	Business Communications	3	RVCRS Business Communications 170	0.5	
MGT-270	Principles of Management	3	RVCRS Principles of Management 270	0.5	
MGT-271	Human Resource Manage	3	RVCRS Human Resource Manage 271	0.5	
MGT-274	Leadership	3	RVCRS Leadership 274	0.5	
MKT-260	Principles of Marketing	3	RVCRS Principles of Marketing 260	0.5	
MKT-265	Salesmanship	3	RVCRS Salesmanship 265	0.5	
MKT-266	Principles of Advertising	3	RVCRS Principles of Advertising 266	0.5	
MKT-288	Customer Relations	3	RVCRS Customer Relations 288	0.5	
OFF-118	Computer Keyboarding	1	RVCRS Computer Keyboarding 118	0.5	
Communications					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	
COM-113	Intro to Public Relations	3	RVCRS Intro to Public Relations 113	0.5	
COM-119	News Writing	3	RVCRS News Writing 119	0.5	
COM-120	News Editing	3	RVCRS News Editing 120	0.5	
COM-130	Intro to Mass Communication	3	RVCRS Intro to Mass Communication 130	0.5	
COM-140	Writing for Multimedia	3	RVCRS Writing for Multimedia 140	0.5	
COM-156	Audio Production I	3	RVCRS Audio Production I 156	0.5	

COM-157	Video Production I	3	RVCRS Video Production I 157	0.5
COM-208	Screenwriting	3	RVCRS Screenwriting 208	0.5
COM-218	Broadcast Performance	3	RVCRS Broadcast Performance 218	0.5
COM-221	Photojournalism	3	RVCRS Photojournalism 221	0.5
COM-251	Film History and Appreciation	3	RVCRS Film History and Appreciation 251	0.5
COM-252	International History of Film	3	RVCRS International History of Film 252	0.5
COM-256	Advanced Audio Production	3	RVCRS Advanced Audio Production	0.5
COM-257	Advanced Video Production	3	RVCRS Advanced Video Production 257	0.5
COM-260	Advanced Post-Production	3	RVCRS Advanced Post-Production 260	0.5
COM-296	Documentary Production	3	RVCRS Documentary Production 296	0.5
COM-297	Motion Picture Production	3	RVCRS Motion Picture Production 297	0.5
ENG-101	Composition I	3	RVCRS Composition I 101	0.5
ENG-103	Composition II	3	RVCRS Composition II 103	0.5
ENG-108	Intro Creative Writing	3	RVCRS Intro Creative Writing 108	0.5
ENG-109	Creative Writing II	3	RVCRS Creative Writing II 109	0.5
ENG-110	Intro to Technical Writing	3	RVCRS Intro to Technical Writing 110	0.5
ENG-200	Language, Power & Public Life	3	RVCRS Language, Power & Public Life 200	0.5
LIT-101	Introduction to Literature	3	RVCRS Introduction to Literature 101	0.5
LIT-139	Mythology	3	RVCRS Mythology 139	0.5
LIT-140	The Bible As Literature	3	RVCRS The Bible As Literature 140	0.5
LIT-141	Film and Literature	3	RVCRS Film and Literature 141	0.5
LIT-142	Exploring Literature: Poetry	3	RVCRS Exploring Literature: Poetry 142	0.5
LIT-144	Exploring Literature: Fiction	3	RVCRS Exploring Literature: Fiction 144	0.5
LIT-152	Multicultural American Lit	3	RVCRS Multicultural American Lit 152	0.5
LIT-154	Intro Non-Western Literature	3	RVCRS Intro Non-Western Literature 154	0.5
LIT-201	American Lit Before 1865	3	RVCRS American Lit Before 1865 201	0.5
LIT-202	American Literature Since 1865	3	RVCRS American Literature Since 1865 202	0.5
SPH-131	Fundamentals of Communication	3	RVCRS Fundamentals of Communication 131	0.5
SPH-201	Interpers		RVCRS Interpersonal Communication 201	0.5
SPH-202	Inter		RVCRS Intercultural Communication 202	0.5
SPH-211	G		RVCRS Group Leadership	0.5

Computers and Information Systems

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
CIS-102	Intro Computer & Info Systems	3	RVCRS Intro Computer & Info Systems 102	0.5
CIS-120	Intro to Microsoft Word	1	RVCRS Intro to Microsoft Word 120	0.5
CIS-121	Introduction to Excel	1	RVCRS Introduction to Excel 121	0.5
CIS-124	Introduction to Powerpoint	1	RVCRS Introduction to Powerpoint 124	0.5
CIS-130	Introduction to Access	2	RVCRS Introduction to Access 130	0.5
CIS-170	Programming Logic & Design	3	RVCRS Programming Logic & Design 170	0.5
CIS-180	Intro to Visual Basic Prgrmng.	4	RVCRS Intro to Visual Basic Prgrmng. 180	1
CIS-240	Intro to Java Programming	4	RVCRS Intro to Java Programming 240	1
CIS-245	Program Android-Mobile Devices	4	RVCRS Program Android-Mobile Devices 245	1
CIS-254	Database Programming	4	RVCRS Database Programming 254	1
CIS-276	Intro to C/C++ Programming	4	RVCRS Intro to C/C++ Programming 276	1
CIS-277	Advanced C/C++ Programming	4	RVCRS Advanced C/C++ Programming 277	1
CIS-279	Visual C# Programming	4	RVCRS Visual C# Programming 279	1
CIS-280	Program iOS Apple Mobile Dev	4	RVCRS Program iOS Apply Mobile Dev 280	1
CIS-290	Special Topics in CIS	1	RVCRS Special Topics in CIS 290	0.5
CIS-291	Internship Field Project	1	RVCRS Internship Field Project 291	0.5
GAT-101	Intro to Graphic Arts Tech	4	RVCRS Intro to Graphic Arts Tech 101	1
GAT-110	Introduction to Photoshop	2	RVCRS Introduction to Photoshop 110	0.5
GAT-115	Introduction to Illustrator	2	RVCRS Introduction to Illustrator 115	0.5
GAT-150	Typography	2	RVCRS Typography 150	0.5
GAT-178	Fundamentals of Desktop Publis	3	RVCRS Fundamentals of Desktop Publis 178	0.5
GAT-190	Image Generation and Output	2	RVCRS Image Generation and Output 190	0.5
GAT-215	Advanced Illustrator	2	RVCRS Advanced Illustrator 215	0.5
GAT-220	Adv Photoshop Grap Arts Indus.	3	RVCRS Adv Photoshop Grap Arts Indus. 220	0.5
PCT-110	Networking Essentials	3	RVCRS Networking Essentials 110	0.5
PCT-111	Windows Active Directory	3	RVCRS Windows Active Directory 111	0.5
PCT-112	Windows Server Fundamentals	3	RVCRS Windows Server Fundamentals 112	0.5
PCT-113	Microsoft Win Infrastructure	3	RVCRS Microsoft Win Infrastructure 113	0.5
PCT-120	Cisco Networking I	4	RVCRS Cisco Networking I 120	1
PCT-122	Cisco Networking II	4	RVCRS Cisco Networking II 122	1
PCT-124	Cisco Networking III	4	RVCRS Cisco Networking III 124	1
PCT-126	Cisco Networking IV	4	RVCRS Cisco Networking IV 126	1
PCT-130	Intro Network Security Fndmntl	3	RVCRS Intro Network Security Fndmntl 130	0.5
PCT-132	Advanced Network Security	3	RVCRS Advanced Network Security 132	0.5
PCT-140	IP Telephony I	4	RVCRS IP Telephony I 140	1
PCT-142	IP Telephony II	4	RVCRS IP Telephony II 142	1
PCT-211	VMWare vSphere:Install/Config	3	RVCRS VMWare vSphere:Install/Config 211	0.5
PCT-262	A+ Essentials	3	RVCRS A+ Essentials 262	0.5
PCT-270	Introduction to Unix/Linux	3	RVCRS Introduction to Unix/Linux 270	0.5

PCT-275	Cisco Firewall Design	4	RVCRS Cisco Firewall Design 275	1	
PCT-290	Special Topic in PC Tech	1	RVCRS Special Topic in PC Tech 290	0.5	
WEB-101	Programming Related-Internet	4	RVCRS Programming Related-Internet 101	1	
WEB-102	Adv Program Related - Internet	4	RVCRS Adv Program Related - Internet 102	1	
WEB-111	Introduction to Multimedia	3	RVCRS Introduction to Multimedia 111	0.5	
WEB-225	Digital Photography	3	RVCRS Digital Photography 225	0.5	
WEB-233	Introduction to Javascript	4	RVCRS Introduction to Javascript 233	1	
WEB-234	PHP Programming	4	RVCRS PHP Programming 234	1	

Engineering and Techology					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Name**	**HS Credits**	
EGR-101	Introduction to Engineering	2	RVCRS Introduction to Engineering 101	0.5	
EGR-135	Engineering Graphics/CAD	4	RVCRS Engineering Graphics/CAD 135	1	
EGR-206	Statics	3	RVCRS Statics 206	0.5	
EGR-207	Dynamics	3	RVCRS Dynamics 207	0.5	
EGR-221	Elem Mech of Defmabl Bodies	3	RVCRS Elem Mech of Defmabl Bodies 221	0.5	
EGR-231	Engineering Circuit Analysis	4	RVCRS Engineering Circuit Analysis 231	1	
EGR-250	Digital Electronics	4	RVCRS Digital Electronics 250	1	
Humanities / Fine Arts					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Name**	**HS Credits**	
ART-101	Drawing and Composition I	3	RVCRS Drawing and Composition I 101	0.5	
ART-102	Drawing and Composition II	3	RVCRS Drawing and Composition II 102	0.5	
ART-103	Design I	3	RVCRS Design I 103	0.5	
ART-111	Painting I	3	RVCRS Painting I 111	0.5	
ART-121	Ceramics I	3	RVCRS Ceramics I 121	0.5	
ART-122	Ceramics II	3	RVCRS Ceramics II 122	0.5	
ART-131	Introduction to Visual Art	3	RVCRS Introduction to Visual Art 131	0.5	
ART-141	Intro Non-Western Visual Art	3	RVCRS Intro Non-Western Visual Art 141	0.5	
ART-201	Life Drawing	3	RVCRS Life Drawing 201	0.5	
ART-203	Design II	3	RVCRS Design II 203	0.5	
ART-212	Painting II	3	RVCRS Painting II 212	0.5	
ART-216	Relief Printmaking	3	RVCRS Relief Printmaking 216	0.5	
ART-251	History of Art I	3	RVCRS History of Art I 251	0.5	
ART-252	History of Art II	3	RVCRS History of Art II 252	0.5	
CRM-101	Intro to Criminal Justice	3	RVCRS Intro to Criminal Justice 101	0.5	
CRM-102	Intro to Probation & Parole	3	RVCRS Intro to Probation & Parole 102	0.5	
CRM-103	Intro to Corrections	3	RVCRS Intro to Corrections 103	0.5	
CRM-104	Intro to Private Security	3	RVCRS Intro to Private Security 104	0.5	
CRM-105	Police Report Writing	3	RVCRS Police Report Writing 105	0.5	
CRM-120	Criminal Investigation	3	RVCRS Criminal Investigation 120	0.5	
CRM-125	Criminal Proced & Civil Rights	3	RVCRS Criminal Proced & Civil Rights 125	0.5	
CRM-127	Ethics in Law Enforcement	3	RVCRS Ethics in Law Enforcement 127	0.5	
CRM-210	Criminal Law	3	RVCRS Criminal Law 210	0.5	
CRM-225	Juvenile Procedures	3	RVCRS Juvenile Procedures 225	0.5	
CRM-260	Police Organization & Admin	3	RVCRS Police Organization & Admin 260	0.5	
CRM-271	Patrol Procedures	3	RVCRS Patrol Procedures 271	0.5	
CRM-281	Rules of Evidence	3	RVCRS Rules of Evidence 281	0.5	
CRM-282	Interviews & Interrogations	3	RVCRS Interviews & Interrogations 282	0.5	
ECE-100	Intro to Early Childhood Ed.	3	RVCRS Intro to Early Childhood Ed. 100	0.5	
ECE-101	The Developing Child	3	RVCRS The Developing Child 101	0.5	
ECE-103	Health, Safety & Nutrition of Young Child	3	RVCRS Health, Safety & Nutrition of Young Child 103	0.5	
ECE-105	Observation and Assessment of Young Children	3	RVCRS Observation and Assessment of Young Children 105	0.5	
ECE-113	Infant and Toddler Curriculum	3	RVCRS Infant and Toddler Curriculum 113	0.5	
ECE-201	Language Development	3	RVCRS Language Development 201	0.5	
ECE-202	Child, Family & Community	3	RVCRS Child, Family & Community 202	0.5	
ECE-203	Curriculum Plan-Young Child	3	RVCRS Curriculum Plan-Young Child 203	0.5	
ECE-205	Org & Superv-Early Child Facil	3	RVCRS Org & Superv-Early Child Facil 205	0.5	
EDU-202	Children's Literature	3	RVCRS Children's Literature 202	0.5	
EDU-224	Introduction to Education	3	RVCRS Introduction to Education 224	0.5	
EDU-234	Intro Technology for Teachers	3	RVCRS Intro Technology for Teachers 234	0.5	
EDU-244	Students With Disabilities	3	RVCRS Students With Disabilities 244	0.5	
FRN-101	Beginning French	4	RVCRS Beginning French 101	1	
FRN-102	Continuatn of Begng French	4	RVCRS Continuatn of Begng French 102	1	
GRM-101	Beginning German	4	RVCRS Beginning German 101	1	
GRM-102	Continuatn of Begng German	4	RVCRS Continuatn of Begng German 102	1	
HUM-111	Intro to Humanities I	3	RVCRS Intro to Humanities I 111	0.5	
HUM-112	Intro to Humanities II	3	RVCRS Intro to Humanities II 112	0.5	
HUM-114	Intro Hum III:Contem West Wrl	3	RVCRS Intro Hum III:Contem West Wrl 114	0.5	
HUM-125	Intro Non-Western Humanities	3	RVCRS Intro Non-Western Humanities 125	0.5	
HUM-211	War & West Hum Thru Mid Ages	3	RVCRS War & West Hum Thru Mid Ages 211	0.5	
HUM-212	War & W.Hum-Renaiss to Present	3	RVCRS War & W.Hum-Renaiss to Present 212	0.5	
HUM-250	Leadership Development Stud	3	RVCRS Leadership Development Stud 250	0.5	

MUS-101	Fundamentals of Music	3	RVCRS Fundamentals of Music 101	0.5	
MUS-102	Intro to Music Literature	3	RVCRS Intro to Music Literature 102	0.5	
MUS-104	Intro to American Music	3	RVCRS Intro to American Music 104	0.5	
MUS-106	Intro to Non-Western Music	3	RVCRS Intro to Non-Western Music 106	0.5	
MUS-131	Class Piano I	2	RVCRS Class Piano I 131	0.5	
MUS-132	Class Piano II	2	RVCRS Class Piano II 132	0.5	
MUS-191	Chorus I	1	RVCRS Chorus I 191	0.5	
MUS-194	Instrumental Ensemble I	1	RVCRS Instrumental Ensemble I 194	0.5	
MUS-195	Band I	1	RVCRS Band I 195	0.5	
MUS-198	Orchestra I	1	RVCRS Orchestra I 198	0.5	
MUS-294	Instrumental Ensemble II	1	RVCRS Instrumental Ensemble II 294	0.5	
MUS-295	Band II	1	RVCRS Band II 295	0.5	
MUS-298	Orchestra II	1	RVCRS Orchestra II 298	0.5	
PHL-150	Intro to Philosophy	3	RVCRS Intro to Philosophy 150	0.5	
PHL-151	Intro Non-Western Philosophy	3	RVCRS Intro Non-Western Philosophy 151	0.5	
PHL-152	Environmental Ethics	3	RVCRS Environmental Ethics 152	0.5	
PHL-153	Medical Ethics	3	RVCRS Medical Ethics 153	0.5	
PHL-154	Introduction to Religion	3	RVCRS Introduction to Religion 154	0.5	
PHL-155	World Religions	3	RVCRS World Religions 155	0.5	
PHL-156	Religion in American Society	3	RVCRS Religion in American Society 156	0.5	
PHL-157	Foundational Religious Texts	3	RVCRS Foundational Religious Texts 157	0.5	
PHL-255	Logic	3	RVCRS Logic 255	0.5	
PHL-256	Contemporary Moral Issues	3	RVCRS Contemporary Moral Issues 256	0.5	
PHL-260	Philosophy of Religion	3	RVCRS Philosophy of Religion 260	0.5	
SPN-101	Beginning Spanish	4	RVCRS Beginning Spanish 101	1	
SPN-102	Continuation Beginning Spanish	4	RVCRS Continuation Beginning Spanish 102	1	
SPN-203	Intermediate Spanish	3	RVCRS Intermediate Spanish 203	0.5	
SPN-204	Continue Intermediate Spanish	3	RVCRS Continue Intermediate Spanish 204	0.5	
THE-133	Introduction to the Theater	3	RVCRS Introduction to the Theater 133	0.5	
THE-134	Stagecraft & Theater Lighting	3	RVCRS Stagecraft & Theater Lighting 134	0.5	
THE-135	Acting I	3	RVCRS Acting I 135	0.5	
THE-235	Acting II	3	RVCRS Acting II 235	0.5	
		Life Sciences			
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Name**	**HS Credits**	
BIO-100	Introductory Human Biology	3	RVCRS Introductory Human Biology 100	0.5	
BIO-103	Introductory Life Science	3	RVCRS Introductory Life Science 103	0.5	
BIO-104	Intro Life Science Lab	1	RVCRS Intro Life Science Lab 104	0.5	
BIO-106	Environmental Science	3	RVCRS Environmental Science 106	0.5	
BIO-107	Environmental Biology Lab	1	RVCRS Environmental Biology Lab 107	0.5	
BIO-113	Plants and Society	4	RVCRS Plants and Society 113	1	
BIO-140	Introduction to Evolution	3	RVCRS Introduction to Evolution 140	0.5	
BIO-150	Microbes and Society	3	RVCRS Microbes and Society 150	0.5	
BIO-152	Microbes & Society Laboratory	1	RVCRS Microbes & Society Laboratory 152	0.5	
BIO-162	Human Heredity	3	RVCRS Human Heredity 162	0.5	
BIO-171	Biology of Human Disease	3	RVCRS Biology of Human Disease 171	0.5	
BIO-185	Foundations Anat & Physiol	5	RVCRS Foundations Anat & Physiol 185	1	
BIO-201	Fundamentals of Biology I	4	RVCRS Fundamentals of Biology I 201	1	
BIO-202	Fundamentals of Biology II	4	RVCRS Fundamentals of Biology II 202	1	
BIO-274	Microbiology	4	RVCRS Microbiology 274	1	
BIO-281	Anatomy and Physiology I	4	RVCRS Anatomy and Physiology I 281	1	
BIO-282	Anatomy and Physiology II	4	RVCRS Anatomy and Physiology II 282	1	
		Mathematics			
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Name**	**HS Credits**	
MTH-115	General Education Math	3	RVCRS General Education Math 115	0.5	
MTH-120	College Algebra	3	RVCRS College Algebra 120	0.5	
MTH-125	Plane Trigonometry	3	RVCRS Plane Trigonometry 125	0.5	
MTH-132	College Algebra & Trigonometry	5	RVCRS College Algebra & Trigonometry 132	1	
MTH-135	Calculus W/Analytic Geom I	5	RVCRS Calculus W/Analytic Geom I 135	1	
MTH-164	Computer in Mathematics C/C++	4	RVCRS Computer in Mathematics C/C++ 164	1	
MTH-211	Calc for Business & Soc Scienc	4	RVCRS Calc for Business & Soc Scienc 211	1	
MTH-216	Math for Elem Teachers I	3	RVCRS Math for Elem Teachers I 216	0.5	
MTH-217	Math for Elem Teachers II	3	RVCRS Math for Elem Teachers II 217	0.5	
MTH-220	Elements of Statistics	3	RVCRS Elements of Statistics 220	0.5	
MTH-235	Calculus W/Analytic Geom II	4	RVCRS Calculus W/Analytic Geom II 235	1	
MTH-236	Calculus W/Analyt Geom III	4	RVCRS Calculus W/Analyt Geom III 236	1	
MTH-240	Differential Equations	3	RVCRS Differential Equations 240	0.5	
MTH-250	Modern Linear Algebra	4	RVCRS Modern Linear Algebra 250	1	
		Physical Sciences			
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Name**	**HS Credits**	
ATS-105	Intro to Atmospheric Science	4	RVCRS Intro to Atmospheric Science 105	1	

CHM-110	General Organic & BioChem I	4	RVCRS General Organic & BioChem I 110	1	
CHM-120	General Chemistry I	4	RVCRS General Chemistry I 120	1	
CHM-130	General Chemistry II	4	RVCRS General Chemistry II 130	1	
CHM-210	General, Organic & BioChem II	4	RVCRS General, Organic & BioChem II 210	1	
CHM-220	Organic Chemistry I	5	RVCRS Organic Chemistry I 220	1	
CHM-230	Organic Chemistry II	5	RVCRS Organic Chemistry II 230	1	
CHM-240	General Biological Chemistry	3	RVCRS General Biological Chemistry 240	0.5	
GEL-101	Introduction to Geology	4	RVCRS Introduction to Geology 101	1	
GEL-107	Geology of the Solar System	3	RVCRS Geology of the Solar System 107	0.5	
GEL-206	Environmental Geology	3	RVCRS Environmental Geology 206	0.5	
PGE-100	Physical Geography	3	RVCRS Physical Geography 100	0.5	
PGE-102	Physical Geography With Lab	4	RVCRS Physical Geography With Lab 102	1	
PGE-240	Global Climate Change	3	RVCRS Global Climate Change 240	0.5	
PHY-201	Mechanics and Heat	5	RVCRS Mechanics and Heat 201	1	
PHY-202	Waves/Elec/Light & Modm Phys	5	RVCRS Waves/Elec/Light & Modm Phys 202	1	
PHY-215	Mechanics, Wave Motion, Thermo	5	RVCRS Mechanics, Wave Motion, Thermo 215	1	
PHY-225	Electr, Magnetism, Light, Phys	5	RVCRS Electr, Magnetism, Light, Phys 225	1	
		Social Sciences			
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Name**	**HS Credits**	
ANP-102	Intro Biolo Anthro & Archaeol	3	RVCRS Intro Biolo Anthro & Archaeol 102	0.5	
ANP-103	Intro to Cultural Anthro	3	RVCRS Intro to Cultural Anthro 103	0.5	
GEO-130	World Geography	3	RVCRS World Geogrpahy 130	0.5	
HST-140	History of Western Civ I	3	RVCRS History of Western Civ I 140	0.5	
HST-141	History of Western Civ II	3	RVCRS History of Western Civ II 141	0.5	
HST-142	History of U S to 1865	3	RVCRS History of U S to 1865 142	0.5	
HST-143	History of U S Since 1865	3	RVCRS History of U S Since 1865 143	0.5	
HST-144	Current Hist 1945 to Present	3	RVCRS Current Hist 1945 to Present 144	0.5	
HST-151	African History Survey to 1600	3	RVCRS African History Survey to 1600 151	0.5	
HST-152	African Hist Survey Since 1600	3	RVCRS African Hist Survey Since 1600 152	0.5	
HST-162	History of Latin America I	3	RVCRS History of Latin America I 162	0.5	
HST-163	History of Latin America II	3	RVCRS History of Latin America II 163	0.5	
HST-172	History of Middle East to 1453	3	RVCRS History of Middle East to 1453 172	0.5	
HST-173	History Middle East Since 1453	3	RVCRS History Middle East Since 1453 173	0.5	
HST-182	Hist of Eastern Civ to 1500	3	RVCRS Hist of Eastern Civ to 1500 182	0.5	
HST-183	Hist of East Civ Since 1500	3	RVCRS Hist of East Civ Since 1500 183	0.5	
HST-192	History of World Until 1750	3	RVCRS History of World Until 1750 192	0.5	
HST-193	Hist of the World Since 1750	3	RVCRS Hist of the World Since 1750 193	0.5	
HST-210	History of Women of the U.S.	3	RVCRS History of Women of the U.S. 210	0.5	
PSC-150	Intro to Political Science	3	RVCRS Intro to Political Science 150	0.5	
PSC-160	American National Government	3	RVCRS American National Government 160	0.5	
PSC-161	State and Local Government	3	RVCRS State and Local Government 161	0.5	
PSC-210	Intro to Legal System	3	RVCRS Intro to Legal System 210	0.5	
PSC-211	The American Presidency	3	RVCRS The American Presidency 211	0.5	
PSC-269	International Relations	3	RVCRS International Relations 269	0.5	
SOC-190	Introduction to Sociology	3	RVCRS Introduction to Sociology 190	0.5	
SOC-290	Social Problems	3	RVCRS Social Problems 290	0.5	
SOC-291	Criminology	3	RVCRS Criminology 291	0.5	
SOC-292	Sociology of Deviance	3	RVCRS Sociology of Deviance 292	0.5	
SOC-294	Urban Sociology	3	RVCRS Urban Sociology 294	0.5	
SOC-295	Racial and Ethnic Relations	3	RVCRS Racial and Ethnic Relations 295	0.5	
SOC-298	Sociology of Sex and Gender	3	RVCRS Sociology of Sex and Gender 298	0.5	
SOC-299	Sociology of the Family	3	RVCRS Sociology of the Family 299	0.5	
		STU Student Development			
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Name**	**HS Credits**	
STU-100	Planning for Success	1	RVCRS Planning for Success 100	0.5	
STU-101	Career Planning	2	RVCRS Career Planning 101	0.5	
STU-103	Workplace Ethics	1	RVCRS Workplace Ethics 103	0.5	

Rock Valley College

Board Report #XXXX
May26, 2026

2026–2027 Running Start Intergovernmental Agreement (IGA)
Durand Community Unit School District #322

Background:

Running Start is a formal program that allows qualified students from Durand Community Unit School District #322 to attend Rock Valley College (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 the Durand Community Unit School District #322.

Students selected for *Running Start* need to be academically and socially ready for college. *Running Start* provides an opportunity for students to work toward a more challenging educational environment and 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 Durand Community Unit School District #322, 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.**

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment(s): Durand Community Unit School District #322 Intergovernmental Agreement

DRAFT

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

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

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

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

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

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

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

Section 1 Incorporation of Preamble Recitals

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

Section 2 Implementation of Running Start

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

following terms and conditions.

A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:

   1) DISTRICT's requirements for earning a high school diploma; and

   2) COLLEGE's requirements for earning an associate's degree.

B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).

C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.

D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall then charge the cost of in-district tuition and fees directly to each individual participating student.

E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.

F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Counselor within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.

G. At semester end, COLLEGE will provide the DISTRICT Counselor with transcripts for all students enrolled in Running Start.

Section 3 DISTRICT Obligations

DISTRICT will:

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

B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines

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

C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.

D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.

E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.

F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).

G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).

H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.

I. DISTRICT will provide advising for high school graduation requirements to Running Start students.

J. DISTRICT will provide all counseling services to Running Start students.

K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.

L. DISTRICT will communicate to the DISTRICT 322 students and their parents or a guardian that they are responsible for covering textbooks, associated instructional material costs, and 100% of the in-district tuition and fees for the Running Start program.

M. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.

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

Section 4 COLLEGE Obligations

COLLEGE will provide participating DISTRICT students with:

A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.

B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.

C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.

D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.

E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.

F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).

G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.

H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.

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

J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 322 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

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

Section 5 Participating DISTRICT Students' Obligations

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

A. Student will complete information in the COLLEGE Welcome Packet.

B. Student will attend mandatory COLLEGE Running Start Orientation.

C. Student will respond to email communication via COLLEGE Mail on a daily basis.

D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.

E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.

F. Student will keep all scheduled appointments.

G. Student will adhere to COLLEGE and DISTRICT policies and procedures.

H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.

I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).

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

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

Section 6 Shared Obligations and Understandings of the Parties

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

Agreement.

B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.

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

D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.

E. The Parties agree that their respective representatives shall use their best efforts to timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues

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

Section 7 Participation in Running Start Program by Students with Disabilities

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

A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).

B. The process is established as follows:

- The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
- The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
- The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
- The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support Services.

C. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.

D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.

E. DISTRICT and COLLEGE shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

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

Section 8 Miscellaneous Provisions

A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.

B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 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:

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

with a copy to counsel;

Phil Gerner
Robbin-Schwartz
55 W. Monroe St. - Suite 800
Chicago, IL 60603-5144
Facsimile: (815) 332-7768
Email: pgerner@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 Street - Suite 2550
Chicago, IL 60603-3410
Facsimile: (312) 332-7768
Email:
jperkoski@r obbins-schwartz.com

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

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

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

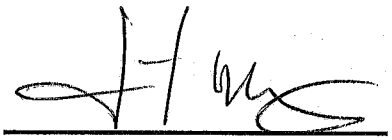
The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

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

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

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

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

Board of Education **Durand High School** **District No. 322** **Winnebago County,** **Illinois**	**Board of Trustees** **Illinois Community COLLEGE** **District No. 511** **Winnebago County, Illinois**
 **President**	**President**
 Secretary	**Secretary**
4/13/2026 **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 Durand DISTRICT 322. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible 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. 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.

RockValleyCollege

Board Report #XXXX
May 26, 2026

2026–2027 Running Start Intergovernmental Agreement (IGA)
Harlem Consolidated School District #122

Background:

Running Start is a formal program that allows qualified students from the Harlem Consolidated District #122 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 Harlem Consolidated School District #122.

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 Harlem Consolidated School District #122 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 Harlem Consolidated School District #122, 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**.

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment(s): Harlem Consolidated School District #122 Intergovernmental Agreement

DRAFT

INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD OF EDUCATION OF HARLEM CONSOLIDATED SCHOOL DISTRICT NO. 122, 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 Harlem Consolidated District No. 122, 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 Harlem 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, identifying a minimum of ten (10) and a maximum of twenty (20) eligible students to participate in Running Start per school year.

B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.

C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.

D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.

E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.

F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).

G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).

H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. 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 122 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 122 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:

Harlem School DISTRICT
No. 122
Att'n: Superintendent 8605
N. 2nd Street
Machesney Park, IL 61115
Facsimile: (815) 654-4600

with a copy to counsel;

Christopher Petrarca
Hauser, Izzo, Petrarca, Gleason, &
Stillman, LLC
19730 Governors Highway, Ste. 10
Flossmoor, IL 60422-2083
Facsimile: (708) 799-6866
Email: cpetrarca@hauserizzo.com

If to COLLEGE:

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

with a copy to counsel:

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

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

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

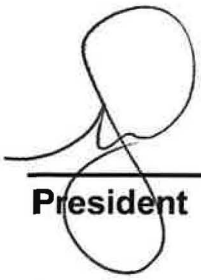
G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

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

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

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

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

Board of Education **Harlem School District** **No. 122** **Winnebago County,** **Illinois**	**Board of Trustees** **Illinois Community COLLEGE** **District No. 511** **Winnebago County, Illinois**
 **President**	**President**
 Secretary	**Secretary**
4/13/26 **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 Harlem DISTRICT 122. "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. 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.
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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:

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- 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 Code**	**HS Course Name**	**HS Credits**	**HS Requirement**
FWS-110	Fitness Walking	1	RSFWS110	Fitness Walking	PE- .25	Students exempt from PE in RS
FWS-116	Step Aerobics	1	RSFWS116	Step Aerobics	PE- .25	Students exempt from PE in RS
FWS-119	Cardio Kickboxing	1	RSFWS119	Cardio Kickboxing	PE- .25	Students exempt from PE in RS
FWS-121	Cardio Fitness & Conditioning	1	RSFWS121	Cardio Fitness & Conditioning	PE- .25	Students exempt from PE in RS
FWS-126	Beginning Weight Lifting	1	RSFWS126	Beginning Weight Lifting	PE- .25	Students exempt from PE in RS
FWS-127	Advanced Weight Lifting	2	RSFWS127	Advanced Weight Lifting	PE- .25	Students exempt from PE in RS
FWS-128	Sports Performance Fitness	1	RSFWS128	Sports Performance Fitness	PE- .25	Students exempt from PE in RS
FWS-131	Basketball & Touch Football	1	RSFWS131	Basketball & Touch Football	PE- .25	Students exempt from PE in RS
FWS-133	Power Volleyball	1	RSFWS133	Power Volleyball	PE- .25	Students exempt from PE in RS
FWS-151	Tae Kwon Do	1	RSFWS151	Tae Kwon Do	PE- .25	Students exempt from PE in RS
FWS-220	Intro Career Opportunty in PE	3	RSFWS220	Intro Career Opportunity in PE	Elective- .50	
FWS-231	Contemporary Health Issues	3	RSFWS231	Contemporary Health Issues	Elective- .50	
FWS-233	Community Health	3	RSFWS233	Community Health	Elective- .50	
FWS-235	Alcohol and Drug Education	3	RSFWS235	Alcohol and Drug Education	Elective- .50	
FWS-236	Human Sexuality	3	RSFWS236	Human Sexuality	Elective- .50	
FWS-237	Nutrition for Optimum Living	3	RSFWS237	Nutrition for Optimum Living	Elective- .50	

FWS-243	First Aid/Gen Safety/CPR/AED	3	RSFWS243	First Aid/Gen Safety/CPR/AED	Elective- .50	
FWS-250	Introduction Sport Management	3	RSFWS250	Introduction SPort Management	Elective- .50	
FWS-253	Introduction to Coaching	3	RSFWS253	Introduction to Coaching	Elective- .50	
FWS-254	ASEP Sport First Aid and CPR	3	RSFWS254	ASEP Sport First Aid and CPR	Elective- .50	
FWS-255	Sociology of Sport	3	RSFWS255	Sociology of Sport	Elective- .50	
FWS-256	History of Phy Ed & Sport	3	RSFWS256	History of Phy Ed & Sport	Elective- .50	
FWS-258	Sport & Exercise Psychology	3	RSFWS258	Sport & Exercise Psychology	Elective- .50	
FWS-260	Intro to Exercise Science	3	RSFWS260	Intro to Exercise Science	Elective- .50	
FWS-261	Nutrition for Fitness&Sport	3	RSFWS261	Nutrition for Fitness&Sport	Elective- .50	
FWS-263	Nutrit, Exercise & Weight Cntr	3	RSFWS263	Nutrit, Exercise & Weight Cntr	Elective- .50	
FWS-265	Personal Fitness and Wellness	3	RSFWS265	Personal Fitness and Wellness	Elective- .50	
FWS-266	Personal Trng I-Concepts&Appl	3	RSFWS266	Personal Trng I-Concepts&Appl	Elective- .50	
FWS-267	Persnl Trng II-Concepts&Appl.	3	RSFWS267	Personal Trng II-Concepts&Appl.	Elective- .50	
HLT-110	Medical Terminology	2	RSHLT110	Medical Terminology	Elective- .50	

Business						
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**	**HS Requirement**
ATG-110	Financial Accounting	4	RSATG110	Financial Accounting	Elective- .75.	
ATG-111	Managerial Accounting	4	RSATG111	Managerial Accounting	Elective- .75.	
BUS-101	Introduction to Business	3	RSBUS101	Introduction to Business	Elective- .50.	
BUS-103	Business Mathematics	3	RSBUS103	Business Mathematics	Elective- .50.	
BUS-105	Consumer Econ and Prsnl Fin	3	RSBUS105	Consumer Econ and Prsnl Fin	Consumer Ed- .50	Consumer Ed
BUS-130	Entrepreneurship Principles	3	RSBUS130	Entrepreneurship Principles	Elective- .50.	
BUS-131	Entrepreneurship Planning	3	RSBUS131	Entrepreneurship Planning	Elective- .50.	
BUS-170	Intro Organizational Behavior	3	RSBUS170	Intro Organizational Behavior	Elective- .50.	
BUS-200	Legal Environment in Bus	3	RSBUS200	Legal Environment in Bus	Elective- .50.	

BUS-223	Business Statistics	3	RSBUS223	Business Statistics	Elective- .50
BUS-230	Entrepreneurship Capstone	3	RSBUS230	Entrepreneurship Capstone	Elective- .50
BUS-279	Principles of Finance	3	RSBUS279	Principles of Finance	Elective- .50
BUS-282	International Business	3	RSBUS282	International Business	Elective- .50
MGT-170	Business Communications	3	RSMGT170	Business Communications	Elective- .50
MGT-270	Principles of Management	3	RSMGT270	Principles of Management	Elective- .50
MGT-271	Human Resource Manage	3	RSMGT271	Human Resource Manage	Elective- .50
MGT-274	Leadership	3	RSMGT274	Leadership	Elective- .50
MKT-260	Principles of Marketing	3	RSMKT260	Principles of Marketing	Elective- .50
MKT-265	Salesmanship	3	RSMKT265	Salesmanship	Elective- .50
MKT-266	Principles of Advertising	3	RSMKT266	Principles of Advertising	Elective- .50
MKT-288	Customer Relations	3	RSMKT288	Customer Relations	Elective- .50
OFF-118	Computer Keyboarding	1	RSOFF118	Computer Keyboarding	Elective- .25

Communications					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**
COM-113	Intro to Public Relations	3	RSCOM113	Intro to Public Relations	Elective- .50
COM-119	News Writing	3	RSCOM119	News Writing	Elective- .50
COM-120	News Editing	3	RSCOM120	News Editing	Elective- .50
COM-130	Intro to Mass Communication	3	RSCOM130	Intro to Mass Communication	Elective- .50
COM-140	Writing for Multimedia	3	RSCOM140	Writing for Multimedia	Elective- .50
COM-156	Audio Production I	3	RSCOM156	Audio Production I	Elective- .50
COM-157	Video Production I	3	RSCOM157	Video Production I	Elective- .50
COM-208	Screenwriting	3	RSCOM208	Screenwriting	Elective- .50
COM-218	Broadcast Performance	3	RSCOM218	Broadcast Performance	Elective- .50
COM-221	Photojournalism	3	RSCOM221	Photojournalism	Elective- .50
COM-251	Film History and Appreciation	3	RSCOM251	Film History and Appreciation	Elective- .50
COM-252	International History of Film	3	RSCOM252	International History of Film	Elective- .50
COM-256	Advanced Audio Production	3	RSCOM256	Advanced Audio Production	Elective- .50

COM-257	Advanced Video Production	3	RSCOM257	Advanced Video Production	Elective- .50	
COM-260	Advanced Post-Production	3	RSCOM260	Advanced Post-Production	Elective- .50	
COM-296	Documentary Production	3	RSCOM296	Documentary Production	Elective- .50	
COM-297	Motion Picture Production	3	RSCOM297	Motion Picture Production	Elective- .50	
ENG-101	Composition I	3	RSENG101	Composition I	English- .50	English
ENG-103	Composition II	3	RSENG103	Composition II	English- .50	English
ENG-108	Intro Creative Writing	3	RSENG108	Intro Creative Writing	English- .50	English
ENG-109	Creative Writing II	3	RSENG109	Creative Writing II	English- .50	English
ENG-110	Intro to Technical Writing	3	RSENG110	Intro to Technical Writing	English- .50	English
ENG-200	Language, Power & Public Life	3	RSENG200	Language, Power & Public Life	English- .50	English
LIT-101	Introduction to Literature	3	RSLIT101	Introduction to Literature	English- .50	English
LIT-139	Mythology	3	RSLIT139	Mythology	English- .50	English
LIT-140	The Bible As Literature	3	RSLIT140	The Bible As Literature	English- .50	English
LIT-141	Film and Literature	3	RSLIT141	Film and Literature	English- .50	English
LIT-142	Exploring Literature: Poetry	3	RSLIT142	Exploring Literature: Poetry	English- .50	English
LIT-144	Exploring Literature: Fiction	3	RSLIT144	Exploring Literature: Fiction	English- .50	English
LIT-152	Multicultural American Lit	3	RSLIT152	Multicultural American Lit	English- .50	English
LIT-154	Intro Non-Western Literature	3	RSLIT154	Intro Non-Western Literature	English- .50	English
LIT-201	American Lit Before 1865	3	RSLIT201	American Lit Before 1865	English- .50	English
LIT-202	American Literature Since 1865	3	RSLIT202	American Literature Since 1865	English- .50	English
SPH-131	Fundamentals of Communication	3	RSSPH131	Fundamentals of Communication	English- .50	English
SPH-201	Interpersonal Communication	3	RSSPH201	Interpersonal Communication	Elective- .50	
SPH-202	Intercultural Communication	3	RSSPH202	Intercultural Communication	Elective- .50	
SPH-211	Group Leadership	3	RSSPH211	Group Leadership	Elective- .50	

Computers and Information Systems						
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**	

CIS-102	Intro Computer & Info Systems	3	RSCIS102	Intro Computer & Info Systems	Elective- .50
CIS-120	Intro to Microsoft Word	1	RSCIS120	Intro to Microsoft Word	Elective- .25
CIS-121	Introduction to Excel	1	RSCIS121	Introduction to Excel	Elective- .25
CIS-124	Introduction to Powerpoint	1	RSCIS124	Introduction to Powerpoint	Elective- .25
CIS-130	Introduction to Access	2	RSCIS130	Introduction to Access	Elective- .50
CIS-170	Programming Logic & Design	3	RSCIS170	Programming Logic & Design	Elective- .50
CIS-180	Intro to Visual Basic Prgrmng.	4	RSCIS180	Intro to Visual Basic Prgrmng.	Elective- .75
CIS-240	Intro to Java Programming	4	RSCIS240	Intro to Java Programming	Elective- .75
CIS-245	Program Android-Mobile Devices	4	RSCIS245	Program Android-Mobile Devices	Elective- .75
CIS-254	Database Programming	4	RSCIS254	Database Programming	Elective- .75
CIS-276	Intro to C/C++ Programming	4	RSCIS276	Intro to C/C++ Programming	Elective- .75
CIS-277	Advanced C/C++ Programming	4	RSCIS277	Advanced C/C++ Programming	Elective- .75
CIS-279	Visual C# Programming	4	RSCIS279	Visual C# Programming	Elective- .75
CIS-280	Program iOS Apple Mobile Dev	4	RSCIS280	Program iOS Apple Mobile Dev	Elective- .75
CIS-290	Special Topics in CIS	1	RSCIS290	Special Topics in CIS	Elective- .25
CIS-291	Internship Field Project	1	RSCIS291	Internship Field Project	Elective- .25
GAT-101	Intro to Graphic Arts Tech	4	RSGAT101	Intro to Graphic Arts Tech	Elective- .75
GAT-110	Introduction to Photoshop	2	RSGAT110	Introduction to Photoshop	Elective- .50
GAT-115	Introduction to Illustrator	2	RSGAT115	Introduction to Illustrator	Elective- .50
GAT-150	Typography	2	RSGAT150	Typography	Elective- .50
GAT-178	Fundamentals of Desktop Publis	3	RSGAT178	Fundamentals of Desktop Publis	Elective- .50
GAT-190	Image Generation and Output	2	RSGAT190	Image Generation and Output	Elective- .50
GAT-215	Advanced Illustrator	2	RSGAT215	Advanced Illustrator	Elective- .50
GAT-220	Adv Photoshop Grap Arts Indus.	3	RSGAT220	Adv Photoshop Grap Arts Indus.	Elective- .50
PCT-110	Networking Essentials	3	RSPCT110	Networking Essentials	Elective- .50
PCT-111	Windows Active Directory	3	RSPCT111	Windows Active Directory	Elective- .50
PCT-112	Windows Server Fundamentals	3	RSPCT112	Windows Server Fundamentals	Elective- .50

PCT-113	Microsoft Win Infrastructure	3	RSPCT113	Microsoft Win Infrastructure	Elective- .50
PCT-120	Cisco Networking I	4	RSPCT120	Cisco Networking I	Elective- .75
PCT-122	Cisco Networking II	4	RSPCT122	Cisco Networking II	Elective- .75
PCT-124	Cisco Networking III	4	RSPCT124	Cisco Networking III	Elective- .75
PCT-126	Cisco Networking IV	4	RSPCT126	Cisco Networking IV	Elective- .75
PCT-130	Intro Network Security Fndmntl	3	RSPCT130	Intro Network Security Fndmntl	Elective- .50
PCT-132	Advanced Network Security	3	RSPCT132	Advanced Network Security	Elective- .50
PCT-140	IP Telephony I	4	RSPCT140	IP Telephony I	Elective- .75
PCT-142	IP Telephony II	4	RSPCT142	IP Telephony II	Elective- .75
PCT-211	VMWare vSphere:Install/Config	3	RSPCT211	VMWare vSphere:Install/Config	Elective- .50
PCT-262	A+ Essentials	3	RSPCT262	A+ Essentials	Elective- .50
PCT-270	Introduction to Unix/Linux	3	RSPCT270	Introduction to Unix/Linux	Elective- .50
PCT-275	Cisco Firewall Design	4	RSPCT275	Cisco Firewall Design	Elective- .75
PCT-290	Special Topic in PC Tech	1	RSPCT290	Special Topic in PC Tech	Elective- .25
WEB-101	Programming Related-Internet	4	RSWEB101	Programming Related-Internet	Elective- .75
WEB-102	Adv Program Related - Internet	4	RSWEB102	Adv Program Related - Internet	Elective- .75
WEB-111	Introduction to Multimedia	3	RSWEB111	Introduction to Multimedia	Elective- .50
WEB-225	Digital Photography	3	RSWEB225	Digital Photography	Elective- .50
WEB-233	Introduction to Javascript	4	RSWEB233	Introduction to Javascript	Elective- .75
WEB-234	PHP Programming	4	RSWEB234	PHP Programming	Elective- .75

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	RSEGR101	Introduction to Engineering	Elective- .50
EGR-135	Engineering Graphics/CAD	4	RSEGR135	Engineering Graphics/CAD	Elective- .75
EGR-206	Statics	3	RSEGR206	Statics	Elective- .50
EGR-207	Dynamics	3	RSEGR207	Dynamics	Elective- .50
EGR-221	Elem Mech of Defmabl Bodies	3	RSEGR221	Elem Mech of Defmabl Bodies	Elective- .50

EGR-231	Engineering Circuit Analysis	4	RSEGR231	Engineering Circuit Analysis	Elective- .75
EGR-250	Digital Electronics	4	RSEGR250	Digital Electronics	Elective- .75

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	RSART101	Drawing and Composition I	Elective- .50
ART-102	Drawing and Composition II	3	RSART102	Drawing and Composition II	Elective- .50
ART-103	Design I	3	RSART103	Design I	Elective- .50
ART-111	Painting I	3	RSART111	Painting I	Elective- .50
ART-121	Ceramics I	3	RSART121	Ceramics I	Elective- .50
ART-122	Ceramics II	3	RSART122	Ceramics II	Elective- .50
ART-131	Introduction to Visual Art	3	RSART131	Introduction to Visual Arts	Elective- .50
ART-141	Intro Non-Western Visual Art	3	RSART141	Intro Non-Western Visual Art	Elective- .50
ART-201	Life Drawing	3	RSART201	Life Drawing	Elective- .50
ART-203	Design II	3	RSART203	Design II	Elective- .50
ART-212	Painting II	3	RSART212	Painting II	Elective- .50
ART-216	Relief Printmaking	3	RSART216	Relief Printmaking	Elective- .50
ART-251	History of Art I	3	RSART251	History of Art I	Elective- .50
ART-252	History of Art II	3	RSART252	History of Art II	Elective- .50
CRM-101	Intro to Criminal Justice	3	RSCRM101	Intro to Criminal Justice	Elective- .50
CRM-102	Intro to Probation & Parole	3	RSCRM102	Intro to Probation & Parole	Elective- .50
CRM-103	Intro to Corrections	3	RSCRM103	Intro to Corrections	Elective- .50
CRM-104	Intro to Private Security	3	RSCRM104	Intro to Private Security	Elective- .50
CRM-105	Police Report Writing	3	RSCRM105	Police Report Writing	Elective- .50
CRM-120	Criminal Investigation	3	RSCRM120	Criminal Investigation	Elective- .50
CRM-125	Criminal Proced & Civil Rights	3	RSCRM125	Criminal Proced & Civil Rights	Elective- .50
CRM-127	Ethics in Law Enforcement	3	RSCRM127	Ethics in Law Enforcement	Elective- .50
CRM-210	Criminal Law	3	RSCRM210	Criminal Law	Elective- .50
CRM-225	Juvenile Procedures	3	RSCRM225	Juvenile Procedures	Elective- .50
CRM-260	Police Organization & Admin	3	RSCRM260	Police Organization & Admin	Elective- .50

CRM-271	Patrol Procedures	3	RSCRM271	Patrol Procedures	Elective- .50
CRM-281	Rules of Evidence	3	RSCRM281	Rules of Evidence	Elective- .50
CRM-282	Interviews & Interrogations	3	RSCRM282	Interviews & Interrogations	Elective- .50
ECE-100	Intro to Early Childhood Ed.	3	RSECE100	Intro to Early Childhood Ed.	Elective- .50
ECE-101	The Developing Child	3	RSECE101	The Developing Child	Elective- .50
ECE-103	Health, Safety & Nutrition of Young Child	3	RSECE103	Health, Safety & Nutrition of Young Child	Elective- .50
ECE-105	Observation and Assessment of Young Children	3	RSECE105	Observation and Assessment of Young Children	Elective- .50
ECE-113	Infant and Toddler Curriculum	3	RSECE113	Infant and Toddler Curriculum	Elective- .50
ECE-201	Language Development	3	RSECE201	Language Development	Elective- .50
ECE-202	Child, Family & Community	3	RSECE202	Child, Family & Community	Elective- .50
ECE-203	Curriculum Plan-Young Child	3	RSECE203	Curriculum Plan-Young Child	Elective- .50
ECE-205	Org & Superv-Early Child Facil	3	RSECE205	Org & Superv-Early Child Facil	Elective- .50
EDU-202	Children's Literature	3	RSEDU202	Children's Literature	Elective- .50
EDU-224	Introduction to Education	3	RSEDU224	Introduction to Education	Elective- .50
EDU-234	Intro Technology for Teachers	3	RSEDU234	Intro Technology for Teachers	Elective- .50
EDU-244	Students With Disabilities	3	RSEDU244	Students With Disabilities	Elective- .50
FRN-101	Beginning French	4	RSFRN101	Beginning French	Elective- .75
FRN-102	Continuatn of Begng French	4	RSFRN102	Continuatn of Begng French	Elective- .75
GRM-101	Beginning German	4	RSGRM101	Beginning German	Elective- .75
GRM-102	Continuatn of Begng German	4	RSGRM102	Continuatn of Begng German	Elective- .75
HUM-111	Intro to Humanities I	3	RSHUM111	Intro to Humanities I	Elective- .50
HUM-112	Intro to Humanities II	3	RSHUM112	Intro to Humanities II	Elective- .50
HUM-114	Intro Hum III:Contem West Wrl	3	RSHUM114	Intro Hum III: Contem West Wrl	Elective- .50
HUM-125	Intro Non-Western Humanities	3	RSHUM125	Intro Non-Western Humanities	Elective- .50
HUM-211	War & West Hum Thru Mid Ages	3	RSHUM211	War & West Hum Thru Mid Ages	Elective- .50
HUM-212	War & W.Hum-Renaiss to Present	3	RSHUM212	War & W. Hum-Renaiss to Present	Elective- .50

HUM-250	Leadership Development Stud	3	RSHUM250	Leadership Development Stud	Elective- .50
MUS-101	Fundamentals of Music	3	RSMUS101	Fundamentals of Music	Elective- .50
MUS-102	Intro to Music Literature	3	RSMUS102	Intro to Music Literature	Elective- .50
MUS-104	Intro to American Music	3	RSMUS104	Intro to American Music	Elective- .50
MUS-106	Intro to Non-Western Music	3	RSMUS106	Intro to Non-Western Music	Elective- .50
MUS-131	Class Piano I	2	RSMUS131	Class Piano I	Elective- .50
MUS-132	Class Piano II	2	RSMUS132	Class Piano II	Elective- .50
MUS-191	Chorus I	1	RSMUS191	Chorus I	Elective- .25
MUS-194	Instrumental Ensemble I	1	RSMUS194	Instrumental Ensemble I	Elective- .25
MUS-195	Band I	1	RSMUS195	Band I	Elective- .25
MUS-198	Orchestra I	1	RSMUS198	Orchestra I	Elective- .25
MUS-294	Instrumental Ensemble II	1	RSMUS294	Instrumental Ensemble II	Elective- .25
MUS-295	Band II	1	RSMUS295	Band II	Elective- .25
MUS-298	Orchestra II	1	RSMUS298	Orchestra II	Elective- .25
PHL-150	Intro to Philosophy	3	RSPHL150	Intro to Philosophy	Elective- .50
PHL-151	Intro Non-Western Philosophy	3	RSPHL151	Intro Non-Western Philosophy	Elective- .50
PHL-152	Environmental Ethics	3	RSPHL152	Environmental Ethics	Elective- .50
PHL-153	Medical Ethics	3	RSPHL153	Medical Ethics	Elective- .50
PHL-154	Introduction to Religion	3	RSPHL154	Introduction to Religion	Elective- .50
PHL-155	World Religions	3	RSPHL155	World Religions	Elective- .50
PHL-156	Religion in American Society	3	RSPHL156	Religion in American Society	Elective- .50
PHL-157	Foundational Religious Texts	3	RSPHL157	Foundational Religious Texts	Elective- .50
PHL-255	Logic	3	RSPHL255	Logics	Elective- .50
PHL-256	Contemporary Moral Issues	3	RSPHL256	Contemporary Moral Issues	Elective- .50
PHL-260	Philosophy of Religion	3	RSPHL260	Philosophy of Religion	Elective- .50
SPN-101	Beginning Spanish	4	RSSPN101	Beginning Spanish	Elective- .75
SPN-102	Continuation Beginning Spanish	4	RSSPN102	Continuation Beginning Spanish	Elective- .75
SPN-203	Intermediate Spanish	3	RSSPN203	Intermediate Spanish	Elective- .50
SPN-204	Continue Intermediate Spanish	3	RSSPN204	Continue Intermediate Spanish	Elective- .50
THE-133	Introduction to the Theater	3	RSTHE133	Introduction to the Theater	Elective- .50

THE-134	Stagecraft & Theater Lighting	3	RSTHE134	Stagecraft & Theater Lighting	Elective- .50	
THE-135	Acting I	3	RSTHE135	Acting I	Elective- .50	
THE-235	Acting II	3	RSTHE235	Acting II	Elective- .50	

Life Sciences						
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**	
BIO-100	Introductory Human Biology	3	RSBIO100	Introductory Human Biology	Life Science-.50	Science
BIO-103	Introductory Life Science	3	RSBIO103	Introductory Life Science	Life Science-.50	Science
BIO-104	Intro Life Science Lab	1	RSBIO104	Intro Life Science Lab	Life Science-.25	Science
BIO-106	Environmental Science	3	RSBIO106	Environmental Science	Life Science-.50	Science
BIO-107	Environmental Biology Lab	1	RSBIO107	Environmental Biology Lab	Life Science-.25	Science
BIO-113	Plants and Society	4	RSBIO113	Plants and Society	Life Science-.75	Science
BIO-140	Introduction to Evolution	3	RSBIO140	Introduction to Evolution	Life Science-.50	Science
BIO-150	Microbes and Society	3	RSBIO150	Microbes and Society	Life Science-.50	Science
BIO-152	Microbes & Society Laboratory	1	RSBIO152	Microbes & Society Laboratory	Life Science-.25	Science
BIO-162	Human Heredity	3	RSBIO162	Human Heredity	Life Science-.50	Science
BIO-171	Biology of Human Disease	3	RSBIO171	Biology of Human Disease	Life Science-.50	Science
BIO-185	Foundations Anat & Physiol	5	RSBIO185	Foundations Anat & Physiol	Life Science-1.0	Science
BIO-201	Fundamentals of Biology I	4	RSBIO201	Fundamentals of Biology I	Life Science-.75	Science
BIO-202	Fundamentals of Biology II	4	RSBIO202	Fundamentals of Biology II	Life Science-.75	Science
BIO-274	Microbiology	4	RSBIO274	Microbiology	Life Science-.75	Science
BIO-281	Anatomy and Physiology I	4	RSBIO281	Anatomy and Physiology I	Life Science-.75	Science
BIO-282	Anatomy and Physiology II	4	RSBIO282	Anatomy and Physiology II	Life Science-.75	Science

Mathematics

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits	
MTH-115	General Education Math	3	RSMTH115	General Education Math	Elective- .5	
MTH-120	College Algebra	3	RSMTH120	College Algebra	Math- .5	Math
MTH-125	Plane Trigonometry	3	RSMTH125	Plane Trigonometry	Math- .5	Math
MTH-132	College Algebra & Trigonometry	5	RSMTH132	College Algebra & Trigonometry	Math- 1.0	Math
MTH-135	Calculus W/Analytic Geom I	5	RSMTH135	Calculus W/Analytic Geom I	Math- 1.0	Math
MTH-164	Computer in Mathematics C/C++	4	RSMTH164	Computer in Mathematics C/C++	Elective- .75	
MTH-211	Calc for Business & Soc Scienc	4	RSMTH211	Calc for Business & Soc Scienc	Math- .75	Math
MTH-216	Math for Elem Teachers I	3	RSMTH216	Math for Elem Teachers I	Math- .50	Math
MTH-217	Math for Elem Teachers II	3	RSMTH217	Math for Elem Teachers II	Math- .50	Math
MTH-220	Elements of Statistics	3	RSMTH220	Elements of Statistics	Math- .50	Math
MTH-235	Calculus W/Analytic Geom II	4	RSMTH235	Calculus W/Analytic Geom II	Math- .75	Math
MTH-236	Calculus W/Analyt Geom III	4	RSMTH236	Calculus W/Analyt Geom III	Math- .75	Math
MTH-240	Differential Equations	3	RSMTH240	Differential Equations	Math- .50	Math
MTH-250	Modern Linear Algebra	4	RSMTH250	Modern Linear Algebra	Math- .75	Math

Physical Sciences						
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits	
ATS-105	Intro to Atmospheric Science	4	RSATS105	Intro to Atmospheric Science	Phy. Science- .75	Physical Science
CHM-110	General Organic & BioChem I	4	RSCHM110	General Organic & BioChem I	Phy. Science- .75	Physical Science
CHM-120	General Chemistry I	4	RSCHM120	General Chemistry I	Phy. Science- .75	Physical Science
CHM-130	General Chemistry II	4	RSCHM130	General Chemistry II	Phy. Science- .75	Physical Science
CHM-210	General, Organic & BioChem II	4	RSCHM210	General, Organic & BioChem II	Phy. Science- .75	Physical Science
CHM-220	Organic Chemistry I	5	RSCHM220	Organic Chemistry I	Phy. Science- 1.0	Physical Science
CHM-230	Organic Chemistry II	5	RSCHM230	Organic Chemistry II	Phy. Science- 1.0	Physical Science
CHM-240	General Biological Chemistry	3	RSCHM240	General Biological Chemistry	Phy. Science- .50	Physical Science

GEL-101	Introduction to Geology	4	RSGEL101	Introduction to Geology	Phy. Science- .75	Physical Science
GEL-107	Geology of the Solar System	3	RSGEL107	Geology of the Solar System	Phy. Science- .50	Physical Science
GEL-206	Environmental Geology	3	RSGEL206	Environmental Geology	Phy. Science- .50	Physical Science
PGE-100	Physical Geography	3	RSPGE100	Physical Geography	Phy. Science- .50	Physical Science
PGE-102	Physical Geography With Lab	4	RSPGE102	Physical Geography With Lab	Phy. Science- .75	Physical Science
PGE-240	Global Climate Change	3	RSPGE240	Global Climate Change	Phy. Science- .50	Physical Science
PHY-201	Mechanics and Heat	5	RSPHY201	Mechanics and Heat	Phy. Science- 1.0	Physical Science
PHY-202	Waves/Elec/Light & Modrn Phys	5	RSPHY202	Waves/Elec/Light & Modrn Phys	Phy. Science- 1.0	Physical Science
PHY-215	Mechanics, Wave Motion, Thermo	5	RSPHY215	Mechanics, Wave Motion, Thermo	Phy. Science- 1.0	Physical Science
PHY-225	Electr, Magnetism, Light, Phys	5	RSPHY225	Electrm Magnetism, Light, Phys	Phy. Science- 1.0	Physical Science

Social Sciences						
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**	
ANP-102	Intro Biolo Anthro & Archaeol	3	RSANP102	Intro Biolo Anthro & Archaeol	Elective- .50	
ANP-103	Intro to Cultural Anthro	3	RSANP103	Intro to Cultural Anthro	Elective- .50	
ECO-101	Introduction to Economics	3				
ECO-110	Principles of Economics:Macro	3				
ECO-111	Principles of Economics:Micrro	3				
GEO-130	World Geography	3	RSGEO130	World Geography	Elective- .50	
HST-140	History of Western Civ I	3	RSHST140	History of Western Civ I	Elective- .50	
HST-141	History of Western Civ II	3	RSHST141	History of Western Civ II	Elective- .50	
HST-142	History of U S to 1865	3	RSHST142	History of U S to 1865	US History- .50	US History
HST-143	History of U S Since 1865	3	RSHST143	History of U S since 1865	US History- .50	US History
HST-144	Current Hist 1945 to Present	3	RSHST144	Current Hist 1945 to Present	Elective- .50	
HST-151	African History Survey to 1600	3	RSHST151	African History Survey to 1600	Elective- .50	
HST-152	African Hist Survey Since 1600	3	RSHST152	African Hist Survey Since 1600	Elective- .50	

HST-162	History of Latin America I	3	RSHST162	History of Latin America I	Elective- .50	
HST-163	History of Latin America II	3	RSHST163	History of Latin America II	Elective- .50	
HST-172	History of Middle East to 1453	3	RSHST172	History of Middle East to 1453	Elective- .50	
HST-173	History Middle East Since 1453	3	RSHST173	History Middle East Since 1453	Elective- .50	
HST-182	Hist of Eastern Civ to 1500	3	RSHST182	Hist of Eastern Civ to 1500	Elective- .50	
HST-183	Hist of East Civ Since 1500	3	RSHST183	Hist of East Civ Since 1500	Elective- .50	
HST-192	History of World Until 1750	3	RSHST192	History of World Until 1750	Elective- .50	
HST-193	Hist of the World Since 1750	3	RSHST193	Hist of the World Since 1750	Elective- .50	
HST-210	History of Women of the U.S.	3	RSHST210	History of Women of the U.S.	Elective- .50	
PSC-150	Intro to Political Science	3	RSPSC150	Intro to Political Science	Elective- .50	
PSC-160	American National Government	3	RSPSC160	American National Government	Government- .50	Government
PSC-161	State and Local Government	3	RSPSC161	State and Local Government	Elective- .50	
PSC-210	Intro to Legal System	3	RSPSC210	Intro to Legal System	Elective- .50	
PSC-211	The American Presidency	3	RSPSC211	The American Presidency	Elective- .50	
PSC-269	International Relations	3	RSPSC269	International Relations	Elective- .50	
SOC-190	Introduction to Sociology	3	RSSOC190	Introduction to Sociology	Elective- .50	
SOC-290	Social Problems	3	RSSOC290	Social Problems	Elective- .50	
SOC-291	Criminology	3	RSSOC291	Criminology	Elective- .50	
SOC-292	Sociology of Deviance	3	RSSOC292	Sociology of Deviance	Elective- .50	
SOC-294	Urban Sociology	3	RSSOC294	Urban Sociology	Elective- .50	
SOC-295	Racial and Ethnic Relations	3	RSSOC295	Racial and Ethnic Relations	Elective- .50	
SOC-298	Sociology of Sex and Gender	3	RSSOC298	Sociology of Sex and Gender	Elective- .50	
SOC-299	Sociology of the Family	3	RSSOC299	Sociology of the Family	Elective- .50	

STU Student Development						
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**	
STU-100	Planning for Success	1	RSSTU100	Planning for Success	Elective- .25	

STU-101	Career Planning	2	RSSTU101	Career Planning	Elective- .50
STU-103	Workplace Ethics	1	RSSTU103	Workplace Ethnics	Elective- .25

Rock Valley College

Board Report #XXXX
May 26, 2026

2026–2027 Running Start Intergovernmental Agreement (IGA)
North Boone Community Unit School District #200

Background:

Running Start is a formal program that allows qualified students from North Boone Community Unit School District #200 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 North Boone Community Unit School District #200.

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 North Boone Community Unit School District #200 requires the district to calculate the cost equivalent of tuition and fees, with the College's assistance, for the courses taken by each Running Start student, and to pay the College the cost associated with this 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 North Boone Community Unit School District #200, 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**.

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment(s): North Boone Community Unit School District #200 Intergovernmental Agreement

DRAFT

INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD OF EDUCATION OF NORTH BOONE COMMUNITY UNIT SCHOOL DISTRICT NO. 200, BOONE 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 North Boone Community Unit School District No. 200, Boone 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 North Boone 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 200 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 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.

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,

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:

North Boone Community
Unit School District No. 200
Att'n: Superintendent
6248 N. Boone School Road
Poplar Grove, IL 61065
Facsimile: (815) 765-2053

with a copy to counsel;

Scott Nemanich
Klein, Thorpe and Jenkins, Ltd.
15010 S. Ravinia Ave., Suite 10
Orland Park, IL 60462
Facsimile: (708) 349-1506
Email: senemanich@ktjlaw.com

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.

l. **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 North Boone School District No. 200 Boone County, Illinois	**Board of Trustees Illinois Community COLLEGE District No. 511 Winnebago County, Illinois**
Nancy Simms Schatby	
President	**President**
Russell O'Donnell	
Secretary	**Secretary**
April 21, 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 North Boone DISTRICT 200. "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.

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

ADVISING & COMMUNICATION

Running Start students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)

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

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

DISMISSAL FROM PROGRAM

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

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

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

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

Appendix D
Running Start Program Course Offerings 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 Code**	**HS Course Name**	**HS Credits**
FWS-110	Fitness Walking	1		Physical Education	0.5
FWS-116	Step Aerobics	1		Physical Education	0.5
FWS-119	Cardio Kickboxing	1		Physical Education	0.5
FWS-121	Cardio Fitness & Conditioning	1		Physical Education	0.5
FWS-126	Beginning Weight Lifting	1		Physical Education	0.5
FWS-127	Advanced Weight Lifting	2		Physical Education	0.5
FWS-128	Sports Performance Fitness	1		Physical Education	0.5
FWS-131	Basketball & Touch Football	1		Physical Education	0.5
FWS-133	Power Volleyball	1		Physical Education	0.5
FWS-151	Tae Kwon Do	1		Physical Education	0.5
FWS-220	Intro Career Opportunty in PE	3		Elective	0.5
FWS-231	Contemporary Health Issues	3		Elective	0.5
FWS-233	Community Health	3		Elective	0.5
FWS-235	Alcohol and Drug Education	3		Elective	0.5
FWS-236	Human Sexuality	3		Elective	0.5
FWS-237	Nutrition for Optimum Living	3		Elective	0.5
FWS-243	First Aid/Gen Safety/CPR/AED	3		Elective	0.5
FWS-250	Introduction Sport Management	3		Elective	0.5
FWS-253	Introduction to Coaching	3		Elective	0.5
FWS-254	ASEP Sport First Aid and CPR	3		Elective	0.5
FWS-255	Sociology of Sport	3		Elective	0.5
FWS-256	History of Phy Ed & Sport	3		Elective	0.5
FWS-258	Sport & Exercise Psychology	3		Elective	0.5
FWS-260	Intro to Exercise Science	3		Elective	0.5
FWS-261	Nutrition for Fitness&Sport	3		Elective	0.5
FWS-263	Nutrit, Exercise & Weight Cntr	3		Elective	0.5
FWS-265	Personal Fitness and Wellness	3		Elective	0.5
FWS-266	Personal Trng I-Concepts&Appl	3		Elective	0.5

FWS-267	Persnl Trng II-Concepts&Appl.	3		Elective	0.5
HLT-110	Medical Terminology	2		Elective	0.5

Business					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**
ATG-110	Financial Accounting	4		Elective	1
ATG-111	Managerial Accounting	4		Elective	1
BUS-101	Introduction to Business	3		Elective	0.5
BUS-103	Business Mathematics	3		Elective	0.5
BUS-105	Consumer Econ and Prsnl Fin	3		Consumer Education	0.5
BUS-130	Entrepreneurship Principles	3		Elective	0.5
BUS-131	Entrepreneurship Planning	3		Elective	0.5
BUS-170	Intro Organizational Behavior	3		Elective	0.5
BUS-200	Legal Environment in Bus	3		Elective	0.5
BUS-223	Business Statistics	3		Elective	0.5
BUS-230	Entrepreneurship Capstone	3		Elective	0.5
BUS-279	Principles of Finance	3		Elective	0.5
BUS-282	International Business	3		Elective	0.5
MGT-170	Business Communications	3		Elective	0.5
MGT-270	Principles of Management	3		Elective	0.5
MGT-271	Human Resource Manage	3		Elective	0.5
MGT-274	Leadership	3		Elective	0.5
MKT-260	Principles of Marketing	3		Elective	0.5
MKT-265	Salesmanship	3		Elective	0.5
MKT-266	Principles of Advertising	3		Elective	0.5
MKT-288	Customer Relations	3		Elective	0.5
OFF-118	Computer Keyboarding	1		Elective	0.5

Communications					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**
COM-113	Intro to Public Relations	3		Elective	0.5
COM-119	News Writing	3		Elective	0.5
COM-120	News Editing	3		Elective	0.5

COM-130	Intro to Mass Communication	3	Elective	0.5
COM-140	Writing for Multimedia	3	Elective	0.5
COM-156	Audio Production I	3	Elective	0.5
COM-157	Video Production I	3	Elective	0.5
COM-208	Screenwriting	3	Elective	0.5
COM-218	Broadcast Performance	3	Elective	0.5
COM-221	Photojournalism	3	Elective	0.5
COM-251	Film History and Appreciation	3	Elective	0.5
COM-252	International History of Film	3	Elective	0.5
COM-256	Advanced Audio Production	3	Elective	0.5
COM-257	Advanced Video Production	3	Elective	0.5
COM-260	Advanced Post-Production	3	Elective	0.5
COM-296	Documentary Production	3	Elective	0.5
COM-297	Motion Picture Production	3	Elective	0.5
ENG-101	Composition I	3	English 11	0.5
ENG-103	Composition II	3	English 12	0.5
ENG-108	Intro Creative Writing	3	English or Elective	0.5
ENG-109	Creative Writing II	3	English or Elective	0.5
ENG-110	Intro to Technical Writing	3	English or Elective	0.5
ENG-200	Language, Power & Public Life	3	English or Elective	0.5
LIT-101	Introduction to Literature	3	English or Elective	0.5
LIT-139	Mythology	3	Elective	0.5
LIT-140	The Bible As Literature	3	Elective	0.5
LIT-141	Film and Literature	3	English or Elective	0.5
LIT-142	Exploring Literature: Poetry	3	English or Elective	0.5
LIT-144	Exploring Literature: Fiction	3	English or Elective	0.5
LIT-152	Multicultural American Lit	3	English or Elective	0.5
LIT-154	Intro Non-Western Literature	3	English or Elective	0.5
LIT-201	American Lit Before 1865	3	English or Elective	0.5
LIT-202	American Literature Since 1865	3	English or Elective	0.5
SPH-131	Fundamentals of Communication	3	English or Elective	0.5
SPH-201	Interpersonal Communication	3	English or Elective	0.5
SPH-202	Intercultural Communication	3	English or Elective	0.5
SPH-211	Group Leadership	3	Elective	0.5

Computers and Information Systems					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**
CIS-102	Intro Computer & Info Systems	3		Elective	0.5
CIS-120	Intro to Microsoft Word	1		Elective	0.5
CIS-121	Introduction to Excel	1		Elective	0.5
CIS-124	Introduction to Powerpoint	1		Elective	0.5
CIS-130	Introduction to Access	2		Elective	0.5
CIS-170	Programming Logic & Design	3		Elective	0.5
CIS-180	Intro to Visual Basic Prgrmng.	4		Elective	1
CIS-240	Intro to Java Programming	4		Elective	1
CIS-245	Program Android-Mobile Devices	4		Elective	1
CIS-254	Database Programming	4		Elective	1
CIS-276	Intro to C/C++ Programming	4		Elective	1
CIS-277	Advanced C/C++ Programming	4		Elective	1
CIS-279	Visual C# Programming	4		Elective	1
CIS-280	Program iOS Apple Mobile Dev	4		Elective	1
CIS-290	Special Topics in CIS	1		Elective	0.5
CIS-291	Internship Field Project	1		Elective	0.5
GAT-101	Intro to Graphic Arts Tech	4		Elective	1
GAT-110	Introduction to Photoshop	2		Elective	0.5
GAT-115	Introduction to Illustrator	2		Elective	0.5
GAT-150	Typography	2		Elective	0.5
GAT-178	Fundamentals of Desktop Publis	3		Elective	0.5
GAT-190	Image Generation and Output	2		Elective	0.5
GAT-215	Advanced Illustrator	2		Elective	0.5
GAT-220	Adv Photoshop Grap Arts Indus.	3		Elective	0.5
PCT-110	Networking Essentials	3		Elective	0.5
PCT-111	Windows Active Directory	3		Elective	0.5
PCT-112	Windows Server Fundamentals	3		Elective	0.5
PCT-113	Microsoft Win Infrastructure	3		Elective	0.5
PCT-120	Cisco Networking I	4		Elective	1
PCT-122	Cisco Networking II	4		Elective	1
PCT-124	Cisco Networking III	4		Elective	1

PCT-126	Cisco Networking IV	4	Elective	1
PCT-130	Intro Network Security Fndmntl	3	Elective	0.5
PCT-132	Advanced Network Security	3	Elective	0.5
PCT-140	IP Telephony I	4	Elective	1
PCT-142	IP Telephony II	4	Elective	1
PCT-211	VMWare vSphere:Install/Config	3	Elective	0.5
PCT-262	A+ Essentials	3	Elective	0.5
PCT-270	Introduction to Unix/Linux	3	Elective	0.5
PCT-275	Cisco Firewall Design	4	Elective	1
PCT-290	Special Topic in PC Tech	1	Elective	0.5
WEB-101	Programming Related-Internet	4	Elective	1
WEB-102	Adv Program Related - Internet	4	Elective	1
WEB-111	Introduction to Multimedia	3	Elective	0.5
WEB-225	Digital Photography	3	Elective	0.5
WEB-233	Introduction to Javascript	4	Elective	1
WEB-234	PHP Programming	4	Elective	1

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		Elective	0.5
EGR-135	Engineering Graphics/CAD	4		Elective	1
EGR-206	Statics	3		Elective	0.5
EGR-207	Dynamics	3		Elective	0.5
EGR-221	Elem Mech of Defmabl Bodies	3		Elective	0.5
EGR-231	Engineering Circuit Analysis	4		Elective	1
EGR-250	Digital Electronics	4		Elective	1

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		Elective	0.5
ART-102	Drawing and Composition II	3		Elective	0.5
ART-103	Design I	3		Elective	0.5
ART-111	Painting I	3		Elective	0.5

ART-121	Ceramics I	3	Elective	0.5
ART-122	Ceramics II	3	Elective	0.5
ART-131	Introduction to Visual Art	3	Elective	0.5
ART-141	Intro Non-Western Visual Art	3	Elective	0.5
ART-201	Life Drawing	3	Elective	0.5
ART-203	Design II	3	Elective	0.5
ART-212	Painting II	3	Elective	0.5
ART-216	Relief Printmaking	3	Elective	0.5
ART-251	History of Art I	3	Elective	0.5
ART-252	History of Art II	3	Elective	0.5
CRM-101	Intro to Criminal Justice	3	Elective	0.5
CRM-102	Intro to Probation & Parole	3	Elective	0.5
CRM-103	Intro to Corrections	3	Elective	0.5
CRM-104	Intro to Private Security	3	Elective	0.5
CRM-105	Police Report Writing	3	Elective	0.5
CRM-120	Criminal Investigation	3	Elective	0.5
CRM-125	Criminal Proced & Civil Rights	3	Elective	0.5
CRM-127	Ethics in Law Enforcement	3	Elective	0.5
CRM-210	Criminal Law	3	Elective	0.5
CRM-225	Juvenile Procedures	3	Elective	0.5
CRM-260	Police Organization & Admin	3	Elective	0.5
CRM-271	Patrol Procedures	3	Elective	0.5
CRM-281	Rules of Evidence	3	Elective	0.5
CRM-282	Interviews & Interrogations	3	Elective	0.5
ECE-100	Intro to Early Childhood Ed.	3	Elective	0.5
ECE-101	The Developing Child	3	Elective	0.5
ECE-103	Health, Safety & Nutrition of Young Child	3	Elective	0.5
ECE-105	Observation and Assessment of Young Children	3	Elective	0.5
ECE-113	Infant and Toddler Curriculum	3	Elective	0.5
ECE-201	Language Development	3	Elective	0.5
ECE-202	Child, Family & Community	3	Elective	0.5
ECE-203	Curriculum Plan-Young Child	3	Elective	0.5
ECE-205	Org & Superv-Early Child Facil	3	Elective	0.5

EDU-202	Children's Literature	3	Elective	0.5
EDU-224	Introduction to Education	3	Elective	0.5
EDU-234	Intro Technology for Teachers	3	Elective	0.5
EDU-244	Students With Disabilities	3	Elective	0.5
FRN-101	Beginning French	4	Elective	1
FRN-102	Continuatn of Begng French	4	Elective	1
GRM-101	Beginning German	4	Elective	1
GRM-102	Continuatn of Begng German	4	Elective	1
HUM-111	Intro to Humanities I	3	Elective	0.5
HUM-112	Intro to Humanities II	3	Elective	0.5
HUM-114	Intro Hum III:Contem West Wrl	3	Elective	0.5
HUM-125	Intro Non-Western Humanities	3	Elective	0.5
HUM-211	War & West Hum Thru Mid Ages	3	Elective	0.5
HUM-212	War & W.Hum-Renaiss to Present	3	Elective	0.5
HUM-250	Leadership Development Stud	3	Elective	0.5
MUS-101	Fundamentals of Music	3	Elective	0.5
MUS-102	Intro to Music Literature	3	Elective	0.5
MUS-104	Intro to American Music	3	Elective	0.5
MUS-106	Intro to Non-Western Music	3	Elective	0.5
MUS-131	Class Piano I	2	Elective	0.5
MUS-132	Class Piano II	2	Elective	0.5
MUS-191	Chorus I	1	Elective	0.5
MUS-194	Instrumental Ensemble I	1	Elective	0.5
MUS-195	Band I	1	Elective	0.5
MUS-198	Orchestra I	1	Elective	0.5
MUS-294	Instrumental Ensemble II	1	Elective	0.5
MUS-295	Band II	1	Elective	0.5
MUS-298	Orchestra II	1	Elective	0.5
PHL-150	Intro to Philosophy	3	Elective	0.5
PHL-151	Intro Non-Western Philosophy	3	Elective	0.5
PHL-152	Environmental Ethics	3	Elective	0.5
PHL-153	Medical Ethics	3	Elective	0.5
PHL-154	Introduction to Religion	3	Elective	0.5
PHL-155	World Religions	3	Elective	0.5

PHL-156	Religion in American Society	3	Elective	0.5
PHL-157	Foundational Religious Texts	3	Elective	0.5
PHL-255	Logic	3	Elective	0.5
PHL-256	Contemporary Moral Issues	3	Elective	0.5
PHL-260	Philosophy of Religion	3	Elective	0.5
SPN-101	Beginning Spanish	4	Elective	0.5
SPN-102	Continuation Beginning Spanish	4	Elective	0.5
SPN-203	Intermediate Spanish	3	Elective	0.5
SPN-204	Continue Intermediate Spanish	3	Elective	0.5
THE-133	Introduction to the Theater	3	Elective	0.5
THE-134	Stagecraft & Theater Lighting	3	Elective	0.5
THE-135	Acting I	3	Elective	0.5
THE-235	Acting II	3	Elective	0.5

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

Mathematics					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
MTH-115	General Education Math	3		Math or Elective	0.5
MTH-120	College Algebra	3		Math or Elective	0.5
MTH-125	Plane Trigonometry	3		Math or Elective	0.5
MTH-132	College Algebra & Trigonometry	5		Math or Elective	1
MTH-135	Calculus W/Analytic Geom I	5		Math or Elective	1
MTH-164	Computer in Mathematics C/C++	4		Math or Elective	1
MTH-211	Calc for Business & Soc Scienc	4		Math or Elective	1
MTH-216	Math for Elem Teachers I	3		Elective	0.5
MTH-217	Math for Elem Teachers II	3		Elective	0.5
MTH-220	Elements of Statistics	3		Math or Elective	0.5
MTH-235	Calculus W/Analytic Geom II	4		Math or Elective	1
MTH-236	Calculus W/Analyt Geom III	4		Math or Elective	1
MTH-240	Differential Equations	3		Math or Elective	0.5
MTH-250	Modern Linear Algebra	4		Math or Elective	1

Physical Sciences					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATS-105	Intro to Atmospheric Science	4		Science or Elective	1
CHM-110	General Organic & BioChem I	4		Science or Elective	1
CHM-120	General Chemistry I	4		Science or Elective	1
CHM-130	General Chemistry II	4		Science or Elective	1
CHM-210	General, Organic & BioChem II	4		Science or Elective	1
CHM-220	Organic Chemistry I	5		Science or Elective	1
CHM-230	Organic Chemistry II	5		Science or Elective	1
CHM-240	General Biological Chemistry	3		Science or Elective	0.5
GEL-101	Introduction to Geology	4		Science or Elective	1
GEL-107	Geology of the Solar System	3		Science or Elective	0.5
GEL-206	Environmental Geology	3		Science or Elective	0.5
PGE-100	Physical Geography	3		Social Studies or Elective	0.5
PGE-102	Physical Geography With Lab	4		Social Studies or Elective	1

PGE-240	Global Climate Change	3	Science or Elective	0.5
PHY-201	Mechanics and Heat	5	Elective	1
PHY-202	Waves/Elec/Light & Modrn Phys	5	Elective	1
PHY-215	Mechanics, Wave Motion, Thermo	5	Elective	1
PHY-225	Electr, Magnetism, Light, Phys	5	Elective	1

Social Sciences					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**
ANP-102	Intro Biolo Anthro & Archaeol	3		Social Studies or Elective	0.5
ANP-103	Intro to Cultural Anthro	3		Social Studies or Elective	0.5
GEO-130	World Geography	3		Social Studies or Elective	0.5
HST-140	History of Western Civ I	3		Social Studies or Elective	0.5
HST-141	History of Western Civ II	3		Social Studies or Elective	0.5
HST-142	History of U S to 1865	3		Social Studies or Elective	0.5
HST-143	History of U S Since 1865	3		Social Studies or Elective	0.5
HST-144	Current Hist 1945 to Present	3		Social Studies or Elective	0.5
HST-151	African History Survey to 1600	3		Social Studies or Elective	0.5
HST-152	African Hist Survey Since 1600	3		Social Studies or Elective	0.5
HST-162	History of Latin America I	3		Social Studies or Elective	0.5
HST-163	History of Latin America II	3		Social Studies or Elective	0.5
HST-172	History of Middle East to 1453	3		Social Studies or Elective	0.5
HST-173	History Middle East Since 1453	3		Social Studies or Elective	0.5
HST-182	Hist of Eastern Civ to 1500	3		Social Studies or Elective	0.5
HST-183	Hist of East Civ Since 1500	3		Social Studies or Elective	0.5
HST-192	History of World Until 1750	3		Social Studies or Elective	0.5
HST-193	Hist of the World Since 1750	3		Social Studies or Elective	0.5
HST-210	History of Women of the U.S.	3		Social Studies or Elective	0.5

PSC-150	Intro to Political Science	3		Social Studies or Elective	0.5
PSC-160	American National Government	3		Social Studies or Elective	0.5
PSC-161	State and Local Government	3		Social Studies or Elective	0.5
PSC-210	Intro to Legal System	3		Social Studies or Elective	0.5
PSC-211	The American Presidency	3		Social Studies or Elective	0.5
PSC-269	International Relations	3		Social Studies or Elective	0.5
SOC-190	Introduction to Sociology	3		Social Studies or Elective	0.5
SOC-290	Social Problems	3		Social Studies or Elective	0.5
SOC-291	Criminology	3		Elective	0.5
SOC-292	Sociology of Deviance	3		Social Studies or Elective	0.5
SOC-294	Urban Sociology	3		Social Studies or Elective	0.5
SOC-295	Racial and Ethnic Relations	3		Social Studies or Elective	0.5
SOC-298	Sociology of Sex and Gender	3		Social Studies or Elective	0.5
SOC-299	Sociology of the Family	3		Social Studies or Elective	0.5

STU Student Development					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**
STU-100	Planning for Success	1		Elective	0.5
STU-101	Career Planning	2		Elective	0.5
STU-103	Workplace Ethics	1		Elective	0.5

Rock Valley College

Board Report #XXXX
May 26, 2026

2026–2027 Running Start Intergovernmental Agreement (IGA)
Pecatonica Community Unit School District #321

Background:

Running Start is a formal program that allows qualified students from Pecatonica Community Unit School District #321 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 Pecatonica Community Unit School District #321.

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 Pecatonica Community Unit School District #321 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 Pecatonica Community Unit School District #321, 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**.

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment(s): Pecatonica Community Unit School District #321 Intergovernmental Agreement

DRAFT

INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD OF EDUCATION OF PECATONICA COMMUNITY UNIT SCHOOL DISTRICT NO. 321, 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 Pecatonica Community Unit School District No. 321, 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 Pecatonica 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 321 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 321 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:

Pecatonica Community Unit School
District No. 321
Att'n: Superintendent
1300 Main St., PO Box 419
Pcatonica, IL 61063
Facsimile: (815) 239-2125

with a copy to counsel;

Hodges, Loizzi, Eisenhammer,
Rodick &Kohn, LLP
3030 Salt Creek Lane
Suite 202
Arlington Heights, IL 60005
Facsimile: (847) 670-7334
Email: mloizzi@hlerk.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, 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 **Pecatonica School** **District No. 321** **Winnebago County,** **Illinois**	**Board of Trustees** **Illinois Community COLLEGE** **District No. 511** **Winnebago County, Illinois**
Robert P. Ackerman **President**	**President**
A Piper **Secretary**	**Secretary**
4/16/2026 **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 Pecatonica DISTRICT 321. "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. 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 Code**	**HS Course Name**	**HS Credits**
FWS-110	Fitness Walking	1	89051	RVC-Fitness Walking	0.5
FWS-116	Step Aerobics	1		RVC-Step Aerobics	0.5
FWS-119	Cardio Kickboxing	1	89075	RVC-Cardio Kickboxing	0.5
FWS-121	Cardio Fitness & Conditioning	1		RVC-Cardio Fitness & Conditioning	0.5
FWS-126	Beginning Weight Lifting	1		RVC-Beginning Weight Lifting	0.5
FWS-127	Advanced Weight Lifting	2		RVC-Advanced Weight Lifting	0.5
FWS-128	Sports Performance Fitness	1		RVC-Sports Performance Fitness	0.5
FWS-131	Basketball & Touch Football	1		RVC-Basketball & Touch Football	0.5
FWS-133	Power Volleyball	1	89085	RVC-Power Volleyball	0.5
FWS-151	Tae Kwon Do	1		RVC-Tae Kwon Do	0.5
FWS-220	Intro Career Opportunty in PE	3		RVC-Intro Career Opportunty in PE	0.5
FWS-231	Contemporary Health Issues	3		RVC-Contemporary Health Issues	0.5
FWS-233	Community Health	3		RVC-Community Health	0.5
FWS-235	Alcohol and Drug Education	3		RVC-Alcohol and Drug Education	0.5
FWS-236	Human Sexuality	3		RVC-Human Sexuality	0.5
FWS-237	Nutrition for Optimum Living	3	89086	RVC-Nutrition for Optimum Living	0.5
FWS-243	First Aid/Gen Safety/CPR/AED	3		RVC-First Aid/Gen Safety/CPR/AED	0.5
FWS-250	Introduction Sport Management	3		RVC-Introduction Sport Management	0.5
FWS-253	Introduction to Coaching	3		RVC-Introduction to Coaching	0.5
FWS-254	ASEP Sport First Aid and CPR	3		RVC-ASEP Sport First Aid and CPR	0.5
FWS-255	Sociology of Sport	3		RVC-Sociology of Sport	0.5
FWS-256	History of Phy Ed & Sport	3		RVC-History of Phy Ed & Sport	0.5

FWS-258	Sport & Exercise Psychology	3		RVC-Sport & Exercise Psychology	0.5
FWS-260	Intro to Exercise Science	3		RVC-Intro to Exercise Science	0.5
FWS-261	Nutrition for Fitness&Sport	3		RVC-Nutrition for Fitness&Sport	0.5
FWS-263	Nutrit, Exercise & Weight Cntr	3		RVC-Nutrit, Exercise & Weight Cntr	0.5
FWS-265	Personal Fitness and Wellness	3		RVC-Personal Fitness and Wellness	0.5
FWS-266	Personal Trng I-Concepts&Appl	3		RVC-Personal Trng I-Concepts&Appl	0.5
FWS-267	Persnl Trng II-Concepts&Appl.	3		RVC-Persnl Trng II-Concepts&Appl.	0.5
HLT-110	Medical Terminology	2		RVC-Medical Terminology	0.5
Business					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**
ATG-110	Financial Accounting	4		RVC-Financial Accounting	1
ATG-111	Managerial Accounting	4		RVC-Managerial Accounting	1
BUS-101	Introduction to Business	3	89027	RVC-Introduction to Business	0.5
BUS-103	Business Mathematics	3		RVC-Business Mathematics	0.5
BUS-105	Consumer Econ and Prsnl Fin	3	89076	RVC-Consumer Econ and Prsnl Fin	0.5
BUS-130	Entrepreneurship Principles	3		RVC-Entrepreneurship Principles	0.5
BUS-131	Entrepreneurship Planning	3		RVC-Entrepreneurship Planning	0.5
BUS-170	Intro Organizational Behavior	3	89029	RVC-Intro Organizational Behavior	0.5
BUS-200	Legal Environment in Bus	3		RVC-Legal Environment in Bus	0.5
BUS-223	Business Statistics	3		RVC-Business Statistics	0.5
BUS-230	Entrepreneurship Capstone	3		RVC-Entrepreneurship Capstone	0.5
BUS-279	Principles of Finance	3		RVC-Principles of Finance	0.5
BUS-282	International Business	3		RVC-International Business	0.5
MGT-170	Business Communications	3		RVC-Business Communications	0.5
MGT-270	Principles of Management	3	89064	RVC-Principles of Management	0.5
MGT-271	Human Resource Manage	3		RVC-Human Resource Manage	0.5

MGT-274	Leadership	3		RVC-Leadership	0.5
MKT-260	Principles of Marketing	3	89031	RVC-Principles of Marketing	0.5
MKT-265	Salesmanship	3		RVC-Salesmanship	0.5
MKT-266	Principles of Advertising	3		RVC-Principles of Advertising	0.5
MKT-288	Customer Relations	3		RVC-Customer Relations	0.5
OFF-118	Computer Keyboarding	1		RVC-Computer Keyboarding	0.5

Communications					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**
COM-113	Intro to Public Relations	3			0.5
COM-119	News Writing	3			0.5
COM-120	News Editing	3			0.5
COM-130	Intro to Mass Communication	3			0.5
COM-140	Writing for Multimedia	3			0.5
COM-156	Audio Production I	3			0.5
COM-157	Video Production I	3			0.5
COM-208	Screenwriting	3			0.5
COM-218	Broadcast Performance	3			0.5
COM-221	Photojournalism	3			0.5
COM-251	Film History and Appreciation	3	89049	RVC-Film History and Appreciation	0.5
COM-252	International History of Film	3			0.5
COM-256	Advanced Audio Production	3			0.5
COM-257	Advanced Video Production	3			0.5
COM-260	Advanced Post-Production	3			0.5
COM-296	Documentary Production	3			0.5
COM-297	Motion Picture Production	3			0.5
ENG-101	Composition I	3	89006	RVC-Composition I	0.5
ENG-103	Composition II	3	89011	RVC-Composition II	0.5
ENG-108	Intro Creative Writing	3			0.5
ENG-109	Creative Writing II	3			0.5
ENG-110	Intro to Technical Writing	3			0.5
ENG-200	Language, Power & Public Life	3			0.5
LIT-101	Introduction to Literature	3			0.5

LIT-139	Mythology	3	89055	RVC-Mythology	0.5
LIT-140	The Bible As Literature	3	89018	RVC-The Bible As Literature	0.5
LIT-141	Film and Literature	3	89046	RVC-Film and Literature	0.5
LIT-142	Exploring Literature: Poetry	3	89052	RVC-Exploring Literature: Poetry	0.5
LIT-144	Exploring Literature: Fiction	3	89057	RVC-Exploring Literature: Fiction	0.5
LIT-152	Multicultural American Lit	3			0.5
LIT-154	Intro Non-Western Literature	3			0.5
LIT-201	American Lit Before 1865	3			0.5
LIT-202	American Literature Since 1865	3			0.5
SPH-131	Fundamentals of Communication	3	89016	RVC-Fundamentals of Communication	0.5
SPH-201	Interpersonal Communication	3			0.5
SPH-202	Intercultural Communication	3			0.5
SPH-211	Group Leadership	3			0.5
Computers and Information Systems					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**
CIS-102	Intro Computer & Info Systems	3	89050	RVC-Intro Computer & Info Systems	0.5
CIS-120	Intro to Microsoft Word	1			0.5
CIS-121	Introduction to Excel	1			0.5
CIS-124	Introduction to Powerpoint	1			0.5
CIS-130	Introduction to Access	2			0.5
CIS-170	Programming Logic & Design	3			0.5
CIS-180	Intro to Visual Basic Prgrmng.	4			1
CIS-240	Intro to Java Programming	4			1
CIS-245	Program Android-Mobile Devices	4			1
CIS-254	Database Programming	4			1
CIS-276	Intro to C/C++ Programming	4	89079	RVC-Intro to C/C++ Programming	1
CIS-277	Advanced C/C++ Programming	4			1
CIS-279	Visual C# Programming	4			1
CIS-280	Program iOS Apple Mobile Dev	4			1
CIS-290	Special Topics in CIS	1			0.5
CIS-291	Internship Field Project	1			0.5

GAT-101	Intro to Graphic Arts Tech	4			1
GAT-110	Introduction to Photoshop	2	89090	RVC-Introduction to Photoshop	0.5
GAT-115	Introduction to Illustrator	2			0.5
GAT-150	Typography	2			0.5
GAT-178	Fundamentals of Desktop Publis	3			0.5
GAT-190	Image Generation and Output	2			0.5
GAT-215	Advanced Illustrator	2			0.5
GAT-220	Adv Photoshop Grap Arts Indus.	3			0.5
PCT-110	Networking Essentials	3			0.5
PCT-111	Windows Active Directory	3			0.5
PCT-112	Windows Server Fundamentals	3			0.5
PCT-113	Microsoft Win Infrastructure	3			0.5
PCT-120	Cisco Networking I	4			1
PCT-122	Cisco Networking II	4			1
PCT-124	Cisco Networking III	4			1
PCT-126	Cisco Networking IV	4			1
PCT-130	Intro Network Security Fndmntl	3			0.5
PCT-132	Advanced Network Security	3			0.5
PCT-140	IP Telephony I	4			1
PCT-142	IP Telephony II	4			1
PCT-211	VMWare vSphere:Install/Config	3			0.5
PCT-262	A+ Essentials	3			0.5
PCT-270	Introduction to Unix/Linux	3			0.5
PCT-275	Cisco Firewall Design	4			1
PCT-290	Special Topic in PC Tech	1			0.5
WEB-101	Programming Related-Internet	4			1
WEB-102	Adv Program Related - Internet	4			1
WEB-111	Introduction to Multimedia	3			0.5
WEB-225	Digital Photography	3			0.5
WEB-233	Introduction to Javascript	4			1
WEB-234	PHP Programming	4			1
Engineering and Techology					

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
EGR-101	Introduction to Engineering	2	89004	RVC-Introduction to Engineering	0.5
EGR-135	Engineering Graphics/CAD	4	89010	RVC-Engineering Graphics/CAD	1
EGR-206	Statics	3	89017	RVC-Statics	0.5
EGR-207	Dynamics	3	89036	RVC-Dynamics	0.5
EGR-221	Elem Mech of Defmabl Bodies	3			0.5
EGR-231	Engineering Circuit Analysis	4	89035	RVC-Engineering Circuit Analysis	1
EGR-250	Digital Electronics	4			1
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	89089	RVC-Drawing and Composition I	0.5
ART-102	Drawing and Composition II	3			0.5
ART-103	Design I	3	89059	RVC-Design I	0.5
ART-111	Painting I	3			0.5
ART-121	Ceramics I	3			0.5
ART-122	Ceramics II	3			0.5
ART-131	Introduction to Visual Art	3	89058	RVC-Introduction to Visual Art	0.5
ART-141	Intro Non-Western Visual Art	3	89025	RVC-Intro Non-Western Visual Art	0.5
ART-201	Life Drawing	3			0.5
ART-203	Design II	3	89062	RVC-Design II	0.5
ART-212	Painting II	3			0.5
ART-216	Relief Printmaking	3			0.5
ART-251	History of Art I	3			0.5
ART-252	History of Art II	3			0.5
CRM-101	Intro to Criminal Justice	3	89074	RVC-Intro to Criminal Justice	0.5
CRM-102	Intro to Probation & Parole	3			0.5
CRM-103	Intro to Corrections	3			0.5
CRM-104	Intro to Private Security	3			0.5
CRM-105	Police Report Writing	3			0.5
CRM-120	Criminal Investigation	3			0.5

CRM-125	Criminal Proced & Civil Rights	3			0.5
CRM-127	Ethics in Law Enforcement	3			0.5
CRM-210	Criminal Law	3			0.5
CRM-225	Juvenile Procedures	3			0.5
CRM-260	Police Organization & Admin	3			0.5
CRM-271	Patrol Procedures	3			0.5
CRM-281	Rules of Evidence	3			0.5
CRM-282	Interviews & Interrogations	3			0.5
ECE-100	Intro to Early Childhood Ed.	3			0.5
ECE-101	The Developing Child	3	89053	RVC-The Developing Child	0.5
ECE-103	Health, Safety & Nutrition of Young Child	3			0.5
ECE-105	Observation and Assessment of Young Children	3			0.5
ECE-113	Infant and Toddler Curriculum	3			0.5
ECE-201	Language Development	3			0.5
ECE-202	Child, Family & Community	3			0.5
ECE-203	Curriculum Plan-Young Child	3			0.5
ECE-205	Org & Superv-Early Child Facil	3			0.5
EDU-202	Children's Literature	3			0.5
EDU-224	Introduction to Education	3			0.5
EDU-234	Intro Technology for Teachers	3			0.5
EDU-244	Students With Disabilities	3			0.5
FRN-101	Beginning French	4			1
FRN-102	Continuatn of Begng French	4			1
GRM-101	Beginning German	4			1
GRM-102	Continuatn of Begng German	4			1
HUM-111	Intro to Humanities I	3			0.5
HUM-112	Intro to Humanities II	3	89067	RVC-Intro to Humanities II	0.5
HUM-114	Intro Hum III:Contem West Wrl	3	89063	RVC-Intro Hum III:Contem West Wrl	0.5
HUM-125	Intro Non-Western Humanities	3			0.5
HUM-211	War & West Hum Thru Mid Ages	3			0.5
HUM-212	War & W.Hum-Renaiss to Present	3	89065	RVC-War & W.Hum-Renaiss to Present	0.5
HUM-250	Leadership Development Stud	3			0.5

MUS-101	Fundamentals of Music	3			0.5
MUS-102	Intro to Music Literature	3			0.5
MUS-104	Intro to American Music	3	89078	RVC-Intro to American Music	0.5
MUS-106	Intro to Non-Western Music	3	89007	RVC-Intro to Non-Western Music	0.5
MUS-131	Class Piano I	2	89041	RVC-Class Piano I	0.5
MUS-132	Class Piano II	2			0.5
MUS-191	Chorus I	1			0.5
MUS-194	Instrumental Ensemble I	1	89040	RVC-Instrumental Ensemble I	0.5
MUS-195	Band I	1			0.5
MUS-198	Orchestra I	1			0.5
MUS-294	Instrumental Ensemble II	1			0.5
MUS-295	Band II	1			0.5
MUS-298	Orchestra II	1			0.5
PHL-150	Intro to Philosophy	3	89015	RVC-Intro to Philosophy	0.5
PHL-151	Intro Non-Western Philosophy	3			0.5
PHL-152	Environmental Ethics	3			0.5
PHL-153	Medical Ethics	3	89043	RVC-Medical Ethics	0.5
PHL-154	Introduction to Religion	3			0.5
PHL-155	World Religions	3	89048	RVC-World Religions	0.5
PHL-156	Religion in American Society	3			0.5
PHL-157	Foundational Religious Texts	3			0.5
PHL-255	Logic	3			0.5
PHL-256	Contemporary Moral Issues	3			0.5
PHL-260	Philosophy of Religion	3			0.5
SPN-101	Beginning Spanish	4	89073	RVC-Beginning Spanish	1
SPN-102	Continuation Beginning Spanish	4	89038	RVC-Continuation Beginning Spanish	1
SPN-203	Intermediate Spanish	3	89084	RVC-Intermediate Spanish	0.5
SPN-204	Continue Intermediate Spanish	3			0.5
THE-133	Introduction to the Theater	3			0.5
THE-134	Stagecraft & Theater Lighting	3			0.5
THE-135	Acting I	3			0.5
THE-235	Acting II	3			0.5

Life Sciences					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**
BIO-100	Introductory Human Biology	3	89039	RVC-Introductory Human Biology	0.5
BIO-103	Introductory Life Science	3	89022	RVC-Introductory Life Science	0.5
BIO-104	Intro Life Science Lab	1	89023	RVC-Intro Life Science Lab	0.5
BIO-106	Environmental Science	3	89002	RVC-Environmental Science	0.5
BIO-107	Environmental Biology Lab	1	89003	RVC-Environmental Biology Lab	0.5
BIO-113	Plants and Society	4	89042	RVC-Plants and Society	1
BIO-140	Introduction to Evolution	3			0.5
BIO-150	Microbes and Society	3	89070	RVC-Microbes and Society	0.5
BIO-152	Microbes & Society Laboratory	1			0.5
BIO-162	Human Heredity	3			0.5
BIO-171	Biology of Human Disease	3	89087	RVC-Biology of Human Disease	0.5
BIO-185	Foundations Anat & Physiol	5			1
BIO-201	Fundamentals of Biology I	4	89054	RVC-Fundamentals of Biology I	1
BIO-202	Fundamentals of Biology II	4	89028	RVC-Fundamentals of Biology II	1
BIO-274	Microbiology	4	89047	RVC-Microbiology	1
BIO-281	Anatomy and Physiology I	4	89044	RVC-Anatomy and Physiology I	1
BIO-282	Anatomy and Physiology II	4	89068	RVC-Anatomy and Physiology II	1
Mathematics					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**
MTH-115	General Education Math	3	89061	RVC-General Education Math	0.5
MTH-120	College Algebra	3	89001	RVC-College Algebra	0.5
MTH-125	Plane Trigonometry	3	89008	RVC-Plane Trigonometry	0.5
MTH-132	College Algebra & Trigonometry	5			1
MTH-135	Calculus W/Analytic Geom I	5	89013	RVC-Calculus W/Analytic Geom I	1
MTH-164	Computer in Mathematics C/C++	4			1
MTH-211	Calc for Business & Soc Scienc	4			1

MTH-216	Math for Elem Teachers I	3			0.5
MTH-217	Math for Elem Teachers II	3			0.5
MTH-220	Elements of Statistics	3	89014	RVC-Elements of Statistics	0.5
MTH-235	Calculus W/Analytic Geom II	4	89019	RVC-Calculus W/Analytic Geom II	1
MTH-236	Calculus W/Analyt Geom III	4	89026	RVC-Calculus W/Analyt Geom III	1
MTH-240	Differential Equations	3			0.5
MTH-250	Modern Linear Algebra	4			1
Physical Sciences					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**
ATS-105	Intro to Atmospheric Science	4			1
CHM-110	General Organic & BioChem I	4	89083	RVC-General Organic & BioChem I	1
CHM-120	General Chemistry I	4	89009	RVC-General Chemistry I	1
CHM-130	General Chemistry II	4	89006	RVC-General Chemistry II	1
CHM-210	General, Organic & BioChem II	4			1
CHM-220	Organic Chemistry I	5			1
CHM-230	Organic Chemistry II	5			1
CHM-240	General Biological Chemistry	3			0.5
GEL-101	Introduction to Geology	4			1
GEL-107	Geology of the Solar System	3			0.5
GEL-206	Environmental Geology	3			0.5
PGE-100	Physical Geography	3			0.5
PGE-102	Physical Geography With Lab	4			1
PGE-240	Global Climate Change	3			0.5
PHY-201	Mechanics and Heat	5	89081	RVC-Mechanics and Heat	1
PHY-202	Waves/Elec/Light & Modrn Phys	5	89082	RVC-Waves/Elec/Light & Modrn Phys	1
PHY-215	Mechanics, Wave Motion, Thermo	5			1
PHY-225	Electr, Magnetism, Light, Phys	5	89034	RVC-Electr, Magnetism, Light, Phys	1
Social Sciences					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**

ANP-102	Intro Biolo Anthro & Archaeol	3			0.5
ANP-103	Intro to Cultural Anthro	3			0.5
ECO-101	Introduction to Economics	3			
ECO-110	Principles of Economics:Macro	3			
ECO-111	Principles of Economics:Micrro	3			
GEO-130	World Geography	3			0.5
HST-140	History of Western Civ I	3			0.5
HST-141	History of Western Civ II	3			0.5
HST-142	History of U S to 1865	3	89005	RVC-History of U S to 1865	0.5
HST-143	History of U S Since 1865	3	89012	RVC-History of U S Since 1865	0.5
HST-144	Current Hist 1945 to Present	3			0.5
HST-151	African History Survey to 1600	3	89072	RVC-African History Survey to 1600	0.5
HST-152	African Hist Survey Since 1600	3			0.5
HST-162	History of Latin America I	3			0.5
HST-163	History of Latin America II	3			0.5
HST-172	History of Middle East to 1453	3			0.5
HST-173	History Middle East Since 1453	3			0.5
HST-182	Hist of Eastern Civ to 1500	3			0.5
HST-183	Hist of East Civ Since 1500	3			0.5
HST-192	History of World Until 1750	3			0.5
HST-193	Hist of the World Since 1750	3			0.5
HST-210	History of Women of the U.S.	3			0.5
PSC-150	Intro to Political Science	3			0.5
PSC-160	American National Government	3	89021	RVC-American National Government	0.5
PSC-161	State and Local Government	3			0.5
PSC-210	Intro to Legal System	3			0.5
PSC-211	The American Presidency	3			0.5
PSC-269	International Relations	3			0.5
SOC-190	Introduction to Sociology	3	89056	RVC-Introduction to Sociology	0.5
SOC-290	Social Problems	3			0.5
SOC-291	Criminology	3			0.5
SOC-292	Sociology of Deviance	3			0.5

SOC-294	Urban Sociology	3			0.5
SOC-295	Racial and Ethnic Relations	3			0.5
SOC-298	Sociology of Sex and Gender	3			0.5
SOC-299	Sociology of the Family	3			0.5
STU Student Development					
RVC Course Code	**RVC Course Name**	**RVC Credits**	**HS Course Code**	**HS Course Name**	**HS Credits**
STU-100	Planning for Success	1	89000	RVC-Planning for Success	0.5
STU-101	Career Planning	2	89077	RVC-Career Planning	0.5
STU-103	Workplace Ethics	1			0.5

Rock Valley College

Board Report #XXXX
May 26, 2026

2026–2027 Running Start Intergovernmental Agreement (IGA)
South Beloit Community Unit School District #320

Background:

Running Start is a formal program that allows qualified students from South Beloit Community Unit School District #320 to attend Rock Valley College (RVC) for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate'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 South Beloit Community Unit School District #320.

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 South Beloit Community Unit School District #320 requires the district to calculate the cost equivalent of tuition and fees, with the assistance of the College, for the courses taken 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 South Beloit Community Unit School District #320, 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**.

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment(s): South Beloit Community Unit School District #320 Intergovernmental Agreement

DRAFT

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

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

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

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

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

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

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

Section 1 Incorporation of Preamble Recitals

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

Section 2 Implementation of Running Start

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

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

A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:

   1) DISTRICT's requirements for earning a high school diploma; and

   2) COLLEGE's requirements for earning an associate's degree.

B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).

C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.

D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of in-district tuition and fees for courses taken per student per school year.

E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.

F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Counselor within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.

G. At semester end, COLLEGE will provide the DISTRICT Counselor with transcripts for all students enrolled in Running Start.

Section 3 DISTRICT Obligations

DISTRICT will:

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

B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.

C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.

D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.

E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.

F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).

G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).

H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.

I. DISTRICT will provide advising for high school graduation requirements to Running Start students.

J. DISTRICT will provide all counseling services to Running Start students.

K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.

L. DISTRICT will communicate to the DISTRICT 320 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.

M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this in-district tuition and fees calculation.

N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.

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

planning.

Section 4 COLLEGE Obligations

COLLEGE will provide participating DISTRICT students with:

A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.

B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.

C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.

D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.

E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.

F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).

G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.

H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.

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

J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 320 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

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

Section 5 Participating DISTRICT Students' Obligations

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

A. Student will complete information in the COLLEGE Welcome Packet.

B. Student will attend mandatory COLLEGE Running Start Orientation.

C. Student will respond to email communication via COLLEGE Mail on a daily basis.

D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.

E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.

F. Student will keep all scheduled appointments.

G. Student will adhere to COLLEGE and DISTRICT policies and procedures.

H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.

I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).

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

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

Section 6 Shared Obligations and Understandings of the Parties

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

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

B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.

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

D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.

E. The Parties agree that their respective representatives shall use their best efforts to

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

Section 7 Participation in Running Start Program by Students with Disabilities

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

A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).

B. The process is established as follows:

- The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
- The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
- The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
- The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support Services.

C. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.

D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.

E. DISTRICT and COLLEGE shall regularly communicate regarding the progress,

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

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

Section 8 Miscellaneous Provisions

A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.

B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 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:

South Beloit Community
Unit School District No.
320
Attn: Superintendent
850 Hayes Ave.
South Beloit, IL 61080
Facsimile:
(815) 389-3477

with a copy to counsel;

Catherine R. Locallo
Robbins Schwartz
190 South LaSalle St., Suite 2550
Chicago, Illinois 60603-3410
Phone: (312) 332-7760
Email: clocallo@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 60603-34410
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.

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

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

Board of Education **South Beloit School** **District No. 320** **Winnebago County,** **Illinois**	**Board of Trustees** **Illinois Community COLLEGE** **District No. 511** **Winnebago County, Illinois**
President	**President**
Secretary	**Secretary**
4/14/26 **Date**	**Date**

APPENDIX A

DISTRICT Running Start Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

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

APPENDIX B

DISTRICT Procedures to Fulfill Qualifications and Admissions

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

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible 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. 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.

Rock Valley College

Board Report #XXXX
May 26, 2026

2026–2027 Senior Semester Intergovernmental Agreement (IGA)
North Boone Community Unit School District #200

Background:

Senior Semester is a formal program launched in partnership with the North Boone Community Unit School District #200 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 North Boone Community Unit School District #200.

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 financial arrangement between Rock Valley College and North Boone Community Unit School District #200 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per *Senior Semester* student and pay the College the cost associated with this tuition and fees calculation, not to exceed $48,000 during the term of this agreement. Participating students will be financially responsible for the remaining tuition and fee balance, as well as for any repeated courses, textbooks, and course supplies. The District's financial assistance helps reduce the overall college cost for students and their families

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Senior Semester Intergovernmental Agreement with North Boone Community Unit School District #200, 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**.

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment(s): North Boone Community Unit School District #200 Intergovernmental Agreement

DRAFT

INTERGOVERNMENTAL AGREEMENT BETWEEN
NORTH BOONE COMMUNITY UNIT SCHOOL
DISTRICT NO. 200, BOONE 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 North Boone Community Unit School District No. 200, Boone 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 North Boone Community Unit 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

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 200 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 Senior Semester 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:

North Boone Community Unit School
District No. 200
Att'n: Superintendent
6248 N. Boone School
Road Poplar Grove, IL 61065
Facsimile: (815) 765-2053

with a copy to counsel;

Scott Nemanich
Klein, Thorpe and Jenkins, Ltd.
15010 S. Ravinia Ave., Suite 10
Orland Park, IL 60462
Facsimile: (708) 349-1506
Email: senemanich@ktjlaw.com

If to COLLEGE:

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

with a copy to counsel:

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

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

F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the 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 end 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 shell 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
North Boone School District
No. 200
Boone County, Illinois

Nancy Shimmel Schultz
President

Russell McDonnell
Secretary

April 21, 2026
Date

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

President

Secretary

Date

APPENDIX A

DISTRICT Senior Semester Program Process Procedures

Pre-Selection Criteria tor 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 North Boone School District No 200. "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 North Boone School District 200 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. 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.

RVC
Rock Valley College

ROCK VALLEY COLLEGE MOBILE TRAINING UNIT

A Dual-Purpose Vision for Workforce Innovation and Community Engagement

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

May 12, 2026

Board of Trustees Committee of the Whole Meeting

EXECUTIVE SUMMARY: THE OPPORTUNITY

The Problem: Our Tech Bus has reached end-of-life, with a pending $34,000 transmission replacement on top of $27,000+ already spent on repairs. Meanwhile, regional manufacturers face a severe skills gap and a growing need to upskill incumbent workers without pulling them off the production floor. The Tech bus developed a leak in the fuel line connecting the generator and gas tank. RVC was told that the repair would involve removing the generator and several components beneath it. The rough range to get it done is $4,000-$5,500. The quote was received on May 4, 2026, showing it would cost nearly $6,000 to repair. This is in addition to the $34,000 transmission issue.

The Solution: Retire the Tech Bus and transition to a state-of-the-art, self-contained Mobile Learning Lab — a 40-to-53-foot modular trailer that brings hands-on technical training directly to employer parking lots, K-12 schools, and underserved neighborhoods.

The Dual Mission: Generate sustainable Workforce Development contract training revenue through customized employer engagements, while simultaneously continuing and expanding the community outreach and career exploration work RVC is known for.

EXECUTIVE SUMMARY: DEMAND & PROOF

Local Industry Demand: Of 19 Rockford-area employers who responded to a survey in February 2026, 13 (68%) indicated they would use an on-site mobile training lab if the right offerings were available. Most-requested modules: CNC machining, welding, robotics, OSHA/safety, and leadership training.

Additional Expressions of Interest: Beyond the survey, separate conversations with a local manufacturer (multi-week welding upskilling) and a local K-12 school district (CTE program support) have surfaced further potential use cases.

Validated Peer Model: Four community colleges — Mott (MI), Prairie State (IL), Kaskaskia (IL), and Cuyahoga (OH) — operate mobile training labs with multi-year track records across contract training, K-12 recruitment, and remote-area access.

EXECUTIVE SUMMARY: INVESTMENT & PATH FORWARD

Estimated Capital Investment: ~$750,000 for trailer build-out and onboard training equipment.

Funding Strategy: Target federal and state grants (USDA, DOL, Perkins) to cover 80%+ of the build. Peer institutions have financed their units through mixes of grants, bond funding, and private donations.

Revenue Model: Sustainable contract training operations modeled on Prairie State (50–65% profit margin target) and Mott (mobilization fees plus daily operational rates, supplemented by a "Lab-as-a-Service" model for employers without specialized training space).

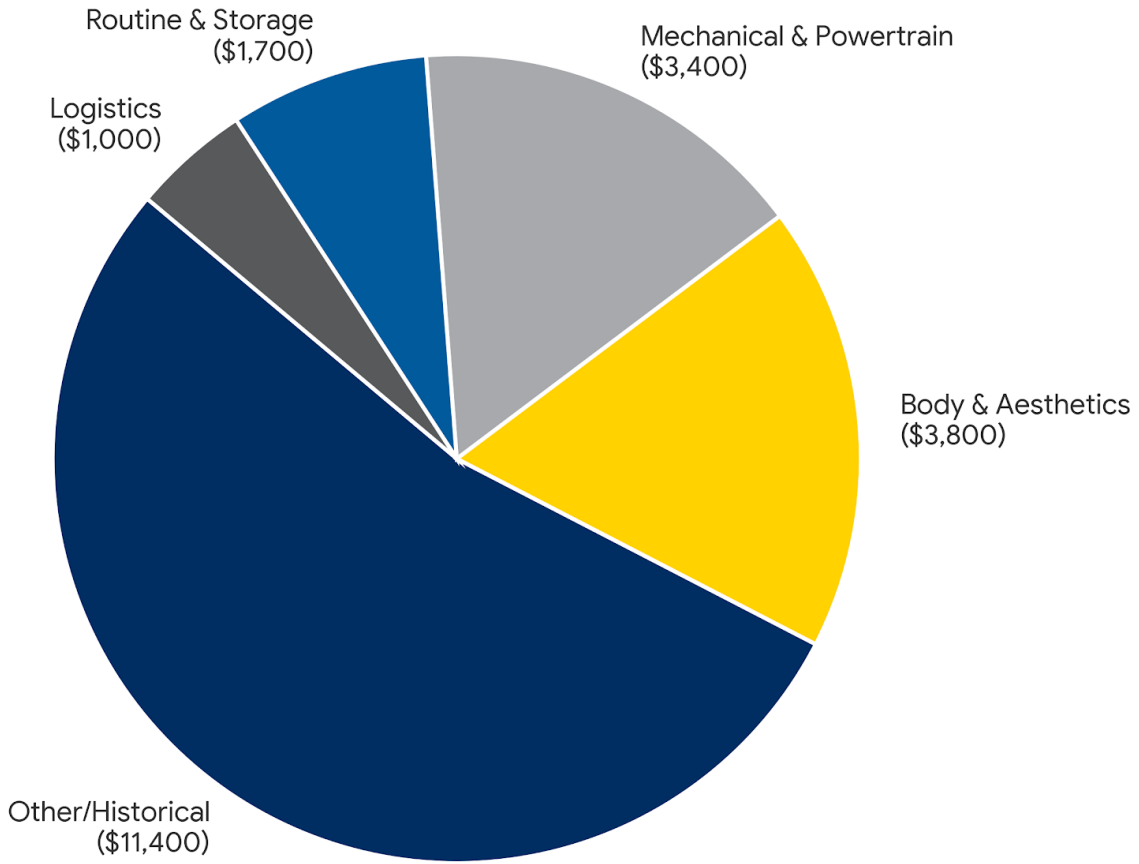
Path Forward: Board approval → finalize training modules → peer site visits → grant identification and applications → RFP and fabrication → operational launch.

RVC TECH BUS:
AN AGING ASSET

Approaching the end of usable life

- **Over $27,000** spent on maintenance and repairs in the last 2-3 years
- **Systemic Failure:** Recent multi-month downtimes due to recurring generator failures and a pending **$33,285** transmission replacement currently needed

Actual Maintenance Spent (Excludes Transmission Estimate)



THE WORKFORCE TRAINING GAP

The Regional Skills Gap:

- Over 20,000 manufacturing jobs are vacant in Illinois, accelerated by retiring baby boomers.
- Employers urgently need to upskill their incumbent workforce.

The Barriers to Traditional Training:

- In-House Training: Dedicating valuable shop floor space, active equipment, and supervisory staff to training reduces active production and hurts profitability.
- Off-Site Campus Training: Sending employees to our college facilities introduces significant transportation barriers, requires paying employees for travel time, and results in a major loss of productive hours.

The Bottom Line:

Our local manufacturers are currently forced to choose between losing active production capacity or ignoring critical skills gaps.

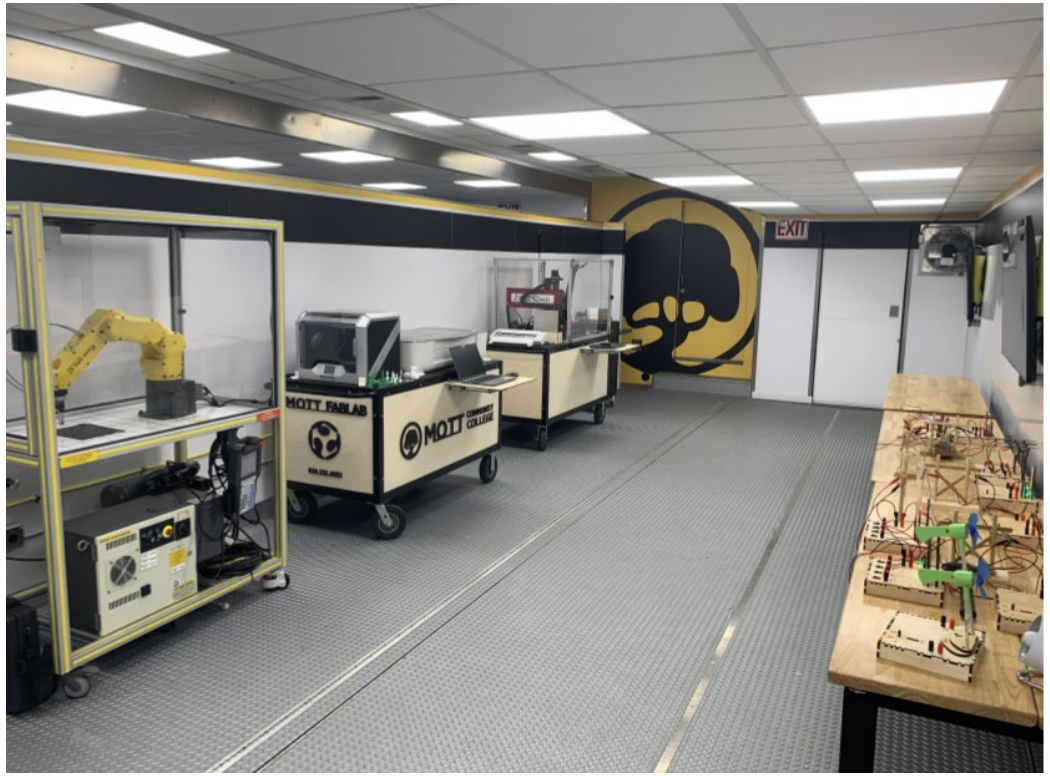
THE SOLUTION:
A MOBILE LEARNING LAB

The Concept: A 40-to-53-foot, state-of-the-art customizable mobile training facility.

Fully Self-Contained: Equipped with onboard diesel generators and independent Wi-Fi; requires no facility power or internet from the host site.

Eliminates Barriers: Brings hands-on, high-level technical training directly to the employer's parking lot.

Maintains Production: Incumbent workers can train directly before, during, or after shifts without leaving the property.



Above: Mott Community College's Mobile Learning Lab

Left: Prairie State College Mobile Training Center

CONTINUING OUR COMMUNITY LEGACY

Deepening Existing Partnerships: Expanding our successful outreach with RPS 205, the Rockford Park District, the YMCA, and the Rockford Public Library.

Interactive Career Exploration: Utilizing onboard equipment to give community members hands on experiences with real and simulated equipment in order to drive further interest in workforce training.

Accessible to All: Expand our reach to the far corners of our district. Providing much more opportunity for engagement and training to those who live as much as 45+ minutes away from an RVC campus.

A Mobile Billboard for RVC: The new unit will serve as a highly visible recruitment tool at open houses, community centers, and local events.

INSPIRATION FROM PEER INSTITUTIONS

Prairie State College

Start near. Go far.

Prairie State College

Kaskaskia College

MOTT COMMUNITY COLLEGE

Mott Community College

Cuyahoga Community College®

Cuyahoga Community College

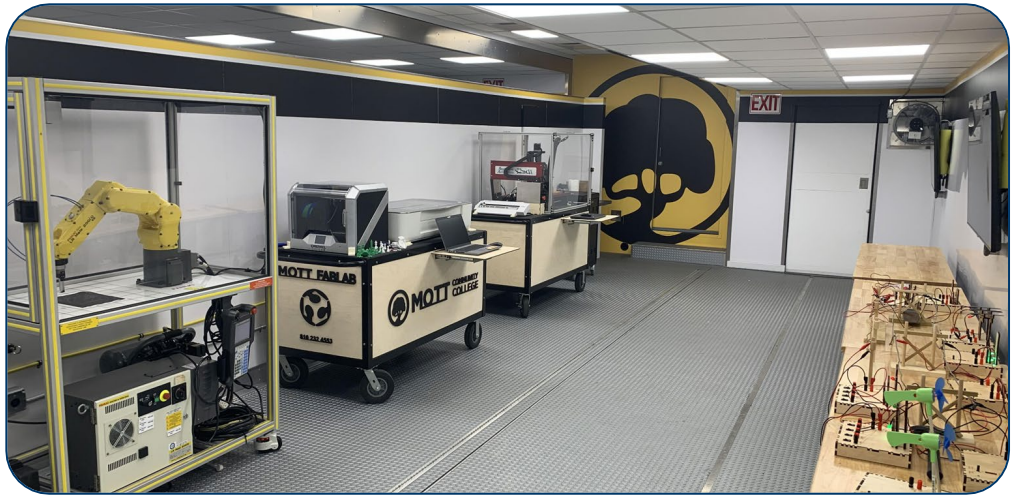
INSPIRATION FROM PEER INSTITUTIONS

Mott Community College

Double-expandable 53-foot trailer — 1,000 sq ft of usable space, capacity for 22 students. Near 100% capacity April through October (high school visits and community engagement); winter used for maintenance plus corporate training partners.

Revenue combines $1,000–$1,500 per-deployment mobilization fees with sliding daily operational rates, plus a “Lab-as-a-Service” model for companies lacking space or specialized equipment.

Recent year: 24 deep-dive high school visits, 11 major community events, and an off-campus Google IT career program delivered in an underserved community.



INSPIRATION FROM PEER INSTITUTIONS

Prairie State College
Start near. Go far.

Prairie State College

Operates two customized trailer units (CNC and Welding) built via a 50/50 Department of Labor matching grant.

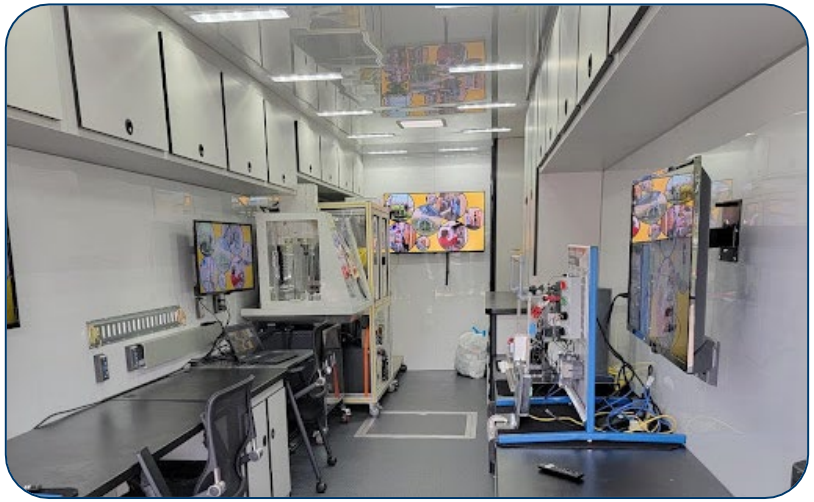
Highly successful customized contract training model targeting up to 65% profit margins with strong industry utilization

INSPIRATION FROM PEER INSTITUTIONS

Kaskaskia College

Uses their trailer heavily for 8th-grade and high school recruitment, specifically targeting rural schools that do not have manufacturing programs

High volume community events like local high school football games and the Illinois State Fair. Serving as many as 300 people in one day.



INSPIRATION FROM PEER INSTITUTIONS

Cuyahoga Community College

Park their manufacturing unit at remote corners of their district for months at a time to provide accessibility to complete classes for those who live too far to come to campus each day

DUE DILIGENCE: PEER INSTITUTION OUTREACH

Board Request

At the Board's earlier request for enrollment, completion, placement, and revenue data from peer institutions, outreach was conducted across community colleges operating mobile training units.

Outreach Conducted

Direct conversations or email exchanges were initiated with Mott Community College (MI), Prairie State College (IL), Kaskaskia College (IL), Cuyahoga Community College (OH), and additional institutions. Multiple follow-up requests were made for specific metrics.

Data Availability

The most comprehensive operational data came from Mott Community College (summarized on the prior slide). Most other institutions either did not track the specific metrics requested in a directly comparable format, or were unable to provide detailed data within our window — a broader pattern in a sector where consistent cross-institutional benchmarks have not yet emerged.

Recommended Next Step

Upon Board approval, pursue in-person site visits to peer institutions for first-hand operational observation. Several peer institutions have extended open invitations to visit.

VALUE PROPOSITION

Value to Industry Partners

- Eliminates lost production time and employee travel expenses.
- Provides on-site, customized upskilling for incumbent workers while keeping active machinery running.

Value to the Community

- Brings career exploration and STEM activities directly to K-12 schools.
- Reaches underserved neighborhoods and populations
- Breaks down transportation barriers to higher education classes.

Value to Rock Valley College

- Generates sustainable, customized contract training revenue.
- Deepens institutional partnerships and drives future campus enrollment.
- Serves as a highly visible, 53-foot mobile billboard for recruitment.

MARKET DEMAND

In February 2026, RVC surveyed local industry partners to gauge interest in an on-site mobile training lab. Out of 19 respondents, 13 (68%) indicated they would use such a lab if the right offerings were available.

Most Requested Training Modules:

- CNC Machining & Blueprint Reading
- Welding, Robotics, & Mechatronics
- OSHA / EHS Safety Protocols & Metrology
- Leadership and Supervisor Training

- General Mills
- Ipsen USA
- Fastenal
- Rockford Acromatic
- Modern Advanced Manufacturing
- Ford Tool & Machining LLC
- BarDan Supply, Inc.
- Bourn & Koch LLC
- The Calibration Solution
- Gleason Cutting Tools
- Ingersoll Cutting Tool Company
- Hennig

BEYOND THE SURVEY

Subsequent conversations with community partners have surfaced additional potential use cases beyond the formal survey:

Industry — On-Site Specialized Training

A local manufacturer expressed interest in multi-week on-site trainings in specialized welding techniques for their incumbent workforce, noting they do not currently have adequate on-site space to run this training themselves.

K-12 — CTE Program Support

A local school district in the early stages of expanding Career and Technical Education programming (agriculture mechanics, engineering, and construction) expressed interest in utilizing a RVC mobile lab to support their planned offerings while they work toward longer-term shop facilities.

Combined with formal survey results, these conversations suggest a realistic pool of potential use cases spanning employer contract training and community/K-12 partnership.

SPECIFICATIONS AND LOGISTICS

The Unit:

- A 40-to-53-foot customizable trailer (options for 5th-wheel or semi-trailer)
- Fully Self-Contained ("Off the Grid")
  - Dual onboard diesel generators (powers both the trailer and heavy equipment).
  - Independent Wi-Fi network
- Modular Design: Capable of swapping out equipment (CNC, Welding, Robotics, Healthcare simulators) based on immediate contract needs.

Logistics & Driving Options:

- Option A (Internal): Utilize RVC staff to transport and set up/take down the unit.
- Option B (Turnkey Outsourcing): Contract a third-party logistics firm to handle all DOT compliance, insurance, driving, and setup for a flat fee per activation.

FINANCIAL CONSIDERATIONS

Estimated Capital Investment

$750,000 (Trailer build-out and equipment).

Funding Strategy (The Kaskaskia Model):

Target federal and state grants (USDA, DOL, Perkins) to cover a significant portion of the initial build cost.

Revenue Generation (The Prairie State Model):

Implement an "Mobile Learning Lab Surcharge" for the convenience of bringing training on-site.

Target 50% to 65% profit margins on customized employer training contracts.

Cost Recovery Contract training revenue offsets operational fuel, maintenance, and community outreach costs.

NEXT STEPS

Phase 1: Development

- Finalize targeted training modules based on completed Rockford area employer survey and further conversations with industry and community partners
- Visit other schools with these mobile learning labs
- Identify and apply for key federal and state grants

NEXT STEPS

Phase 2: The Build

- Issue RFP for trailer fabrication and layout design.
- Procure onboard training equipment (CNC, Virtual Reality, Robotics).
- Procure truck and trailer and complete modifications

NEXT STEPS

Phase 3: Operations

- Finalize staffing and logistics structure (Internal vs. Outsourced).
- Launch marketing blitz and begin employer deployments.

QUESTIONS?

RVC

Rock Valley College

FY2026 Enrollment Update

Board of Trustees Committee of the Whole – May 12, 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%
Subtotal (Summer II + Fall)	**7,508**	**8,134**	**626**	**8.34%**	**60,739.5**	**64,174.5**	**3,435**	**5.66%**	**60,300**	**106%**	**62,800**	**102%**
Winterim	460	433	-27	-5.87%	1,633	1,516	-117	-7.16%	1,400	108%	1,500	101%
Spring	6,219	6,302	83	1.33%	52,169	53,029	860	1.65%	48,800	109%	51,000	104%
Subtotal (Summer II + Fall + Winterim + Spring)	**14,187**	**14,869**	**682**	**4.81%**	**114,541.5**	**118,719.5**	**4,178**	**3.65%**	**110,500**	**107%**	**115,300**	**103%**
Summer I	1,075	1,160	85	7.91%	4,609	4,477	-132	-2.86%	4,500	99%	4,700	95%
Total	**15,262**	**16,029**	**767**	**5.03%**	**119,150.5**	**123,196.5**	**4,046**	**3.40%**	**115,000**	**107%**	**120,000**	**103%**

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 (05/04/26)

Important Dates:

- Summer II (8-Week & First 4-week) classes began, Monday June 16, 2025. Second 4-week session began Monday, July 14, 2025. Summer II classes ended Tuesday, August 5, 2025.
- Fall classes began Saturday, August 16, 2025. Fall classes ended Saturday, December 4, 2025.
- Winterim classes began Saturday, December 13, 2025 and ended Wednesday, January 7, 2026.
- Spring classes began Saturday, January 10, 2026.
- Spring 14th Day (for ICCB reporting) was Tuesday, January 27, 2026.
- Spring classes end Friday, May 8, 2026.
- Summer I registration opened Monday, March 2, 2026.
- Summer I tuition was due Tuesday, April 28, 2026.
- Summer I Classes begin, Monday, May 18, 2026.

Rock Valley College

FY2027 Enrollment Update

Board of Trustees Committee of the Whole – May 12, 2026

Term	Unduplicated Headcount				Credit Hours				Budget		Stretch	
	FY2026	FY2027	Change	% Change	FY2026	FY2027	Change	% Change	Budget	% to Budget	Goal	% to Goal
Summer II	1,868	1,932	64	3.43%	8,695.5	8,571.5	-124	-1.43%	7,900	109%	8,200	105%
Fall	2,789	2,822	33	1.18%	29,606	30,526	920	3.11%	52,400	58%	54,600	56%
Subtotal (Summer II + Fall)	**4,657**	**4,754**	**97**	**2.08%**	**38,301.5**	**39,097.5**	**796**	**2.08%**	**60,300**	**65%**	**62,800**	**62%**
Winterim									1,400		1,500	
Spring									48,800		51,000	
Subtotal (Summer II + Fall + Winterim + Spring)									**110,500**		**115,300**	
Summer I									4,500		4,700	
Total									**115,000**		**120,000**	

Sources: FY2027 Summer II and Fall Enrollment Ticker (05/04/26)

Important Dates:

- Summer II tuition is due Tuesday, May 19, 2026.
- Summer II (8-Week & First 4-week) classes begin Monday June 15, 2026. Second 4-week session begins Monday, July 13, 2026.
- Summer II classes end Thursday, July 30, 2026.
- Fall tuition is due Tuesday, July 28, 2026.
- Fall weekend classes begin Saturday, August 15, 2026.
- Fall weekday classes begin Monday, August 17, 2026.

Purchase Report-A - FY2026 Amendments

Recommendation: Board approval for items marked with an asterisk.

A. Contractual Services – (Other Contractual Services – Purchasing Card)

UMB Card Services	**Kansas City, MO**	**$60,000.00*(1)** **Not to Exceed**

1. This increase is for miscellaneous commodities purchased through the College's Procurement Card (P-Card) program. Travel expenses such as ground and air transportation, hotels, and point-of-sale meals related to conferences and athletic tournaments increased this fiscal year. The College can only pay for airfare and most hotel stays using a P-Card. As a result of the increased travel expenses, the amount initially requested needs to be increased to cover end-of-year expenses. This is a pass-through expense account for miscellaneous small commodities purchased in accordance with the College's P-Card procedures. Individual purchases are less than $25,000 and therefore do not need to be bid pursuant to 110 ILCS 805/3-27.1. This request represents a not to exceed amount.

Original approved amount	**$775,000.00**
Increase requested	**$ 60,000.00**
New total expenditure	**$835,000.00 Not to Exceed**

FY2026 Budgeted Expense
Original Board Report BR 8335-B

B. Moving, Rigging and Storage Services - (Other Contractual Services–Downtown Campus)

Arco Machinery Movers	**Rockford, IL**	**$10,725.00*(2)** **Not to Exceed**

2. This increase is needed to include payment of prevailing wage for the services to relocate the Automotive Program and Collision Repair Program from the Stenstrom Center for Career Education to the Downtown Training Center per RFP #26-04-D09 Moving, Rigging & Storage Services. The initial amount did not include prevailing wage. This increase has been attorney reviewed, and this request is a not to exceed amount.

Original approved amount	**$30,000.00**
Increase requested	**$ 10,725.00**
New total expenditure	**$40,725.00 Not to Exceed**

FY2026 Capital Expense
Original Board Report BR 8367-C

DRAFT

Purchase Report-A - FY2026 Amendments

C. Software - (Financial Services – Administrative Software)

Prophix Software Inc.	**Ontario, Canada**	**$2,000.00*(3)** **Not to Exceed**

3. This increase is needed to cover the annual contractual increase for the College's budgetary software, Prophix. This request is a not to exceed amount.

Original approved amount	**$80,000.00**
Increase requested	**$ 2,000.00**
New total expenditure	**$ 82,000.00 Not to Exceed**

FY2026 Budgeted Expense
Original Board Report BR 8287-D

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Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

DRAFT

Purchase Report-B - FY2026 Purchases

Recommendation: Board approval for items marked with an asterisk.

A. Lobbying Services – (Consultant Services – Professional/Technical –President's Office)

LITE Strategies, LLC **Rockford, IL** **$49,500.00*(1)**
Not to exceed

1. This expense is for the advocacy and lobbying services led by Dr. Litesa Wallace as approved on Board Report 8349 on January 27, 2026. Following that approval, the College engaged LITE Strategies to provide services under the current agreement, from February 1, 2026, through December 31, 2026. This amount covers all FY26 expenses for these services. This is a not to exceed amount.

This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1) Exemption A: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part

FY2026 Budgeted Expense

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

Schneider Electric **Rockford, IL** **$40,881.50*(2)**
Not to exceed

2. This expense is for the purchase and installation of access control hardware, required software licensing, and associated technical, programming, and configuration services for the fourth floor of the Health Sciences Center (HSC). The current system's Continuum software is no longer supported, and one of the two access controls has failed. This loss of function has impacted the majority of doors on the fourth floor, and users are currently using physical keys for entry. This work will upgrade the HSC fourth-floor security system in alignment with the phased modernization of the College's access control and security systems. This is a not to exceed amount and includes a 10% contingency.

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

DRAFT

Purchase Report-B - FY2026 Purchases

C. Software – (Administrative Software – AEDC Grant)

Canusia, Inc	**Manlius, NY**	**$25,000.00*(3)**

3. This purchase is for the MyCE Platform Elite, which is a Concurrent Enrollment Management Software (CEM). The MyCE Platform will replace seven (7) separate software systems currently used by the Dual Credit office, consolidating processes into a single, integrated solution. Implementation of this platform will streamline administrative workflows, improve efficiency, and enhance customer service, supporting program growth and service quality. This software is the only product able to complete all the functions needed to consolidate the processes. It will be purchased with the Access and Equity Dual Credit Grant (AEDC).

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

FY2026 Grant Expense

D. Electric Vehicle – (Capital Instructional Equipment/Furniture – Rev Up EV Grant)

TBD	**TBD**	**$32,000.00*(4)** **Not to exceed**

Anderson Dealerships Inc	Rockford, IL	$27,938.00
Old Orchard Nissan	Skokie, IL	$27,989.00
Zeigler Hyundai	Racine, WI	$28,190.00

4. This expense is for a pre-owned Hyundai Ioniq 5 or 6 (2024 or 2025 model year) to support instructional use within the Automotive and EV training programs. This vehicle features a rear-drive motor configuration that is not currently represented in the College's existing EV inventory. Because used vehicles sell quickly, the specific vendor will be identified after Board approval of the expense. To demonstrate competitive pricing, quotes have been obtained from three vendors. The purchase will be funded through the Rev Up EV Grant. This will include license and registration and is a not to exceed.

This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption I: Purchases of equipment previously owned by some entity other than the district itself.

FY2026 Grant Expense

DRAFT

Purchase Report-B - FY2026 Purchases

E. Automotive Equipment – (Capital Instructional Equipment – Downtown West Project)

TBD	**TBD**	**$TBD*(5)** **Not to exceed**

5. This purchase is for various automotive and collision repair equipment to outfit the Automotive Program and Collision Repair Program at the Downtown Campus. Bid #26-03-D12, Automotive Equipment for Downtown Campus, was released on May 6, 2026, with bids scheduled to open on May 20, 2026. Vendor selection and award amount are to be determined pending bid responses. The timing of this purchase is critical due to the manufacturer's lead times. Equipment must be delivered within a narrow timeframe, July 1 through July 17, 2026, to support program readiness for the fall semester. Including this item at this time allows the College to proceed with award and procurement immediately following bid opening to meet delivery requirements.

FY2026 Capital Expense

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Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

DRAFT

Purchase Report-C - FY2027 Purchases

Recommendation: Board approval for items marked with an asterisk.

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

TBD	**New York, NY**	**$25,000.00*(1)** **Not to Exceed**

1. This expense is for Production A of the summer 2027 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensers in New York will be sourced for the production:

Music Theatre International
Concord Theatricals
Theatrical Rights Worldwide
Broadway Licensing

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

FY2027 Budgeted Expense

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

TBD	**New York, NY**	**$25,000.00*(2)** **Not to Exceed**

2. This expense is for Production B of the summer 2027 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensers in New York will be sourced for the production:

Music Theatre International
Concord Theatricals
Theatrical Rights Worldwide
Broadway Licensing

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

FY2027 Budgeted Expense

DRAFT

Purchase Report-C - FY2027 Purchases

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

TBD	**New York, NY**	**$25,000.00*(3)** **Not to Exceed**

3. This expense is for Production C of the summer 2027 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensers in New York will be sourced for the production:

Music Theatre International
Concord Theatricals
Theatrical Rights Worldwide
Broadway Licensing

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

FY2027 Budgeted Expense

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

TBD	**New York, NY**	**$25,000.00*(4)** **Not to Exceed**

4. This expense is for Production D of the summer 2027 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensers in New York will be sourced for the production:

Music Theatre International
Concord Theatricals
Theatrical Rights Worldwide
Broadway Licensing

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

FY2027 Budgeted Expense

DRAFT

Purchase Report-C - FY2027 Purchases

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

TBD	**New York, NY**	**$25,000.00*(5)** **Not to Exceed**

5. This expense is for the StarBright show of the summer 2027 season of Starlight Theatre. This show is still being determined and will be the third annual StarBright performance, managed by performers aged 8 to 18. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensers in New York will be sourced for the production:

Music Theatre International
Concord Theatricals
Theatrical Rights Worldwide
Broadway Licensing

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

FY2027 Budgeted Expense

F. Subscriptions – (Publications and Subscriptions – Library)

EBSCO Subscription Services	**Birmingham, AL**	**$ 110,000.00*(6)** **Not to exceed**

6. This expense is for the annual subscription renewal of magazines and journals for the Library. In prior years, this annual expense was requested in the June purchase report for BPO renewals, but for fiscal year 2027 renewals, the vendor requires a signed renewal agreement by June 15, 2026. This is a not to exceed amount.

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

FY2027 Budgeted Expense

DRAFT

Purchase Report-C - FY2027 Purchases

G. Pro Spot Equipment – (Capital Instructional Equipment – Downtown West Project)

Pro Spot Illinois **Carlsbad, CA** **$92,591.00*(7)**

7. This purchase is for Pro Spot equipment for the Collision Repair Program at the Downtown West campus. The equipment includes one (1) i5s Smart Welder (208–240V) with accessories, four (4) welding cubes with integrated fume extractors, and one (1) PR-8D Bonding Station. Pro Spot Illinois is the sole source for this equipment in Illinois and Indiana. This equipment will support instructional and training needs specific to the program.

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

FY2027 Capital Expense

H. Roofing Services – (Maintenance Services Buildings – Plant Operations and Maintenance)

Distinctive Roofing, Inc **Rockford, IL** **$53,952.00*(8)**
Not to exceed

Western Specialty Contractors	Glendale Heights, IL	$38,340.00
O'Hara's Son Roofing	Chicago, IL	$65,692.00

8. This purchase is for roofing services to provide comprehensive and preventative inspections and repairs across the College's facilities. RFP 26-05 Roofing Services was released on March 4, 2026, and was opened on March 24, 2026. The College received five (5) proposals, but two (2) were non-responsive. The evaluation criteria included, but were not limited to, experience and qualifications, quality of operational plan, completeness of proposal, ability to support the College's multiple and varied roofing systems, and cost. Following a thorough review, the committee determined that Distinctive Roofing, Inc. was in the best interest of the College. This contract will provide ongoing roofing support to maintain facility integrity and address preventative maintenance needs. This is year one (1) of a three-year contract with two (2) optional one-year renewals. This is a not to exceed.

FY2027 Budgeted Expense

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

DRAFT

3301 North Mulford Road
Rockford, IL 61114

State of Illinois

Rock Valley College

Community College District 511

3rd Quarter Y-T-D Financial Report
3/31/2026

Submitted: May 12, 2026

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

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

Rock Valley College

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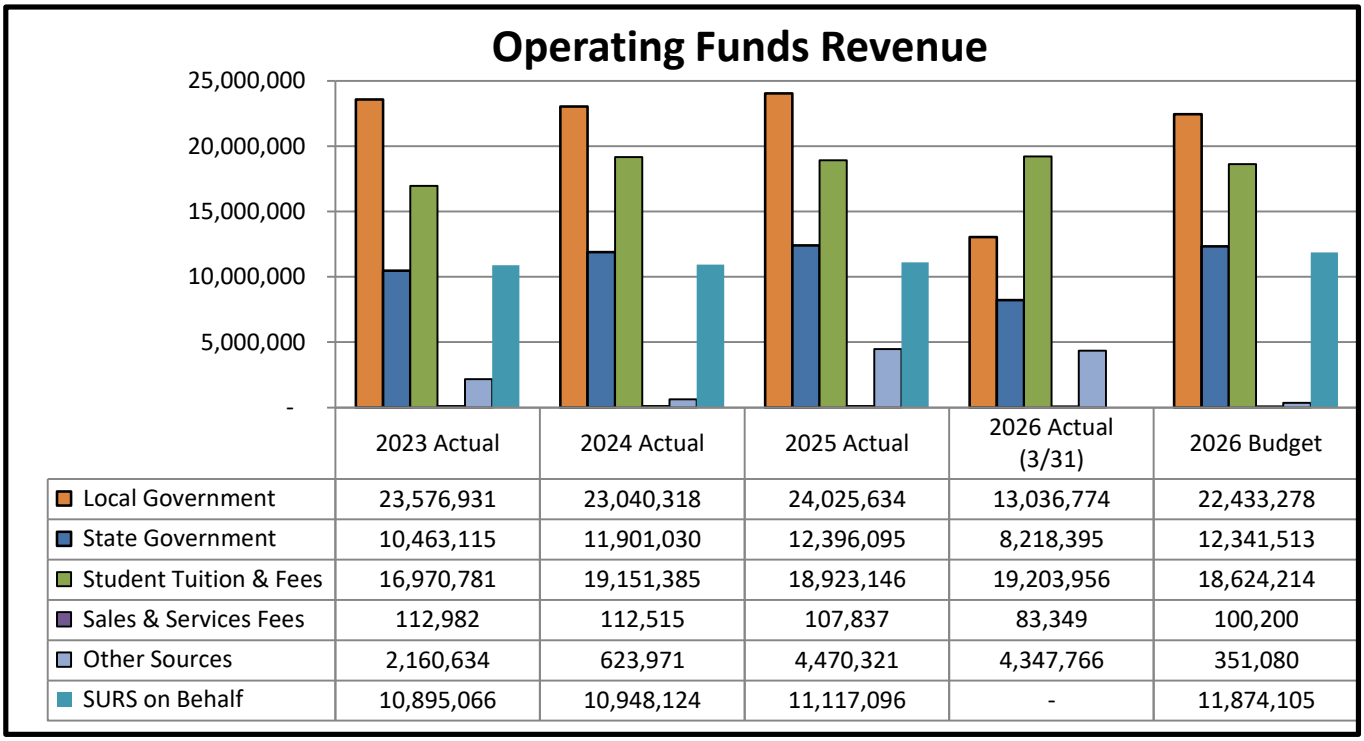
Rock Valley College
FY26 Operating Funds 3rd Qtr Y-T-D

Operating (Funds 01 & 02)

	Revenues by Source	Fund 01 Actual 3/31/2026	Fund 02 Actual 3/31/2026	Total Operating Revenue 3/31/2026	2026 Operating Revenue Budget	% Actual to Budget
41	*Local Government*	$ 10,950,355	$ 2,086,419	$ 13,036,774	$ 22,433,278	58.11%
42	*State Government*	7,607,408	610,987	8,218,395	12,341,513	66.59%
43	*Federal Governmental*	-	-	-	-	
44	*Student Tuition & Fees*	16,579,415	2,624,540	19,203,956	18,624,214	103.11%
45	*Sales & Services Fees*	83,349	-	83,349	100,200	83.18%
46	*Facilities Revenue*	-	715,775	715,775	793,630	90.19%
47	*Investment Revenue*	1,607,349	6,537	1,613,886	2,429,370	66.43%
48	*Gifts, Grants, & Bequests*	290,347	-	290,347	378,762	76.66%
49	*Other Sources*	4,173,639	174,127	4,347,766	351,080	1238.40%
	SURS on Behalf	-	-	-	11,874,105	0.00%
	Total Revenues	$ 41,291,863	$ 6,218,385	$ 47,510,248	$ 69,326,152	68.53%
	Revenues excluding SURS on Behalf	$ 41,291,863	$ 6,218,385	$ 47,510,248	$ 57,452,047	82.70%

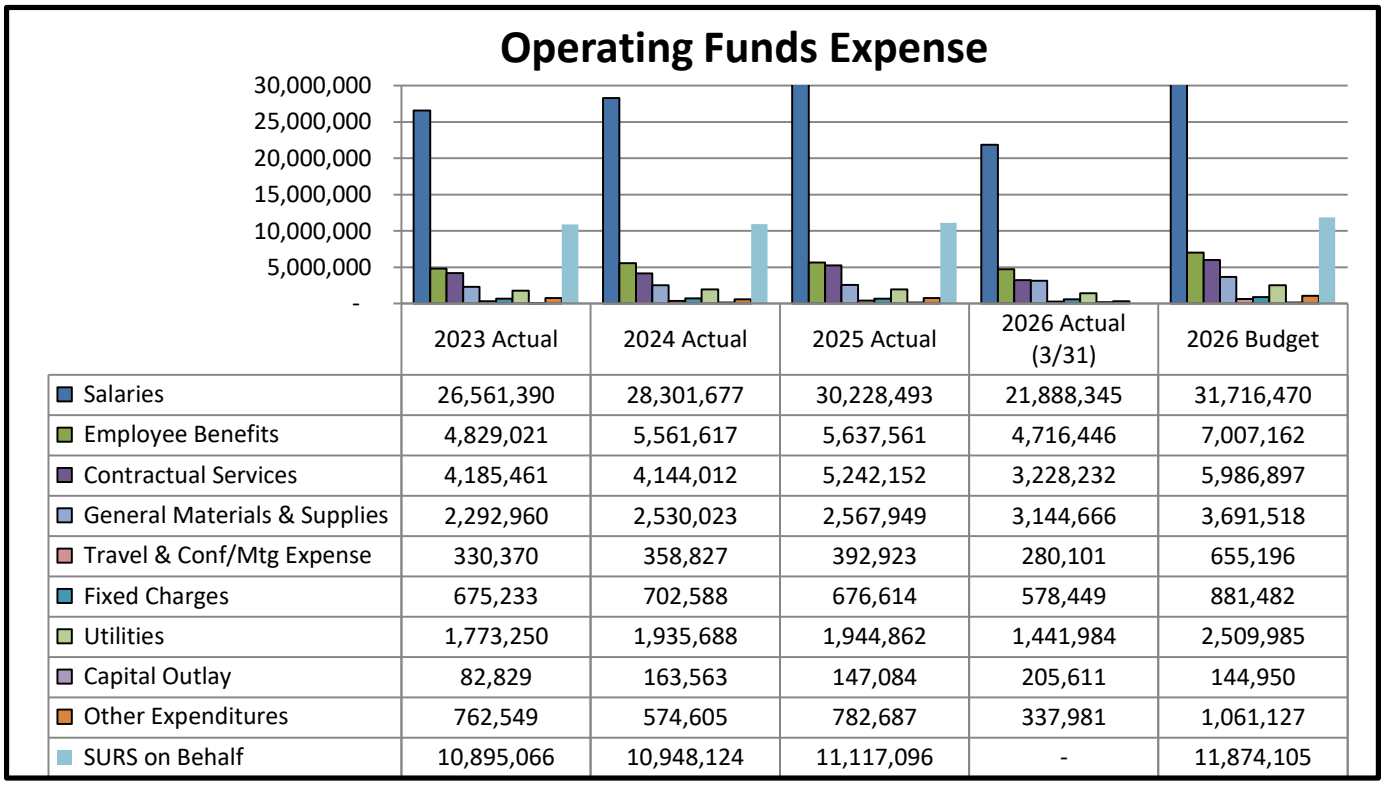


	2023 Actual	2024 Actual	2025 Actual	2026 Actual (3/31)	2026 Budget
Local Government	23,576,931	23,040,318	24,025,634	13,036,774	22,433,278
State Government	10,463,115	11,901,030	12,396,095	8,218,395	12,341,513
Student Tuition & Fees	16,970,781	19,151,385	18,923,146	19,203,956	18,624,214
Sales & Services Fees	112,982	112,515	107,837	83,349	100,200
Other Sources	2,160,634	623,971	4,470,321	4,347,766	351,080
SURS on Behalf	10,895,066	10,948,124	11,117,096	-	11,874,105

Rock Valley College
FY26 Operating Funds 3rd Qtr Y-T-D

Operating (Funds 01 & 02)

	Expenses by Source	Fund 01 Actual 3/31/2026	Fund 02 Actual 3/31/2026	Total Operating Expense 3/31/2026	2026 Operating Expense Budget	% Actual to Budget
51	*Salaries*	$ 19,733,957	$ 2,154,388	$ 21,888,345	$ 31,716,470	69.01%
52	*Employee Benefits*	4,291,417	425,029	4,716,446	7,007,162	67.31%
53	*Contractual Services*	1,937,282	1,290,949	3,228,232	5,986,897	53.92%
54	*General Materials & Supplies*	2,716,488	428,178	3,144,666	3,691,518	85.19%
55	*Travel & Conf/Mtg Expense*	271,748	8,353	280,101	655,196	42.75%
56	*Fixed Charges*	290,078	288,371	578,449	881,482	65.62%
57	*Utilities*	3,122	1,438,862	1,441,984	2,509,985	57.45%
58	*Capital Outlay*	21,355	184,256	205,611	144,950	141.85%
59	*Other Expenditures*	337,981	-	337,981	1,061,127	31.85%
	SURS on Behalf	-	-	-	11,874,105	0.00%
	Total Expenses	$ 29,603,428	$ 6,218,385	$ 35,821,814	$ 65,528,892	54.67%
	Expenses excluding SURS on Behalf	29,603,428.21	*6,218,385.49*	35,821,814	53,654,787	66.76%



	2023 Actual	2024 Actual	2025 Actual	2026 Actual (3/31)	2026 Budget
Salaries	26,561,390	28,301,677	30,228,493	21,888,345	31,716,470
Employee Benefits	4,829,021	5,561,617	5,637,561	4,716,446	7,007,162
Contractual Services	4,185,461	4,144,012	5,242,152	3,228,232	5,986,897
General Materials & Supplies	2,292,960	2,530,023	2,567,949	3,144,666	3,691,518
Travel & Conf/Mtg Expense	330,370	358,827	392,923	280,101	655,196
Fixed Charges	675,233	702,588	676,614	578,449	881,482
Utilities	1,773,250	1,935,688	1,944,862	1,441,984	2,509,985
Capital Outlay	82,829	163,563	147,084	205,611	144,950
Other Expenditures	762,549	574,605	782,687	337,981	1,061,127
SURS on Behalf	10,895,066	10,948,124	11,117,096	-	11,874,105

Other Financing Sources (Uses)	Fund 01 Actual 3/31/2026	Fund 02 Actual 3/31/2026	Total Operating Expense 3/31/2026	2026 Operating Expense Budget	% Actual to Budget
Transfers from Other Funds					
Transfer to Other Funds	-		-	-	N/M
Total Other Financing Sources	$ -	$ -	$ -	$ -	N/M
Total Expenses, Including Transfers	$ 29,603,428	$ 6,218,385	$ 35,821,814	$ 65,528,892	54.67%

Fund 01 Education-Detail

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

	FY 2023 Actuals	FY 2024 Actuals	FY2025 Actuals	FY 2026 Actuals (3/31/26)	% of 2025 Actuals	(Target % =75%) FY 2026 Budget	% of 2026 Budget
Revenue							
Local Government	$ 19,564,767	$ 19,277,274	$ 20,194,161	$ 10,950,355	54.23%	$ 18,636,593	58.76%
State Government	9,686,656	11,087,541	11,437,584	7,607,408	66.51%	11,383,002	66.83%
Federal Government	-	-	-	-		-	
Student Tuition & Fees	16,970,781	17,410,813	16,788,948	16,579,415	98.75%	15,268,033	108.59%
Sales & Service Fees	112,982	112,515	107,837	83,349	77.29%	100,200	83.18%
Facilities Revenue	-	-	-	-		-	
Investment Revenue	2,725,032	3,847,967	4,574,980	1,607,349	35.13%	2,295,900	70.01%
Gifts, Grants & Bequests	323,346	390,094	420,078	290,347	69.12%	378,762	76.66%
Other Revenue	1,864,879	377,768	4,266,540	4,173,639	97.82%	190,880	2186.53%
SURS on Behalf	9,898,231	9,151,156	10,082,128	-	0.00%	10,875,535	0.00%
Total Revenue	$ 61,146,676	$ 61,655,128	$ 67,872,257	$ 41,291,863	60.84%	$ 59,128,905	69.83%
Expenses							
Salaries	24,123,291	25,654,149	27,207,903	19,733,957	72.53%	$ 29,043,079	67.95%
Employee Benefits	4,452,853	5,091,978	5,123,491	4,291,417	83.76%	6,392,160	67.14%
Contractual Services	2,391,346	2,405,617	3,400,063	1,937,282	56.98%	3,621,892	53.49%
General Materials & Supplies	1,777,917	2,014,020	2,022,370	2,716,488	134.32%	3,000,093	90.55%
Travel & Conf/Meeting Exp	330,821	360,508	388,995	271,748	69.86%	642,261	42.31%
Fixed Charges	485,456	483,714	416,350	290,078	69.67%	608,673	47.66%
Utilities	7,928	7,437	9,189	3,122	33.97%	6,625	47.13%
Capital Outlay	37,844	113,247	73,013	21,355	29.25%	80,200	26.63%
Other Expenditures	761,049	575,588	778,141	337,981	43.43%	1,061,127	31.85%
SURS on Behalf	9,898,231	9,151,156	10,082,128	-	0.00%	10,875,535	0.00%
Total Expenses	$ 44,266,736	$ 45,857,413	$ 49,501,643	$ 29,603,428	59.80%	$ 55,331,645	53.50%
Contingency	-			-		3,797,260	
Other Financing Sources (Uses)							
Transfers from Other Funds						-	
Transfer to Other Funds	(14,247,008)	(13,000,000)	(15,000,000)	-		-	
Total Other Financing Sources (Uses)	(14,247,008)	(13,000,000)	(15,000,000)	-		-	
Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)	$ 2,632,932	$ 2,797,715	$ 3,370,614	$ 11,688,435		$ -	
Beginning Fund Balance	$ 35,810,571	$ 38,443,503	$ 41,241,218	$ 44,611,832		$ 44,611,832	
Change in Fund Balance	2,632,932	2,797,715	3,370,614	11,688,435		-	
Ending Fund Balance	$ 38,443,503	$ 41,241,218	$ 44,611,832	$ 56,300,267		$ 44,611,832	

Fund 02 Operations & Maintenance-Detail

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

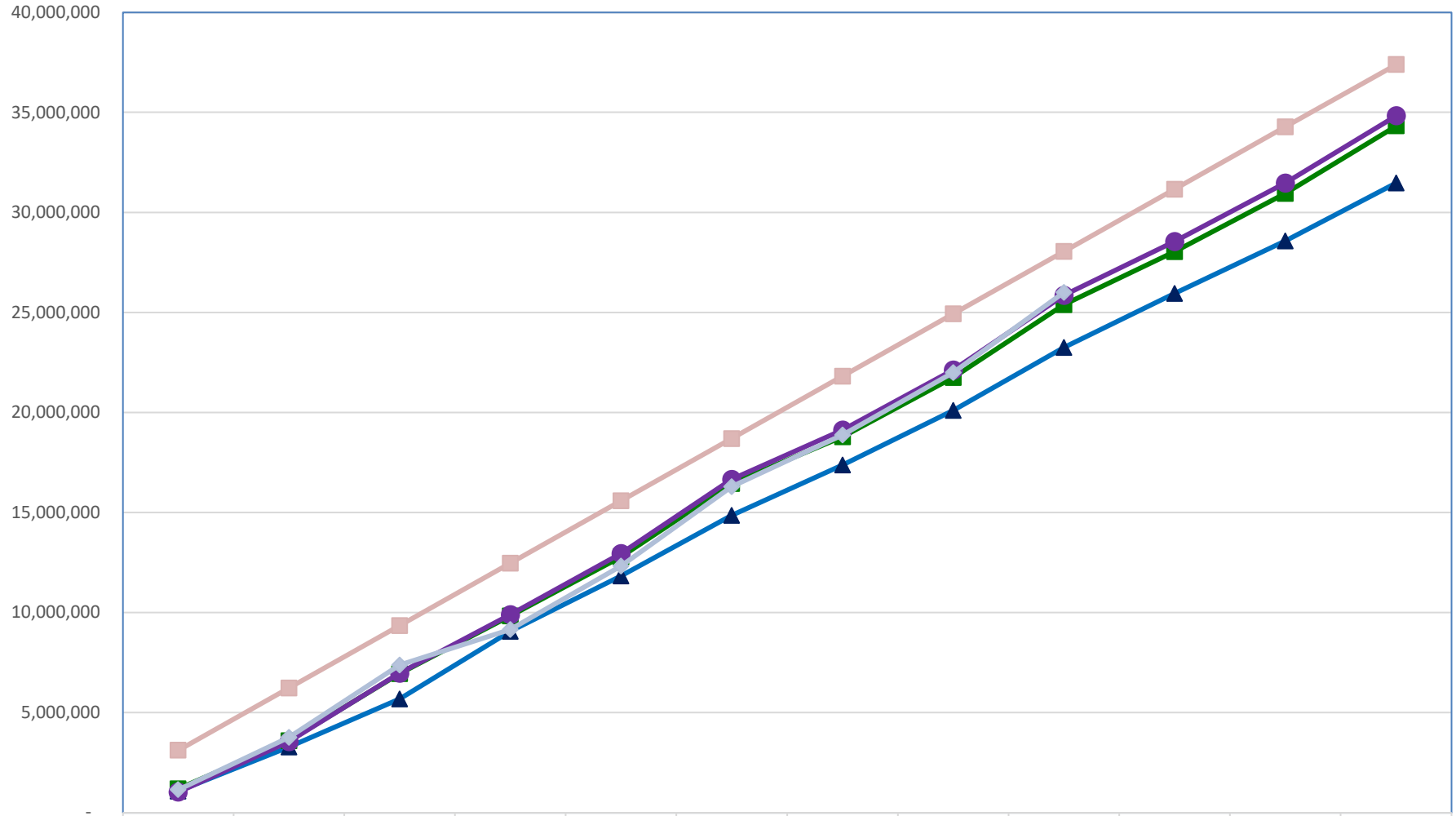
	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Actuals	FY 2026 Actuals (3/31/26)	% of 2025 Actuals	(Target % =75%) FY 2026 Budget	% of 2026 Budget
Revenue							
Local Government	$ 4,012,164	$ 3,763,044	$ 3,831,472	$ 2,086,419	54.45%	$ 3,796,685	54.95%
State Government	776,459	813,489	958,511	610,987	63.74%	958,511	63.74%
Federal Government	-	-	-	-		-	
Student Tuition & Fees	1,045,767	1,740,572	2,134,198	2,624,540	122.98%	3,356,181	78.20%
Sales & Service Fees	-	-	-	-	N/M	-	N/M
Facilities Revenue	864,892	899,965	953,728	715,775	75.05%	793,630	90.19%
Investment Revenue	128,022	125,784	117,213	6,537	5.58%	133,470	4.90%
Gifts, Grants & Bequests	1,500	-	1,906	-		-	
Other Revenue	295,755	246,203	203,781	174,127	85.45%	160,200	108.69%
SURS on Behalf	996,835	1,002,541	1,034,967	-	0.00%	998,570	0.00%
Total Revenue	$ 8,121,393	$ 8,591,598	$ 9,235,776	$ 6,218,385	67.33%	$ 10,197,247	60.98%
Expenses							
Salaries	$ 2,438,099	$ 2,670,243	$ 3,020,590	$ 2,154,388	71.32%	$ 2,673,391	80.59%
Employee Benefits	376,168	469,639	514,070	425,029	82.68%	615,002	69.11%
Contractual Services	1,794,115	1,738,395	1,842,089	1,290,949	70.08%	2,365,005	54.59%
General Materials & Supplies	515,043	516,004	545,579	428,178	78.48%	691,425	61.93%
Travel & Conf/Meeting Exp	(451)	(1,681)	3,928	8,353	212.66%	12,935	64.57%
Fixed Charges	189,777	218,874	260,264	288,371	110.80%	272,809	105.70%
Utilities	1,765,322	1,928,252	1,935,672	1,438,862	74.33%	2,503,360	57.48%
Capital Outlay	44,985	50,316	74,071	184,256	248.76%	64,750	284.56%
Other Expenditures	1,500	(983)	4,546	-	0.00%	-	N/M
SURS on Behalf	996,835	1,002,541	1,034,967	-	0.00%	998,570	0.00%
Total Expenses	$ 8,121,393	$ 8,591,598	$ 9,235,776	$ 6,218,385	67.33%	$ 10,197,247	60.98%
Contingency	-			-		-	
Other Financing Sources (Uses)							
Transfers from Other Funds						-	
Transfer to Other Funds	-			-		-	
Total Other Financing Sources (Uses)	-			-		-	
Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)	$ -	$ (0)	$ -	$ (0)		$ -	
Beginning Fund Balance	$ -	$ -	$ -	$ -		$ -	
Change in Fund Balance	-	(0)	-	(0)		-	
Ending Fund Balance	$ -	$ (0)	$ -	$ (0)		$ -	

Fund 05 Auxiliary Enterprises-Detail

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

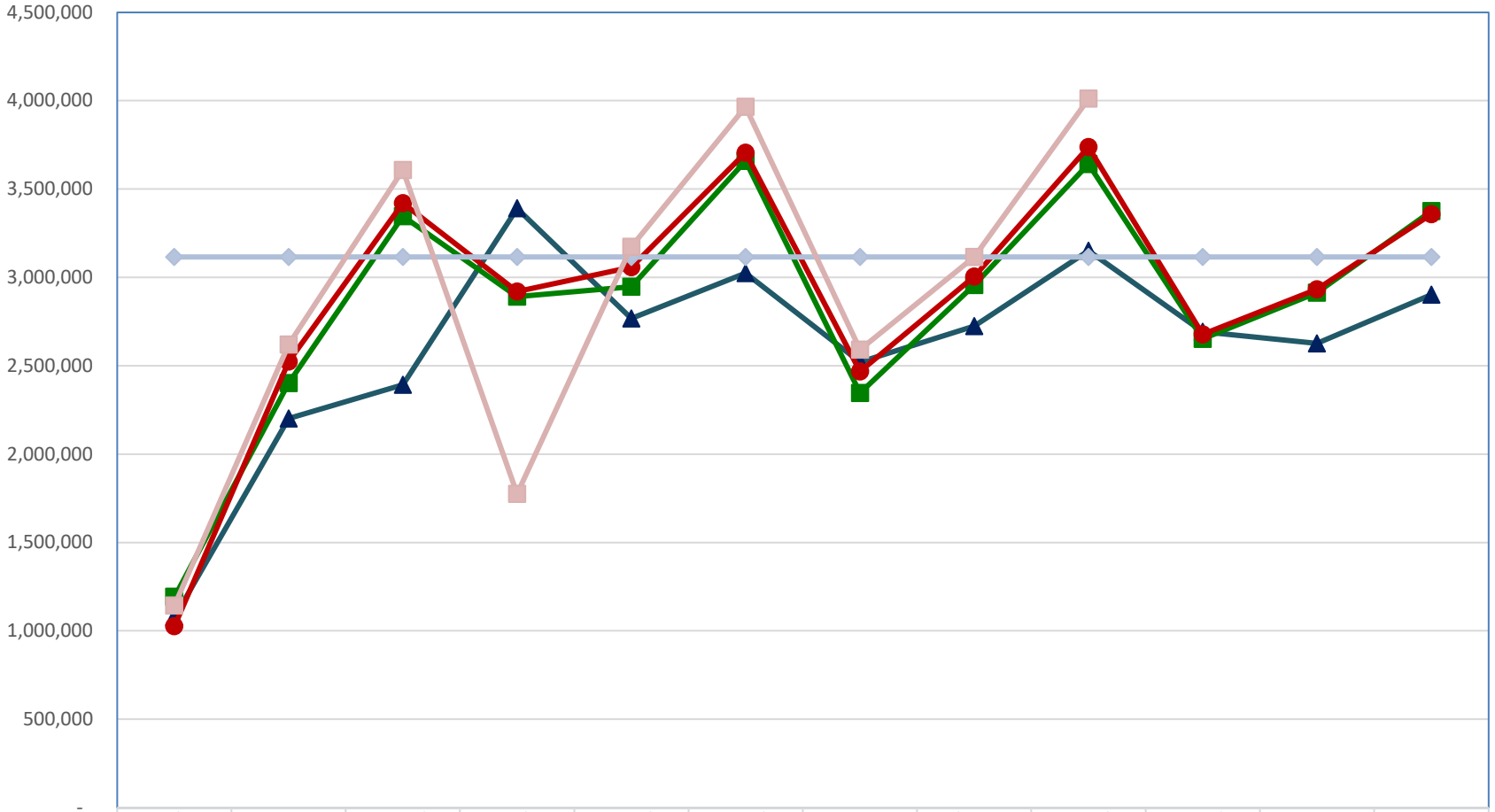
	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Actuals	FY 2026 Actuals (3/31/26)	% of 2025 Actuals	(Target % =75%) FY 2026 Budget	% of 2026 Budget
Revenue							
Local Government	$ -	$ -	$ -	$ -	N/N	$ -	N/M
State Government	52,229	-	-	-	N/N	-	N/M
Federal Government	-	-	-	-	N/N	-	N/M
Student Tuition & Fees	1,761,238	1,946,088	2,501,303	2,361,380	94%	2,497,029	94.57%
Sales & Service Fees	1,208,997	1,376,676	1,523,708	1,419,274	93%	1,688,819	84.04%
Facilities Revenue		-	11,700	11,700	N/N	-	N/M
Investment Revenue		-	-	-	N/N	-	N/M
Gifts, Grants & Bequests	2,744	1,855	6,925	1,228	18%	3,900	31.49%
Other Revenue	369,150	426,085	295,569	322,399	109%	518,300	62.20%
SURS on Behalf	665,008	688,228	774,968	-	0%	1,089,173	0.00%
Total Revenue	$ 4,059,366	$ 4,438,932	$ 5,114,173	$ 4,115,981	80%	$ 5,797,221	71.00%
Expenses							
Salaries	$ 2,226,594	$ 2,384,467	$ 2,760,253	$ 1,867,755	68%	$ 2,899,751	64.41%
Employee Benefits	465,120	451,403	472,832	458,746	97%	545,618	84.08%
Contractual Services	323,345	437,518	442,901	359,070	81%	618,716	58.03%
General Materials & Supplies	441,068	422,566	482,440	391,007	81%	638,733	61.22%
Travel & Conf/Meeting Exp	229,923	425,389	372,402	258,246	69%	293,255	88.06%
Fixed Charges	4,230	3,295	3,627	4,299	119%	5,845	73.55%
Utilities	647	960	989	648	66%	500	N/M
Capital Outlay	-	-	24,123	7,460	N/N	-	N/M
Other Expenditures	775,524	857,649	1,119,860	1,095,758	98%	1,133,120	96.70%
SURS on Behalf	665,008	688,228	774,968	-	0%	1,089,173	0.00%
Total Expenses	$ 5,131,459	$ 5,671,475	$ 6,454,394	$ 4,442,990	69%	$ 7,224,711	61.50%
Other Financing Sources (Uses)							
Transfers from Other Funds	1,000,000	2,011,734	3,750,000	-			
Transfer to Other Funds	-					-	
Total Other Financing Sources (Uses)	$ 1,000,000	$ 2,011,734	$ 3,750,000	$ -		$ -	
Excess (deficiency) of revenues over expenditures and other sources (uses)	$ (72,093)	$ 779,191	$ 2,409,779	$ (327,009)		$ (1,427,490)	
Beginning Fund Balance	$ 38,311	$ (33,782)	$ 745,409	$ 3,155,188		$ 3,155,188	
Change in Fund Balance	(72,093)	779,191	2,409,779	(327,009)		(1,427,490)	
Ending Fund Balance	$ (33,782)	$ 745,409	$ 3,155,188	$ 2,828,179		1,727,698	

Rock Valley College
FY26
Payroll Year-to-Date



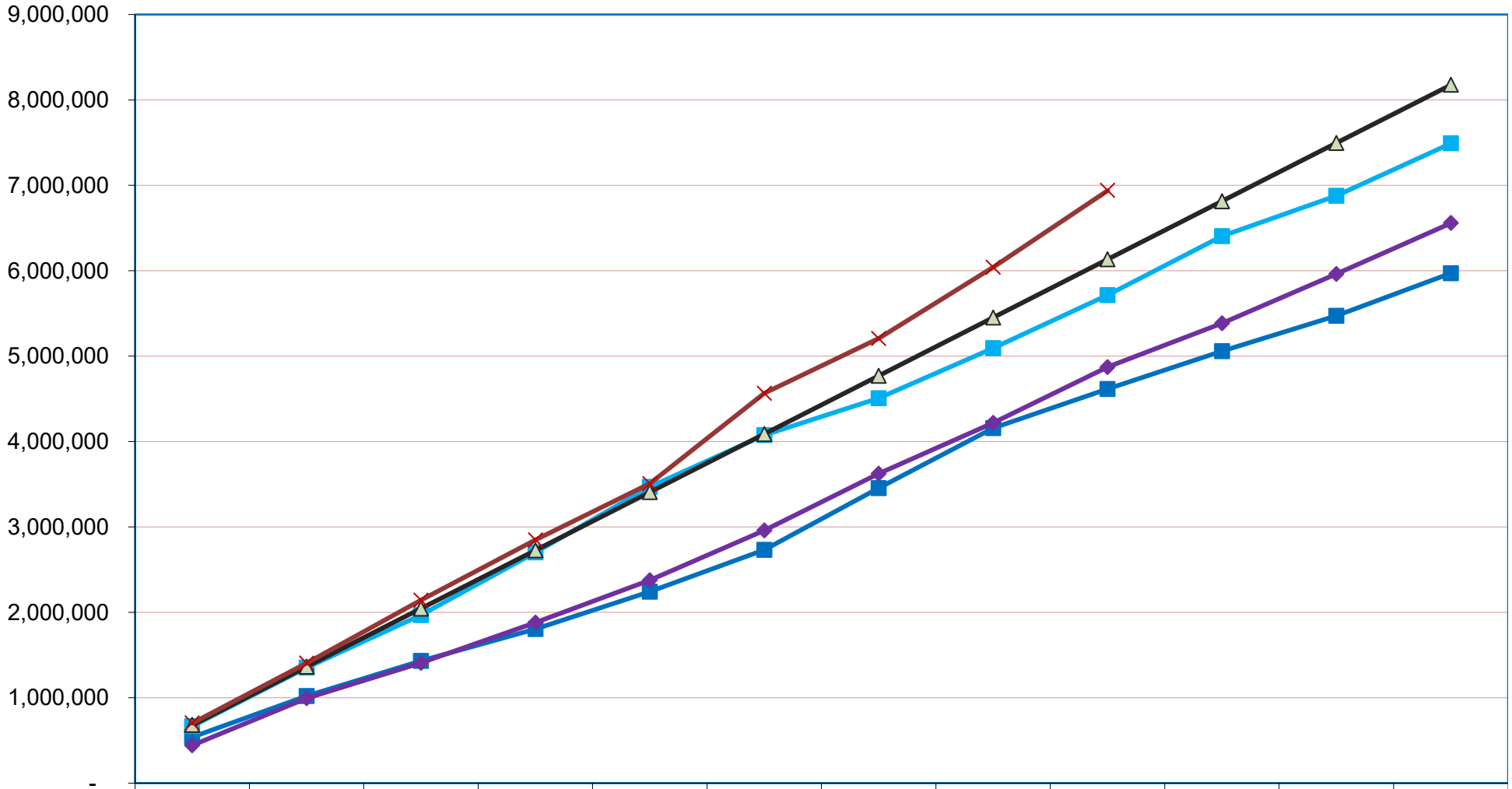
	July	August	September	October	November	December	January	February	March	April	May	June
FY23 Actuals	1,077,558	3,279,929	5,672,882	9,063,654	11,831,531	14,855,881	17,375,881	20,099,986	23,250,906	25,942,816	28,569,035	31,470,783
FY24 Actuals	1,192,998	3,595,678	6,941,833	9,832,990	12,780,299	16,440,073	18,786,435	21,743,193	25,384,304	28,036,392	30,950,559	34,325,375
FY25 Actuals	1,026,443	3,550,660	6,970,323	9,889,799	12,947,194	16,652,271	19,119,436	22,124,331	25,862,392	28,539,720	31,472,457	34,829,409
FY26 Actuals	1,143,771	3,764,270	7,371,433	9,146,637	12,319,486	16,284,318	18,874,826	21,990,686	26,002,719			
FY26 Budget	3,115,861	6,231,722	9,347,584	12,463,445	15,579,306	18,695,167	21,811,028	24,926,889	28,042,751	31,158,612	34,274,473	37,390,334

Rock Valley College
FY26 Payroll by Month



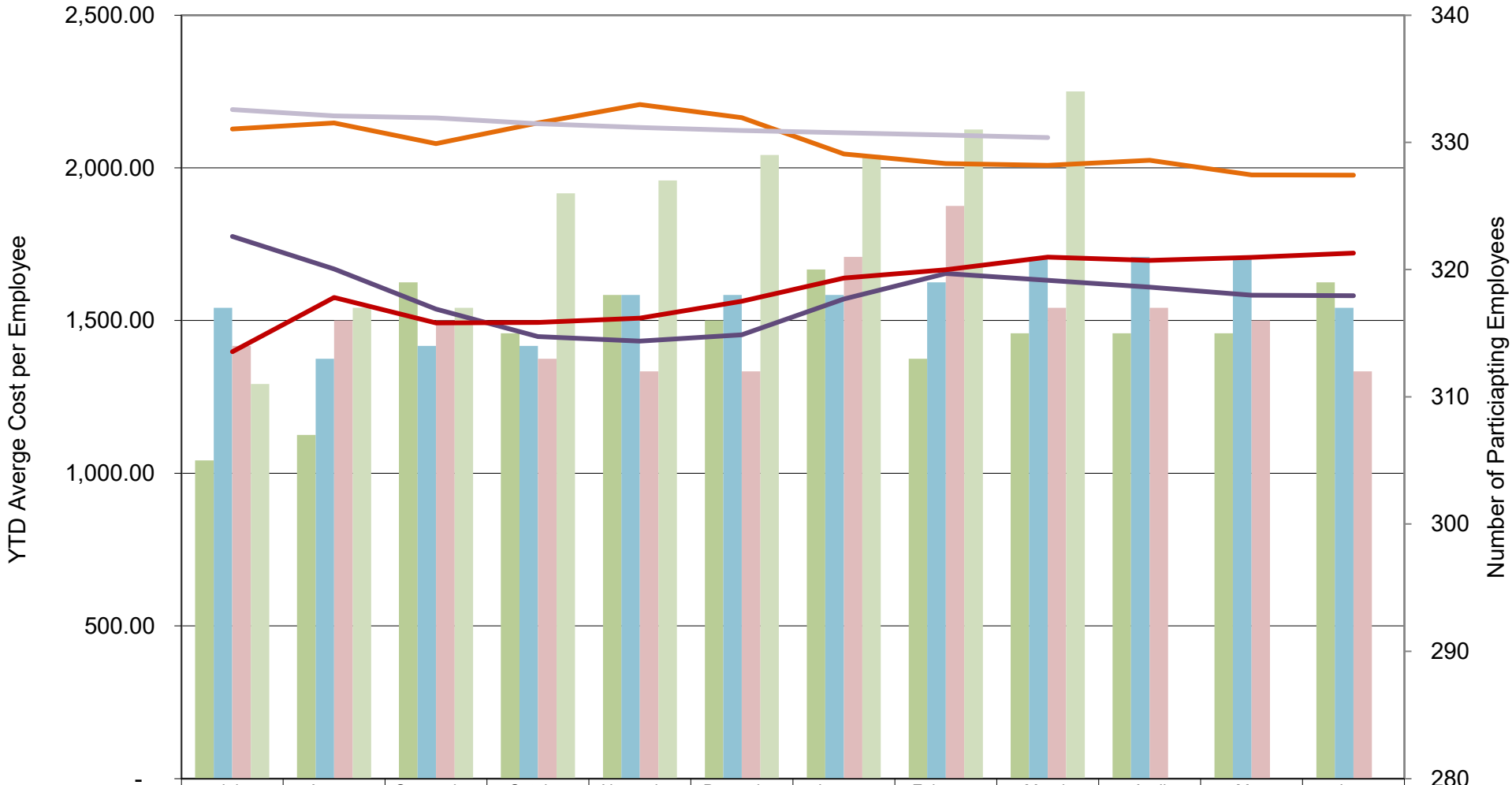
	July	August	September	October	November	December	January	February	March	April	May	June
FY23 Actual	1,077,558	2,202,371	2,392,953	3,390,772	2,767,877	3,024,350	2,520,000	2,724,105	3,150,920	2,691,909	2,626,219	2,901,748
FY24 Actuals	1,192,998	2,402,681	3,346,155	2,891,157	2,947,309	3,659,775	2,346,362	2,956,758	3,641,111	2,652,088	2,914,167	3,374,816
FY25 Actuals	1,026,443	2,524,217	3,419,663	2,919,477	3,057,394	3,705,077	2,467,166	3,004,895	3,738,061	2,677,328	2,932,737	3,356,951
FY26 Budget	3,115,861	3,115,861	3,115,861	3,115,861	3,115,861	3,115,861	3,115,861	3,115,861	3,115,861	3,115,861	3,115,861	3,115,861
FY26 Actuals	1,143,771	2,620,499	3,607,163	1,775,204	3,172,849	3,964,832	2,590,509	3,115,859	4,012,033			

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



	July	August	September	October	November	December	January	February	March	April	May	June
FY23 Actuals	541,426	1,021,168	1,431,027	1,803,738	2,240,380	2,731,416	3,454,818	4,156,422	4,614,784	5,056,952	5,472,292	5,970,719
FY24 Actuals	443,324	992,629	1,408,596	1,879,030	2,375,615	2,959,855	3,624,517	4,217,775	4,870,181	5,384,564	5,962,234	6,557,922
FY25 Actuals	667,868	1,352,340	1,966,812	2,702,462	3,467,641	4,075,231	4,507,655	5,093,346	5,714,420	6,403,291	6,876,048	7,490,977
FY26 Budget	681,405	1,362,810	2,044,215	2,725,620	3,407,025	4,088,429	4,769,834	5,451,239	6,132,644	6,814,049	7,495,454	8,176,859
FY26 Actuals	704,276	1,405,027	2,142,105	2,848,431	3,506,045	4,565,471	5,206,992	6,039,536	6,940,347			

Rock Valley College
Health Care Costs - Year-To-Date Average Cost per Participating Employee



	July	August	September	October	November	December	January	February	March	April	May	June
FY23 Participants	305	307	319	315	318	316	320	313	315	315	315	319
FY24 Participants	317	313	314	314	318	318	318	319	321	321	321	317
FY25 Participants	314	316	316	313	312	312	321	325	317	317	316	312
FY26 Participants	311	317	317	326	327	329	329	331	334			
FY23 Actuals	1,775.17	1,668.57	1,537.09	1,447.62	1,432.47	1,452.88	1,570.37	1,653.97	1,631.82	1,608.96	1,582.50	1,580.81
FY24 Actuals	1,398.50	1,575.60	1,492.16	1,493.66	1,507.37	1,562.75	1,638.57	1,666.45	1,707.64	1,696.99	1,706.42	1,720.79
FY25 Actuals	2,126.97	2,146.57	2,079.08	2,146.51	2,207.28	2,164.22	2,045.22	2,013.98	2,007.88	2,024.44	1,976.44	1,975.99
FY26 Actuals	2,191.01	2,170.08	2,163.19	2,144.47	2,132.06	2,121.66	2,114.29	2,107.17	2,099.50			

ROCK VALLEY COLLEGE
Cash and Investment Report
April 30, 2026

	Month End Balance	
Operating Cash Accounts		
UMB Bank	1,711,072	
PMTA Operating Cash	7,331,903	
Petty Cash	3,774	
ISDLAF*	6,639,621	
Total Operating Cash:		15,686,370
Operating Investments Accounts		
PMTA Operating	45,028	
ISDLAF*	1,225,754	
CD's and CDARS	69,026,677	
Treasuries	5,828,239	
ISDLAF Term Series	5,750,000	
Total Operating Investments:		81,875,698
Total Operating Cash & Investments:		*97,562,068*

Total Operating Cash and Investments on March 31, 2026	***98,557,030***
Total Operating Cash and Investments on April 30, 2026	***97,562,068***
Total Operating Cash and Investments on April 30, 2025	***95,499,192***
% of Operating Budget	***90.81%***
Change in Operating Cash and Investments since March 31, 2026	***(994,962)***

**Illinois School District Liquid Asset Fund*

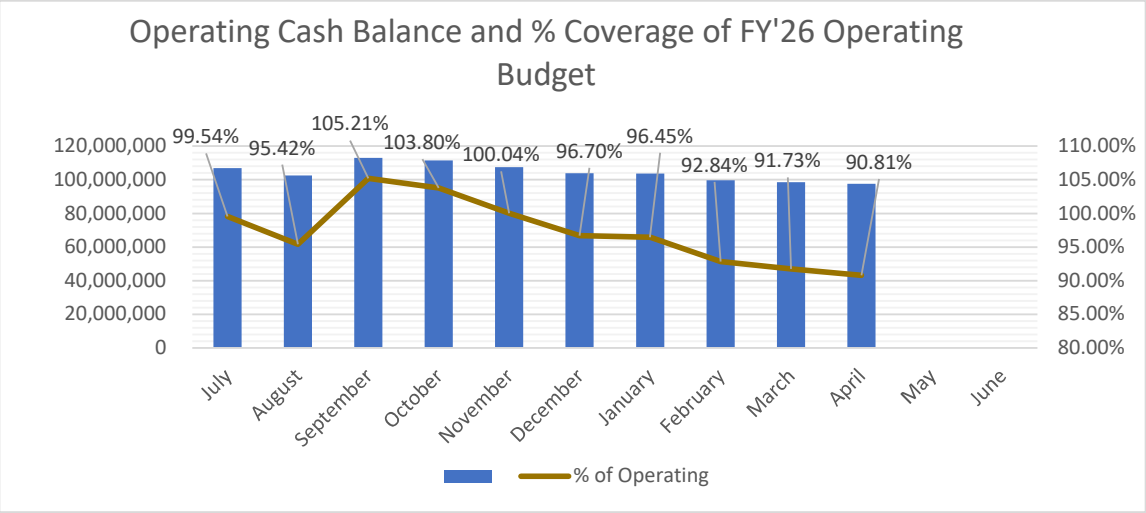
	Month End Balance	
Working Cash Accounts		
ISDLAF*	553,724	
Total Working Fund Cash:		553,724

Total Working Cash Funds on March 31, 2026	***613,955***
Total Working Cash Funds on April 30, 2026	***553,724***
Change in Working Cash Funds since March 31, 2026	***(60,231)***

**Illinois School District Liquid Asset Fund*

	Month End Balance	
Capital Funds		
Debt Service	774,002	
Life Safety	4,664,868	
CDB Escrow	28,489,762	
Building Funds	27,903,376	
Total Capital Funds:		*61,832,007*

Total Capital Funds on March 31, 2026	***64,786,827***
Total Capital Funds on April 30, 2026	***61,832,007***
Change in Capital Funds since March 31, 2026	***(2,954,820)***



Month / Year	Cash & Investments	Capital	Total
April 2026	97,562,068	61,832,007	159,394,076
April 2025	99,245,776	70,778,111	170,023,887
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

Rock Valley College
Quarterly Purchase Activity Report
4th Quarter FY2026
Items between $10,000 to $25,000

New Blanket Purchase Orders

BPO #	BPO Date	Vendor Name	Fund	Original Amount
B0012767	3/26/2026	Demonica Kemper Architects LL	01	$12,800.00
B0012729	1/26/2026	DME Testing Services	01	$20,000.00
B0012766	3/26/2026	Lite Strategies LLC	01	$16,500.00

Amended Blanket Purchase Orders

BPO #	BPO Date	Vendor Name	Fund	Original Amount	BPO New Total	BPO Maintenance Date
B0012659	10/20/2025	UWorld LLC	06	$8,892.00	$10,296.00	1/27/2026
B0012381	7/15/2025	Echo Electric	02	$11,500.00	$12,000.00	3/19/2026
B0012481	7/22/2025	MSC Industrial Supply Co.	05	$5,000.00	$24,000.00	1/12/2026, 3/17/2026
B0012398	7/17/2025	Black Rocket Productions LLC	05	$9,000.00	$14,000.00	3/17/2026
B0012396	7/17/2025	Speedy Metals LLC	01	$13,500.00	$16,961.60	1/22/2026, 3/9/2026
B0012447	7/17/2025	Cropp's Door Service	02 & 12	$9,000.00	$14,000.00	01/06/2026, 02/05/2026, 3/25/2026

New Purchase Orders

PO #	PO Date	Vendor Name	Fund	Amount
P0052640	3/11/2026	Entre Computer Solutions	06	$24,785.76
P0052637	3/11/2026	Morrall Machine Service	06 & 05	$24,735.00
P0052361	1/21/2026	General Mills / Green Giant	06	$24,000.00
P0052551	2/24/2026	C D W Government Inc	01	$22,906.00
P0052331	1/12/2026	The Hanover Research Council L	01	$22,500.00
P0052425	2/4/2026	Rose Brand East	31	$21,406.96
P0052479	2/10/2026	Belson Outdoors LLC	31	$16,347.29
P0052557	2/26/2026	Morrall Machine Service	06	$15,900.00
P0052661	3/18/2026	SoftDocs SC LLC	01	$14,069.00
P0052451	2/9/2026	Elevated Safety LLC	05	$13,250.00
P0052359	1/21/2026	Henry Schein Inc	06	$12,595.00
P0052501	2/13/2026	Pluralsight, LLC	01	$11,706.87
P0052316	1/7/2026	Restaurant Equippers, Inc.	02	$11,193.00
P0052572	3/4/2026	Paul Reilly Company Illinois	02	$10,815.00
P0052719	3/26/2026	Bonza Media Inc	06	$10,350.00
P0052640	3/11/2026	Entre Computer Solutions	06	$24,785.76
P0052316	1/7/2026	Restaurant Equippers, Inc.	02	$11,193.00

Amended Purchase Orders

PO #	PO Date	Vendor Name	Fund	Original Amount	PO New Total	PO Maintenance Date

None to report

CLASSROOM BUILDING II UPDATE

Board of Trustees Committee of the Whole Meeting
May 12, 2026

Dr. Terrica Huntley, Vice President of Human Resources

ABOUT RVC

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

MISSION STATEMENT

Rock Valley College empowers students and community through lifelong learning.

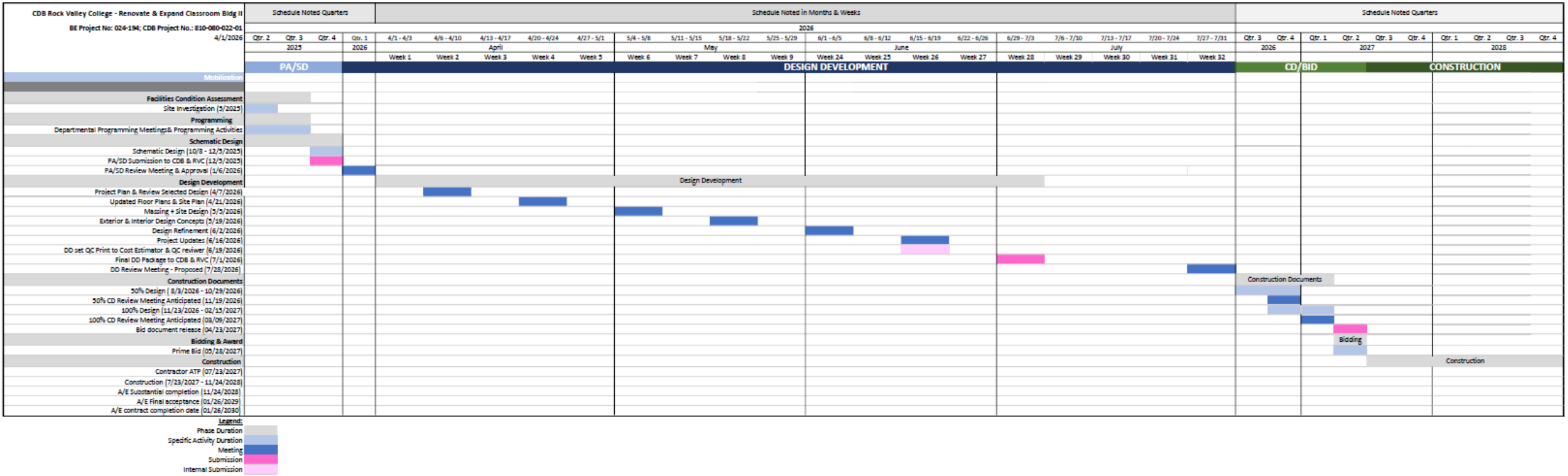
VISION STATEMENT

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

THE FOUR PILLARS

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

CLII SCHEDULE UPDATE



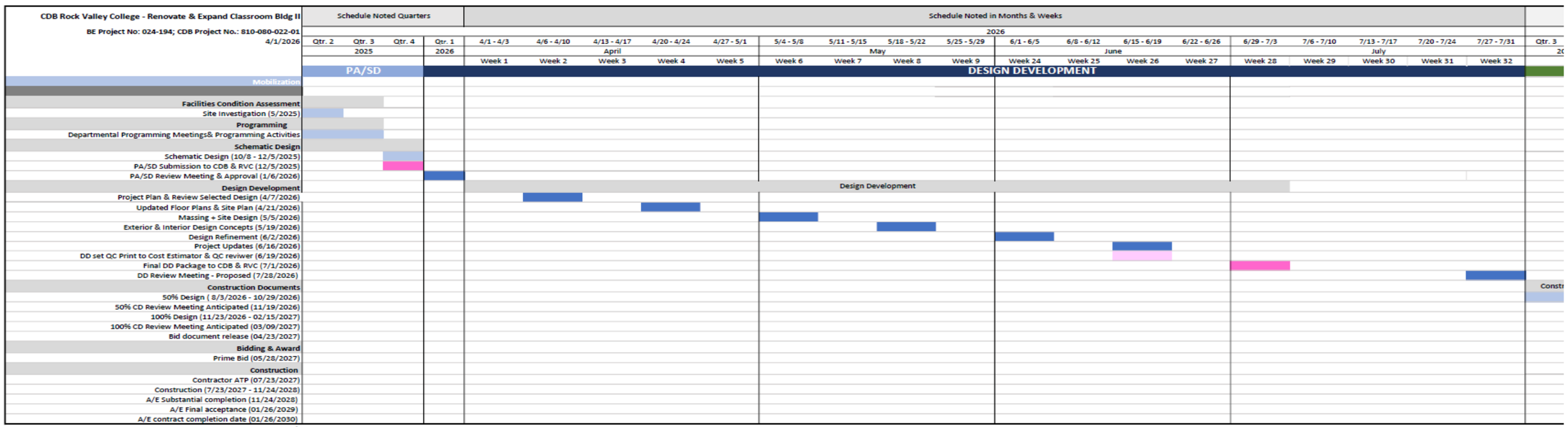
CLASSROOM BUILDING II TIMELINE

CDB Rock Valley College - Renovate & Expand Classroom Bldg II	Schedule Noted Quarters				Schedule Noted in Months & Weeks																		
BE Project No: 024-194; CDB Project No.: 810-080-022-01																							
4/1/2026	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 1	4/1 - 4/3	4/6 - 4/10	4/13 - 4/17	4/20 - 4/24	4/27 - 5/1	5/4 - 5/8	5/11 - 5/15	5/18 - 5/22	5/25 - 5/29	6/1 - 6/5	6/8 - 6/12	6/15 - 6/19	6/22 - 6/26	6/29 - 7/3	7/6 - 7/10	7/13 - 7/17	7/20 - 7/24	7/27 - 7/31	Qtr. 3
	2025			2026	April					May				June				July					
					Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29	Week 30	Week 31	Week 32	
	PA/SD				DESIGN DEVELOPMENT																		
Mobilization																							
Facilities Condition Assessment																							
Site Investigation (5/2025)																							
Programming																							
Departmental Programming Meetings& Programming Activities																							
Schematic Design																							
Schematic Design (10/8 - 12/5/2025)																							
PA/SD Submission to CDB & RVC (12/5/2025)																							
PA/SD Review Meeting & Approval (1/6/2026)																							
Design Development					Design Development																		
Project Plan & Review Selected Design (4/7/2026)																							
Updated Floor Plans & Site Plan (4/21/2026)																							
Massing + Site Design (5/5/2026)																							
Exterior & Interior Design Concepts (5/19/2026)																							
Design Refinement (6/2/2026)																							
Project Updates (6/16/2026)																							
DD set QC Print to Cost Estimator & QC reviwer (6/19/2026)																							
Final DD Package to CDB & RVC (7/1/2026)																							
DD Review Meeting - Proposed (7/28/2026)																							
Construction Documents																							Constr
50% Design (8/3/2026 - 10/29/2026)																							
50% CD Review Meeting Anticipated (11/19/2026)																							
100% Design (11/23/2026 - 02/15/2027)																							
100% CD Review Meeting Anticipated (03/09/2027)																							
Bid document release (04/23/2027)																							
Bidding & Award																							
Prime Bid (05/28/2027)																							
Construction																							
Contractor ATP (07/23/2027)																							
Construction (7/23/2027 - 11/24/2028)																							
A/E Substantial completion (11/24/2028)																							
A/E Final acceptance (01/26/2029)																							
A/E contract completion date (01/26/2030)																							

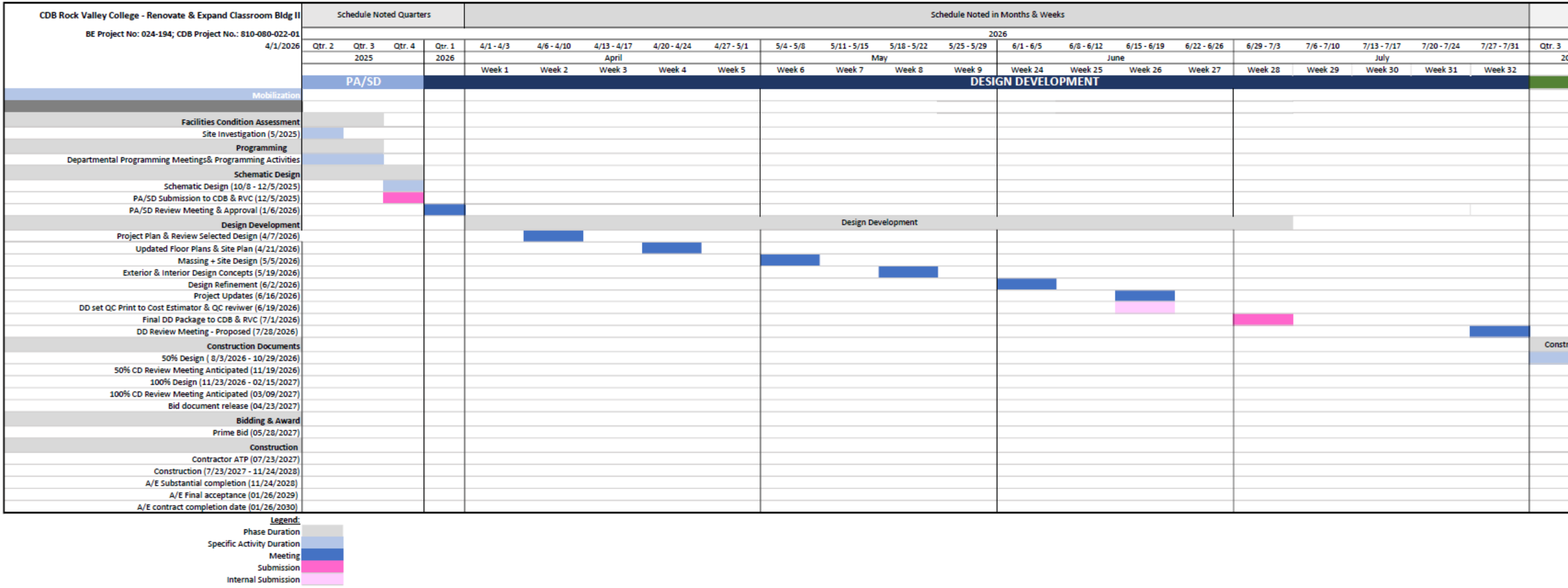
Legend:

- Phase Duration
- Specific Activity Duration
- Meeting
- Submission
- Internal Submission

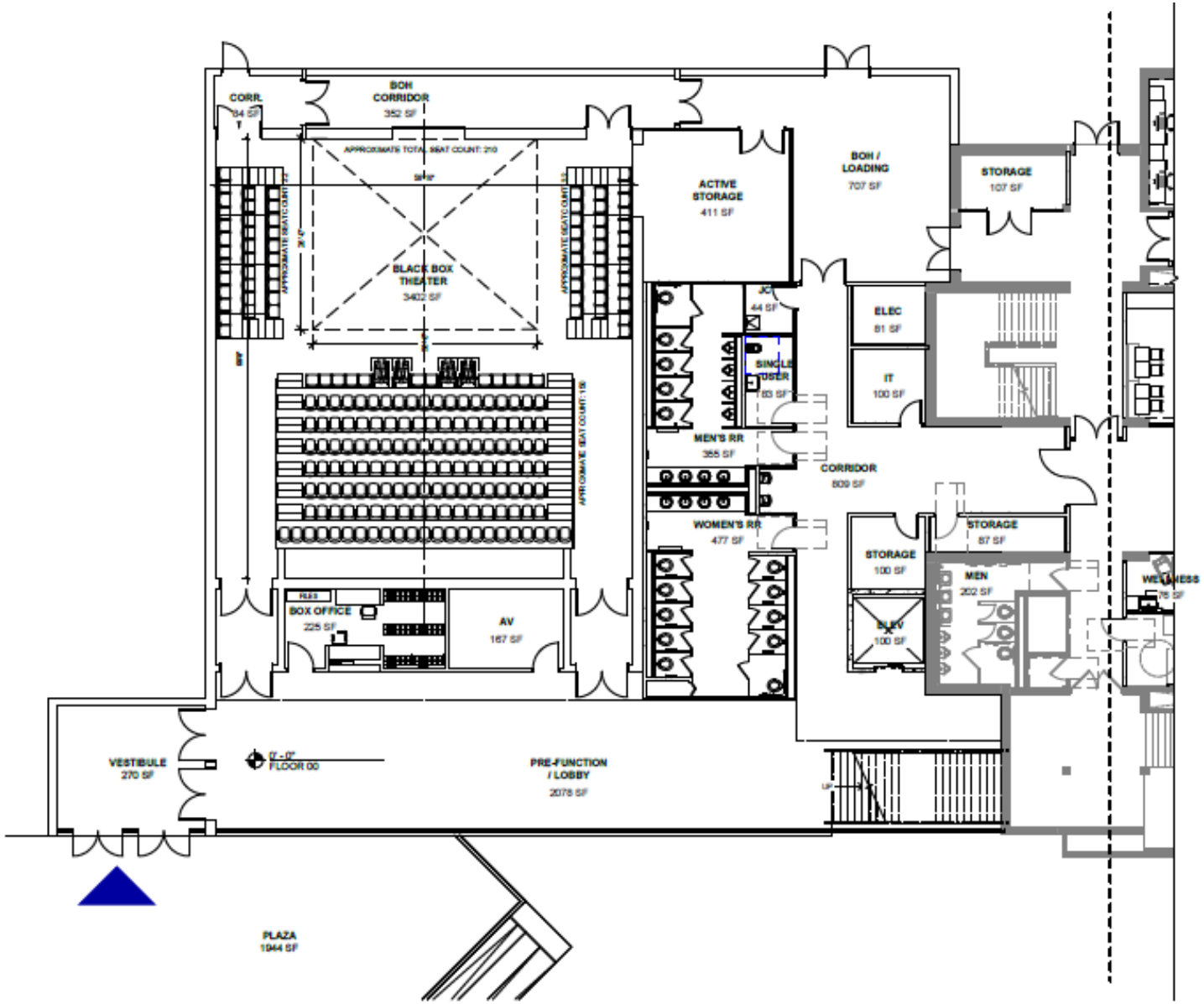
CLASSROOM BUILDING II TIMELINE



CLII SCHEDULE CONTINUED



EXAMPLES OF DESIGN PLANS



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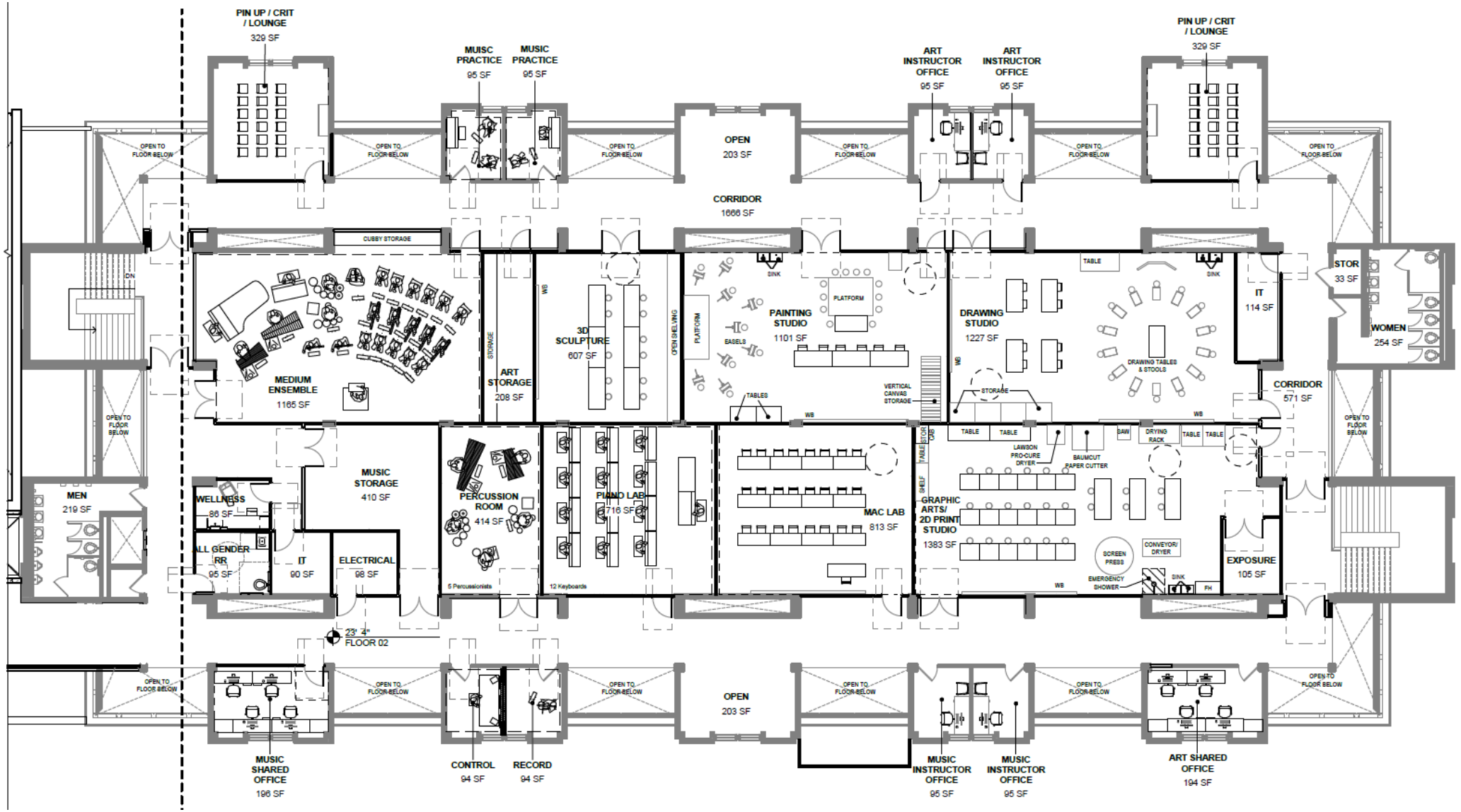

NEXT STEPS

- Design Development plans will be reviewed and adjusted as RVC and Architects continue to have conversations with stakeholders.

- Continue to review costs to ensure costs are not exceeding budgeted amounts.

QUESTIONS?

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

Rock Valley College

Board Report #XXXX
May 26, 2026

Personnel Report

A. Appointments

_____, Biology Faculty, Full-time, FAC, Lane _____, Step _____, $_____, effective _____.

_____, Mathematics Faculty, Full-time, FAC, Lane _____, Step _____, $_____, effective _____.

B. Departures

_____

Howard J. Spearman, Ph.D.
President

DRAFT

ROCK VALLEY COLLEGE 2026 - AT A GLANCE CAMPUS FACILITY EVENTS

Date	Event	Staff	Student	Athletic	Community
May					
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
5/1/2026	Softball Game - Rockford University, 10am	x	x	x	x
05/01 - 05/02	Old Towne Band Performance - ERC PAR, 6pm	x	x		x
5/2/2026	IFO & RVC Spring Graduation - ERC PAR, 9:30am	x	x		x
5/3/2026	Baseball Game - Rivets Stadium, 12pm & 2:30pm	x	x	x	x
5/4/2026	Finals Frenzy: Spin Art - SSC Gazebo, 10am	x	x		
5/4/2026	Know your Rights Event - PEC Lecture Hall, 5pm	x	x		x
5/5/2026	Finals Frenzy: Taco Tuesday - SSC Atrium, 11am	x	x		
5/5/2026	AAPI Graphic Novel Discussion - ERC Library, 1:30pm	x	x		
5/5/2026	First Tuesday Lecture - SSC Atrium, 5:30pm	x	x		x
5/6/2026	Peace in the Chaos - SSC Atrium, 1:30pm	x	x		
5/6/2026	Student Life Leadership Banquet - SSC Atrium, 6pm	x	x		
5/6/2026	Massage Therapy Graduation - HSC Lobby, 6pm	x	x		x
5/7/2026	AAPI Heritage Month Celebration - SSC Atrium, 11am	x	x		
5/7/2026	Slices & Strikes - SSC Hub, 1pm	x	x		x
5/7/2026	Finals Frenzy: Procrastination Café - SC Atrium, 3pm	x	x		
5/8/2026	2026 PAIC Picnic - BST Tent, 11am	x	x		
5/8/2026	Tutoring Center EOY Celebration - SSC 1222, 1pm	x			
5/8/2026	Sankofa Celebration - SSC Atrium, 6pm	x	x		x
5/11/2026	The W Awards - SSC Atrium, 3pm	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		
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
5/30/2026	Aviation Trivia Night - ACEC Hanger, 4pm	x	x		
June					
06/01 - 06/05	Volleyball Camp - PEC Gym, 8am	x	x	x	x
06/01 - 06/05	Summer Makers Camp - ATC, 9am	x	x		x
06/03 - 06/04	Wizard of Oz Showing - BST, 7:30pm	x	x		x
6/4/2026	HCCTP Graduation Ceremony - ERC PAR, 3pm	x	x		x
06/05 - 06/06	Wizard of Oz Showing - BST, 8pm	x	x		x
6/6/2026	Wizard of Oz Matinee Showing - BST, 2pm	x	x		x
06/08 - 06/12	Summer Makers Camp - ATC, 9am	x	x		x
6/9/2026	Fund your Future Event - SSC 1222 & 1224, 4pm	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

ROCK VALLEY COLLEGE 2026 - AT A GLANCE CAMPUS FACILITY EVENTS

Date	Event	Staff	Student	Athletic	Community
June cont.					
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		
6/20/2026	League of Women Voters of Greater Rockford - SSC Atrium, 1pm				x
6/20/2026	Something Rotten Matinee Showing - BST, 2pm	x	x		x
6/22/2026	Dog Days of Summer: Raise Open House - WTC Lobby, 3:30pm	x	x		x
6/24/2026	New Student Welcome Event - SSC Atrium, 12pm	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
July					
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		
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		
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
August					
8/1/2026	Kevin Rice Memorial Bike Ride - BST Tent, 10am	x			x
8/5/2026	New Student Welcome Event - SSC Atrium, 11am	x	x		
08/05 - 08/06	The Addams Family Showing - BST, 7:30pm	x	x		x
08/07 - 08/08	The Addams Family Showing - BST, 8pm	x	x		x
8/9/2026	The Addams Family Showing - BST, 7:30pm	x	x		x
8/11/2026	New Student Welcome Event - SSC Atrium, 10am	x	x		
8/12/2026	Adult Learner Welcome - SSC Atrium, 6pm	x	x		
8/13/2026	New Student Welcome Event - SSC Atrium, 12pm	x	x		
8/14/2026	WEI Transition to Career - ERC PAR, 10am	x	x		x
8/14/2026	Stars of Starlight Performance - BST, 7pm	x	x		x
8/21/2026	Welcome Week Advisor Lunch & Learn - SSC Atrium, 11am	x			
8/25/2026	Welcome Week Club Involvement Fair - SSC Atrium, 11am	x	x		
8/26/2026	Welcome Week Community Resource Fair - SSC Atrium, 11am	x	x		
8/28/2026	Welcome Week Club Leadership Training - SSC Atrium, 9am	x	x		

HUMAN RESOURCES FY2026 THIRD QUARTER REPORT (INFORMATION ONLY)

Board of Trustees Committee of the Whole Meeting
May 12, 2026

Dr. Terrica Huntley
Vice President of Human Resources

LAND ACKNOWLEDGEMENT

As an institution physically located in northern Illinois, we at Rock Valley College respectfully acknowledge and recognize our responsibility to the [seven] Indigenous nations who are the original and current caretakers of this land, water, and air.

Learn more at RockValleyCollege.edu.

ABOUT RVC

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

MISSION STATEMENT

Rock Valley College empowers students and community through lifelong learning.

VISION STATEMENT

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EXECUTIVE SUMMARY FOR QUARTERLY HUMAN RESOURCES PERSONNEL REPORT

FY 2026 (JANUARY-MARCH 2026)

- This report provides information on Full-Time employees hired and separated from the college within Quarter 3 of Fiscal Year 2026. The months included in this analysis are January, February and March.
- This report is aligned with Pillar IV Strategic Goal 3 (*Employ a culturally competent workforce that reflects student and community demographics*).
- The hires report includes the number of employees who moved to a different position, new employees to the college and total number of hires.
- The Terms Report includes the number of employees who retired, separated from the college and a total number of terms.
- The college hired a total of 13 employees during Quarter 3. 4 of the 13 (30.7%) of these employees were already employed with the college and moved from one position to another.
- The college was separated from a total of 6 employees. 1 of the 6 (16.6%) employees retired after providing service to the institution.
- The college will analyze year over year trends to determine peak hiring and departure periods to inform staffing needs and support.

QUARTERLY HUMAN RESOURCES HIRES
FY 2026 (JANUARY-MARCH 2026)

FY26 Terms	Q1- Total	Q2 -Total	Q3- *Move	Q3 -New	Q3- Total	Q4
ADM	3	0	1	0	**1**	
ESP	1	0	0	0	**0**	
FAC	10	0	0	1	**1**	
FOP	2	0	0	0	**0**	
PSA	14	10	3	4	**7**	
SSA	9	5	0	4	**4**	
Total	39	15	4	9	**13**	

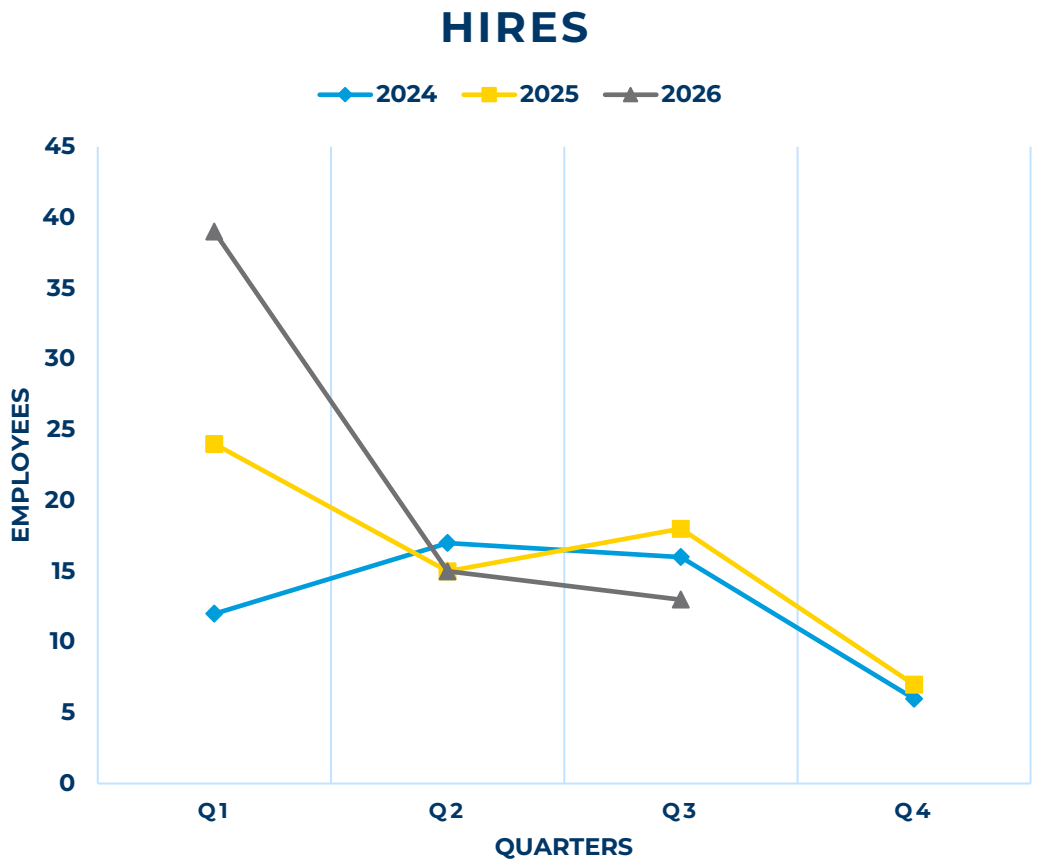
* Moves include Promotions (elevation to higher grade) and/or Transfers (moved from one position to another, same grade) as reported in detail in the HR Annual Report.

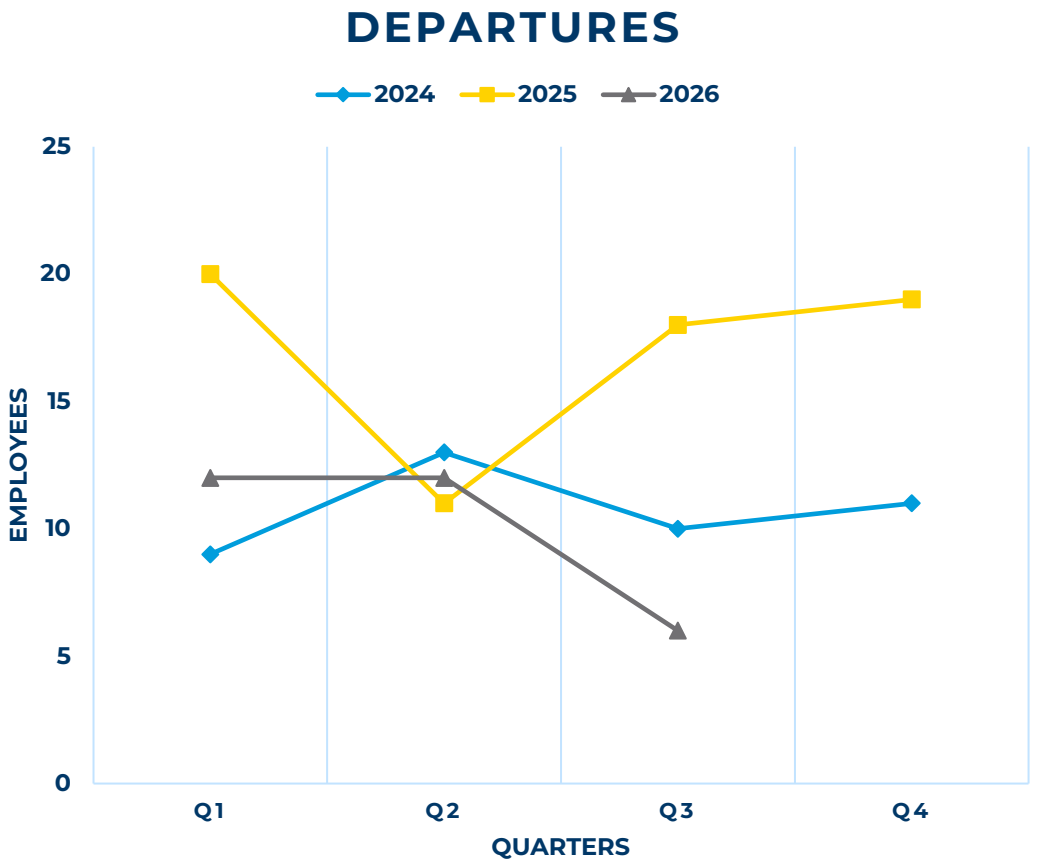
QUARTERLY HUMAN RESOURCES TERMS
FY 2026 (JANUARY-MARCH 2026)

FY26 Terms	Q1- Total	Q2 -Total	Q3- Ret	Q3 -*Sep	Q3- Total	Q4
ADM	1	0	0	0	**0**	
ESP	0	0	0	0	**0**	
FAC	1	2	0	0	**0**	
FOP	0	0	0	0	**0**	
PSA	6	5	0	3	**3**	
SSA	4	5	1	2	**3**	
Total	12	12	1	5	**6**	

*Separations (Sep.) include Resignations, Terminations and RIF/Layoffs as reported in detail the HR Annual Report

ANNUAL HIRES/DEPARTURES COMPARISON FY2024-FY2026





QUESTIONS?

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For more information, visit RockValleyCollege.edu.

Rock Valley College
3301 N. Mulford Road, Rockford, IL 61114-5699 | Toll-free (800) 973-7821 | RockValleyCollege.edu

Date: 5/12/2026

To: Board of Trustees Committee of the Whole
Ref: Update on the installation of the turf fields.

Board Members,

The following is an update on the process for installing the Turf Fields at Rock Valley College. The following areas will be covered: financial, construction progress, future timeline, and estimated completion dates.

- Financial – The Board approval for the project, plus contingency, is $4,438,790, combining the baseball, softball, and soccer fields. The contract is split between two companies: Team Reil and Field Turf. The total contingency is $211,371.46. RVC has currently utilized $20,131.44 of the contingency.

- Construction Process - Both the softball and baseball fields have had the topsoil removed, new drainage tiles and stormwater piping installed under the fields. Concrete work has been completed on both fields, and we are waiting for a timeframe where we will not have rain for one week. RVC has not yet found a timeframe that works. This will allow us to dry out the fields and prepare them for the stone base.

- Future Timeline: Team Reil is hoping to have the stone work complete by the end of May and turn over the fields to Field Turf to install the turf material. Team Reil will move to the soccer field in June, and work will begin.

- Estimated Completion Date: All fields are expected to be completed by August 1, 2026.

  Please let me know if you have any questions.

Sincerely,

Rick Jenks
Vice President of Operations / COO

Construction Manager at Risk - Downtown West Campus: Construction 2024-2026

Committee of the Whole: **5/12/2026**

*Denotes updated information from last presentation

$2,222,239.00

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	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 use on 4/24 Total Due = $11,877.08	4/25/2025	$ 11,877.08	$ 11,877.08	Approved	5/1/2025	NISC Northern Illinois Service Co	$2,201,881.92	$ 20,357.08
PCO CCF-012	CE #024 - UST Removal in DLC Foundation NIS to perform the following due to an underground storage tank discovered in the DLC foundation: Remove and properly dispose of 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: perform 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 Removall Credit back to 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

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 Co	$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 oustanding 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 indictor 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 Remove scope of furnishing and installing the phenolic panels at the soffit	7/22/2025	$ (53,200.00)	$ (53,200.00)	Approved	8/6/2025	AMERICAN IGLOO BUILDERS	$2,160,656.54	$ 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 masonry rebar shop drawings detial 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

PCO CCF 036 R1	ASI 010 Revised Scope Adjustment Cardinal Glass Company to provide labor and materials for the following: on the DTC - Changing from glass type GL10 to GL14 on Door 6100A. Approximately 48 square feet. Change from GL14 to GL10 at curtainwall elevation C includes door 6105A.	7/29/2025	$ (1,182.00)	$ (1,182.00)	Approved	8/14/2025	Cardinal Glass Co	$2,187,586.54	$ 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 Co	$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 Co	$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, there are changes that are being made to the location/orientation of the exterior site lighting. These changes are at no cost to the Project per standard details that are included in the Electrical Project Drawings. This zero-dollar change order is an official acknowledgement of the changes being incorporated as set forth by the Design Teams of record.	6/24/2025	$ -	$ -	Approved	9/16/2025	HELM Electric	$2,151,940.59	$ 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 Co	$2,124,750.81	$ 97,488.19
PCO CCF 054	CE #069 - Interior Bollards In accordance with ASI 018R1 and updated drawing A1.10, the following work is the 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 Co	$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 Co; 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 Co	$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 Co	$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
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 Accesory 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 Co	$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 Co	$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 Co	$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 Co	$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 Co	$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
PCO CCF 086	ASI #034 Changes	12/19/2025	$ (1,869.72)	$ (1,869.72)	Approved	1/27/2026	Miller Engineering Co	$1,872,994.35	$ 349,244.65
PCO CCF 088	RCO-29 DTC & DLC Camera Deduct (Multi xis IP Cameras and Genetec licensens)	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 CCF 059 R4	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 Co	$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 Co	$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 Co, 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
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 Co	$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 Co, Nelson Fire Prot	$1,809,587.07	$ 412,651.93

* PCO CCF 109	Temp Enclosures labor and material January.	3/3/2026	$ 6,590.95	**$ 6,590.95**	Approved	4/10/2026	Ruiz Construction Systems	$1,802,996.12	$ 419,242.88
* PCO CCF 110	ASI 038 move mullion-mount intercom from exterior side of door 6107A to exterior 6107B	3/18/2026	$ 5,214.00	**$ 5,214.00**	Approved	4/10/2026	Cardinal Glass; Helm Electric	$1,797,782.12	$ 424,456.88
* PCO CCF 111 R1	DTC Electrical Devices at Building Entrances relocate align with outermost panel	3/19/2026	$ 4,709.00	**$ 4,709.00**	Approved	4/14/2026	Helm Electric; Rockwell Group	$1,793,073.12	$ 429,165.88
* PCO CCF 112 R1	RFI 310 DTC: Fireproofing at Fire Wall	3/23/2026	$ 8,906.00	**$ 8,906.00**	Approved	4/14/2026	Helm Electric; Rockwell Group	$1,784,167.12	$ 438,071.88
* PCO CCF 113	CE #145 - DLC L-3 Per RFI #349: Miller is providing L-3 Bradley sink with top to North wall of lactation room. (Total length 70-3/4").	4/8/2026	$ 3,970.72	**$ 3,970.72**	Approved	4/14/2026	Miller Engineering Co	$1,780,196.40	$ 442,042.60
* PCO CCF 104	DTC RFI 316	2/24/2026	$ 817.00	$ 817.00	Approved	4/24/2026	Rockwell Group; Cardinal Glass	$1,779,379.40	$ 442,859.60
* PCO CCF 114	DTC Added Tamper Valve	4/9/2026	$ 2,405.00	$ 2,405.00	Approved	4/24/2026	Helm Electric	$1,776,974.40	$ 445,264.60

Project: Turf Athletic Fields - SITEWORK - Baseball, Softball, Soccer - Construction 2025-2026

Committee of the Whole: 5/12/2026

*Denotes updated information from last presentation

$145,037.01

Change Order Number	Proposed Change Order #	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
1	PCO-1	Additional Cost for Builders Risk insurance policy required by Contract, was not in the contractors' original cost.	9/25/2025	$1,429.96	$1,429.96	APPROVED	10/21/2025 *Rev-1 approved 11/18/2025	TEAM REIL	$143,607.05
1-S	PCO-1 S	Added two gates to fence at Soccer Field	1/6/2026	$3,795.73	$3,795.73	APPROVED	1/30/2026	TEAM REIL	$139,811.32
* 2	PCO-004	Softball - Demo concrete flatwork at Softball both dugouts.	4/6/2026	$2,834.34	$2,834.34	APPROVED	4/14/2026	TEAM REIL	$136,976.98

Project: Bid 25-19 BST Lighting Phase 2 & 3 - Construction 2025-2026

Committee of the Whole: **5/12/2026**

*Denotes updated information from last presentation

$142,500.00

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
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
* 004	Add 9” trim plates Stainless steel #4 for the (16) F7 fixtures to cover the existing holes and box cut-outs.	3/19/2026	$429.00	$429.00	Approved	4/2/2026	HELM Electric	$114,734.00

Project: RFP 25-20 Fire Alarm Phase 1 - Construction 2025-2026

Committee of the Whole: **5/12/2026**

*Denotes updated information from last presentation

									Contract Value
								$52,500.00	$ 577,500.00
Change Order Number	**Description**	**Date Received**	**Amount Requested**	**Amount Approved**	**Status**	**Date Approved**	**Company Name**	**Contingency Running Total**	**Contract Value Running Total**
1	Data Line replacement - run two data cables to panel in BH for fire alarm to communicate without using pots line	10/16/2025	$ 800.00	$ 800.00	Approved	10/21/2025	P&H ELECTRIC	$51,700.00	$577,500.00
2	Deduct the Remaining Contingency from the Contract, as it was unused.	12/15/2025	$ (51,700.00)	$ (51,700.00)	Approved	12/17/2025	P&H ELECTRIC	$0.00	$525,800.00
* 3	Deduct - Credit for partial work not completed per note 3 drawing E11.0 removal from scope of project.	4/25/2025	$ (850.00)	$ (850.00)	Approved	4/7/2026	P&H ELECTRIC	$0.00	$524,950.00

Project: Bid 24-23 HSC 3rd Floor Buildout & 2nd Elevator - Construction 2025-2026

Committee of the Whole: **5/12/2026**

*Denotes updated information from last presentation

Total Contract

$ 203,600.00 **$ 2,272,600.00**

PCO Number	Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Contract Running Value
PCO 4	CO 1	This is a Credit for elimination of the hat channel framing behind the wood panels at the Student Lounge (plan) south Elevation.	6/10/2025	-$1,007.00	-$1,007.00	Approved	6/24/2025	STENSTROM CONSTRUCTION	$204,607.00	
PCO 5	CO 1	Provide new Plumbing chase wall and revised toilet to be floor mounted in Gender Neutral Restroom as indicated in Response to RFI-15 and CB No.003.	6/10/2025	$ 1,072.00	$ 1,072.00	Approved	6/24/2025	STENSTROM CONSTRUCTION	$203,535.00	
PCO 6	CO 1	Provide and additional Handrail at the rear of the Elevator cab as requested by the Owner.	6/10/2025	$ 440.00	$ 440.00	Approved	6/24/2025	STENSTROM CONSTRUCTION	$203,095.00	
PCO 7	CO 2	Provide a new Hollow Metal Frame with sidelite and new wood door (LH swing) per Response to RFI-021 (Option A).	7/1/2025	$ 2,984.00	$ 2,984.00	Approved	7/3/2025	STENSTROM CONSTRUCTION	$200,111.00	
PCO 8	CO 2	Door swing	7/1/2025	$ 2,977.00	$ -	Rejected	7/3/2025	STENSTROM CONSTRUCTION	$200,111.00	
PCO 11	CO 3	Change to fluid applied waterproofing application to perimeter walls of elevator pit, in lieu of 15 mil vapor barrier.	8/14/2025	$ 2,640.00	$ 2,640.00	Approved	8/20/2025	STENSTROM CONSTRUCTION	$197,471.00	
PCO 13	CO 4	The following proposal is to provide additional flooring work to infill new doorways between corridor sheet vinyl as directed in Construction Bulletin 009.	9/30/2025	$ 1,650.00	$ 1,650.00	Approved	10/1/2025	STENSTROM CONSTRUCTION	$195,821.00	
PCO 14	CO 5	PCO - 14 - The following proposal is to incorporate the cost for additional steel framing, fire proofing and installation at each level around the elevator door.	9/30/2025	$ 17,761.00	$ 17,761.00	Approved	10/1/2025	STENSTROM CONSTRUCTION	$178,060.00	
* PCO 9	NA	Provide Wiring only for a future sump alarm in elevator pit.	7/31/2025	$ 2,823.00	$ -	REJECTED	10/8/2025	STENSTROM CONSTRUCTION	$178,060.00	
PCO 10	CO 6	Provide sump alarm in elevator pit with wiring and alarm.	9/30/2025	$ 4,211.00	$ 4,211.00	APPROVED	10/9/2025	STENSTROM CONSTRUCTION	$173,849.00	
PCO 03	CO 7	Additional work associated with helical piles in 2nd Elevator shaft pit.	10/28/2025	$ 5,271.00	$ 5,271.00	APPROVED	11/5/2025	STENSTROM CONSTRUCTION	$168,578.00	

NA	CO 8	Remove scope of work related to Alternate #1, Deduct from Contract Value, to eliminate extended Maintenance from Otis Elevator supplier.	10/28/2025	$ (33,000.00)	$ (33,000.00)	APPROVED	10/28/2025	STENSTROM CONSTRUCTION	$168,578.00	$2,239,600.00
PCO 16	CO 9	Provide changes to the AV Systems as directed coordinated with MARCO.	11/25/2025	$ (485.00)	$ (485.00)	APPROVED	11/25/2025	STENSTROM CONSTRUCTION	$168,578.00	$2,239,115.00
PCO 17	CO 10	Total amount identified in the CO $978.00. The credit from Change Order 09, which was $485.00, will be added back to the contract sum amount to remove Change Order 09 from the project. The amount associated with PCO-17, which is $493.00, will be tracked on the Continuation Sheet of the Pay Application and be subtracted from the Contingency.	12/5/2025	$ 978.00	$ 978.00	APPROVED	12/8/2025	STENSTROM CONSTRUCTION	$168,085.00	$2,239,600.00
PCO 12 R2	CO 11	Provide changes to elevator fire sprinkler work and elevator electrical work as directed in Construction Bulletin 005.	12/9/2025	$ 5,235.00	$ 5,235.00	APPROVED	12/8/2025	STENSTROM CONSTRUCTION	$162,850.00	$2,239,600.00
PCO-18	CO 12	Add divider curtain system in Room 3254 Classroom Massage Therapy	1/26/2026	$ 1,326.00	$ 1,326.00	APPROVED	1/29/2026	STENSTROM CONSTRUCTION	$161,524.00	$2,239,600.00
PCO-20	CO-13	Credit to eliminate valve cabinet	2/4/2026	$ (2,292.00)	$ (2,292.00)	APPROVED	2/10/2026	STENSTROM CONSTRUCTION	$161,524.00	$2,237,308.00
* PCO-21	* CO-14	Credit to eliminate (14) kickplates per revised hardware submittal, Decrease Contract value by this amount.	3/31/2026	$ (1,082.00)	$ (1,082.00)	APPROVED	4/13/2026	STENSTROM CONSTRUCTION	$161,524.00	$2,236,226.00
* PCO-22	* CO-15	Added floor leveling compound in the control and storage rooms in the elevator lobbies on all four floors; subtract this amount from Contingency.	3/31/2026	$ 1,551.00	$ 1,551.00	APPROVED	4/13/2026	STENSTROM CONSTRUCTION	$159,973.00	$2,236,226.00
* PCO-19	* CO-16	Provide a wing wall on third and fourth floor elevator lobby per RFI-19; subtract this amount from Contingency.	3/31/2026	$ 5,585.00	$ 5,585.00	APPROVED	4/14/2026	STENSTROM CONSTRUCTION	$154,388.00	$2,236,226.00