

Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, July 13, 2021

On June 25, 2021, Governor Pritzker issued the eighteenth Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

Meeting Location: Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, or his designee as chief administrative officer, will be physically present at the meeting location. **Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.**

Access to the Regular Board of Trustees meeting is provided via teleconference online <https://rockvalleycollege-edu.zoom.us/j/92466191072?pwd=ZlFJSdNDNUZhMFd6eJkL3R3OndSZz09> or by phone at 312-626-6799 using Meeting ID: 924 6619 1072 Password: 220088. The meeting will include an opportunity for public comment. Any public member who would like to make a public comment can submit their public comment via email to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on July 13, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Review of Minutes:** Committee of the Whole June 14, 2021
- F. General Presentations**
- G. Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**
 - 1. Enrollment Update
 - 2. Early College IGA Renewals
 - Dual Credit (Boylan, Oregon, and South Beloit)
 - LTO (Belvidere, Byron, Meridian, and Winnebago)
 - Running Start (Durand)
 - 3. Discussion: Recognition of Juneteenth National Freedom Day
- H. Finance Discussion: Board Liaison Trustee Soltow**
 - 1. Purchase Report(s) (A and B)
 - 2. Cash and Investment Report
- I. Operations Discussion: Board Liaison Trustee Kearney**
 - 1. Personnel Report
 - 2. RVC College Events Calendar
 - 3. City of Belvidere Intergovernmental Agreement (Police)
 - 4. Athletic Programs Update
 - Division II Recommendation
 - Funding Bowling Recommendation
 - Adding Golf Recommendation
 - 5. Advanced Technology Center (ATC) Update
- J. Other Business**
 - 1. New Business
 - Meeting Schedule Changes for Board of Trustee Meetings
 - Discussion: Requested Donation to Women's Suffrage Centennial 2020 Committee
- K. Adjourn to Closed Session** to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees under Section 2 (c) (1) and/or 2) Collective negotiating matters per Section 2 (c) (2) and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), in accordance with the Illinois Open Meetings Act.
- L. Reconvene Open Session**
- M. Next Regular Board of Trustees meeting:** July 27, 2021, at 5:15 p.m.; Educational Resource Center (ERC), Performing Arts Room (PAR), Room 0214
- N. Next Committee of the Whole meeting:** August 9, 2021, at 6:30 p.m.; Woodward Technology Center (WTC), Room 1308.
- O. Adjourn**

Jarid Funderburg, Board Chair

**Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING
6:30 p.m. Monday, June 14, 2021**

MINUTES

On May 28, 2021, Governor Pritzker issued the seventeenth Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Therefore, under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

Meeting Location: *Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Dr. Howard Spearman, president of Rock Valley College, will be physically present at the meeting location. Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.*

Access to the Regular Board of Trustees Committee of the Whole meeting is provided via teleconference online <https://rockvalleycollege-edu.zoom.us/j/99964858990?pwd=WjZETmQ0ZGk5VldRWmZRbzFhdTkzdz09> or by phone at 312-626-6799 using Meeting ID: 999 6485 8990, Password: 320709. The meeting will include an opportunity for public comment. Any public member who wants to make a public comment can submit their public comment via email to RVC-BoardPC@rockvalleycollege.edu by 4:30 p.m. on June 14, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.

Call to Order

The Committee of the Whole meeting, held virtually via videoconference, was called to order at 6:31 p.m. by Chairperson Jarid Funderburg.

Roll Call

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

Mr. Jarid Funderburg	Ms. Gloria Cudia
Mr. Paul Gorski	Ms. Lynn Kearney
Mr. Bob Trojan	Mr. John Nelson
Ms. Evelyn Molina, Student Trustee	

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

Also Present: Dr. Howard Spearman, President; Mr. Ron Geary, Vice President of Academic Affairs and Campus Safety/Chief Academic Officer; Mr. Jim Handley, Vice President of Human Resources; Mr. Chris Lewis, Vice President of Workforce Development; Ms. Tiana McCall, Associate Vice President of Community Outreach & Strategic Partnerships; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Amanda Smith, Associate Vice President of Liberal Arts & Adult Education; Ms. Gina Caronna, Associate Vice President of Science, Technology, Engineering, & Math (STEM); Ms. Ellen Olson, Executive Director of Finance /Interim Chief Financial Officer; Dr. Lisa Mehlig, Executive Director of Outcomes Assessment/Higher Learning Commission Liaison; Ms. Heather

Snider, Vice President of Institutional Effectiveness & Communications; Mr. Rick Jenks, Chief of Police; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Attorney Joe Perkoski, Robbins Schwartz; Professor Paulette Gilbert; Ms. Barbara Simon, Chair of the Steering Committee for Women's Suffrage Centennial Project 2020

Communications and Petitions

There were no public comments.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the May 10, 2021 Committee of the Whole meeting.

General Presentations

Dr. Howard Spearman, president, introduced Professor Paulette Gilbert and Ms. Barbara Simon, chair of the steering committee for Women's Suffrage Centennial Project 2020 (WSC2020). Ms. Simon explained that the WSC2020 committee is a coalition of civic and women's advocacy organizations. WSC2020 planned a yearlong calendar of educational programs and artistic events related to suffrage and voting rights. The Committee is comprised of representatives from 14 northern Illinois organizations. After realizing that Rockford had no monuments to women of the city, they decided to begin a project of a sculpture that would honor women of the region. The central structure was installed and dedicated October 31, 2020, just south of the Log Lodge near the YMCA. The installation of six mosaic benches surrounding the central tower will take place in summer 2021. WSC2020 is looking to raise \$120,000 by selling tiles to be displayed on the sides of the benches. As of March 31, 2021, WSC2020 has raised \$87,290. WSC2020 needs a balance of \$32,110.

WSC2020 asked Rock Valley College (RVC) to donate \$5,000, which would be disbursed as \$2,500 for a recognition tile to be placed on a bench and \$2,500 for an endowment contribution.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the enrollment update. RVC's fiscal year 2022 enrollment for summer II and fall terms reflect data that was pulled last week when we were down about seven percent in the credit hours for summer II and approximately flat for fall; RVC is still taking enrollments for fall. Today, June 14, 2021, was the first day of summer II; the enrollment numbers as of today are somewhat similar for summer II and fall.

Trustee Trojan wanted to know the cut-off for the fall enrollment. Ms. Snider stated classes start mid-August; there will be a lot of push happening this summer with exploring events and enrollment initiatives. Trustee Trojan is hopeful that with two months to go that enrollment will go up.

Ms. Snider provided a follow-up to the May 12, 2021, Committee of the Whole discussion on the various programs that RVC invested in over the last few years and specifically the Trustee's request for additional information regarding the engineering program, the nursing program, and RVC downtown.

The Engineering Program: Ms. Snider shared that enrollment numbers have grown by 44% since opening the renovated Woodward Technology Center (WTC) and partnering with Northern Illinois University (NIU) for the NIU at RVC Engineering program.

Completion of courses for the Associate in Engineering Science (AES) has increased by 42%. Since the fiscal year 2017, 89 students have earned their Associate in Engineering Science Degree; 57 of those students have transferred to NIU; Ten percent have transferred to other four-year institutions. Twenty-seven (27) Associate in Engineering Science completers have gone on to earn Bachelor Degrees; one has earned a Master's Degree; 26 of those Bachelor Degrees and the Master's Degree was earned from NIU.

Trustee Trojan would like Ms. Snider to pass on this latest information to the foundation since they spearheaded the NIU at RVC Engineering partnership. Trustee Trojan thinks they would be most pleased with the results.

Nursing Programs: Associate Degrees in Nursing (ADN) enrollment has grown approximately five percent since the opening of the Health Sciences Center (HSC). RVC had 196 students transfer from RVC to OSF St. Anthony College of Nursing from 2017 to 2019. What RVC is seeing is students are transferring with an Associate's Degree in Science rather than the Associate's Degree in Nursing, or simply by earning some general education credits. In addition, RVC has had students transfer to other four-year institutions to complete their Bachelor in Science of Nursing (BSN).

RVC Downtown: With the RVC downtown data, it was asked why the decline in enrollment and what might be causing the decline. Ms. Snider checked some course offering factors and time of day factors and did not see any clear patterns. Ms. Snider added that RVC Downtown has had three locations. The original location, in Stuart Square opened in August of 2010. Due to a significant increase in the lease cost, RVC Downtown moved to 303 North Main Street in 2014 through 2015. The temporary location at 303 North Main Street was much smaller than the Stewart Square location, so RVC had to collapse the schedule and offer fewer classes, which reflects some of the decline. When RVC relocated into the Rockford Register Star building, the goal was to build that enrollment again by looking into what classes students might like and working with the community to offer internship opportunities at local businesses.

Trustee Trojan asked Ms. Snider if she has made the downtown information available to some of the downtown leaders. Ms. Snider said she has not personally had conversations with downtown leaders.

Trustee Nelson commented that from the very beginning, he has been against RVC being at the Rockford Register Star building. Trustee Nelson feels it is not a viable place for RVC to recruit students because of its lack of parking and the difficulty of getting through that part of the downtown area.

No further questions were asked, and the Trustees thanked Ms. Snider for her updates.

2. Strategic Enrollment Management Plan 4.0

Dr. Patrick Peyer, vice president of student affairs, presented the Strategic Plan timeline overview of RVC's strategic enrollment process. Fourteen (14) people make up the steering committee, all of whom reviewed and analyzed data to make recommendations.

Trustee Trojan asked if Dr. Peyer considered having outside community members on the committee besides Rock Valley College. Dr. Peyer said he would look into that request.

The steering committee for the Strategic Enrollment Management Plan determined specific goals, the first of which is access. This refers to how educational institutions and policies ensure or at least strive to ensure that students have equal and equitable opportunities to take full advantage of their education. Dr. Peyer explained the access initiatives and access action items.

The second goal is success, which is how well students are prepared to accomplish their current and future academic, personal, and professional goals by developing knowledge, a sense of responsibility and self-reliance, and connecting to the college and the wider community. Dr. Peyer explained the three success initiatives and the success action items.

The Access action and Success action committee meetings will kick-off in July. The Access Action Committee will meet monthly to track, monitor, and move items toward completion. The Success Action Committee will also meet monthly to track, monitor, and move items toward completion.

Trustee Trojan thought it would be a good idea to bring CEANCI into the Steering Committee. CEANCI coordinates with all of the high schools in the area, which would be an excellent first step to get them involved. Also, individual superintendents from area high schools would be good partners. Trustee Trojan made comment that for future presentations he would like to see the goals first followed by committee information showing who is helping to work on the steering committee.

Trustee Cudia inquired about when the next update would be presented, and Dr. Peyer stated he would discuss that with Dr. Spearman.

3. Early College IGA Renewals Update

Mr. Ron Geary, vice president of academic affairs and campus safety / chief academic officer, presented an update on the Intergovernmental Agreement renewals for the Early College program. Mr. Geary presented a list of what Intergovernmental Agreements will be coming in during the next couple of months. Mr. Geary explained that his department had the agreements out to the schools in May; however, the contracts need to be presented to the high school boards, signed, and returned to RVC before being presented to the Board for approval.

Trustees would like a report of the number of students that have participated in the different programs over the last three years of participation and enrollment trends on the report. Mr. Geary believed that report had been presented in the fall but would check into it. Trustee Kearney wanted to know why not all schools were represented in the renewal update. Mr. Geary explained that RVC was getting all high schools on the same cycle for the Linking Talent with Opportunity, Dual Credit, Running Start, and Senior Semester programs.

Finance Discussion: Board Liaison Trustee Soltow

1. Purchase Reports

Ms. Ellen Olson, executive director of finance / interim chief financial officer, presented the purchase reports.

Purchase Report #763 A – FY21 Purchases:

A. Repairs and Cleanup - (Maintenance Services Plan Operations/Equipment: Emergency)			
1.	East Moline Sheet Metal Co.	Moline, IL	\$ 18,900.00 (1)*
B. Software Maintenance – (Instructional Supplies General: Physical Sciences)			
2.	Vernier Software and Technology	Beaverton, OR	\$ 12,816.00 (2)*
C. Software – (PPE Supplies: General Institutional Expenses)			
3.	Comevo	San Luis Obispo, CA	\$ 19,000.00 (3)*
D. Software – Instructional Service Contracts: GEER Grant)			
4.	Valsoft SARS, Inc.	San Rafael, CA	\$ 13,750.00 (4)*
E. Maintenance – (LED Lighting for Buildings)			
5.	To Be Determined		\$ x.xx (5)*
F. Maintenance – (LED Lighting for Buildings)			
6.	To Be Determined		\$ x.xx (6)*

Trustee Nelson asked if items E and F were union contractors who responded to the bids, and Ms. Olson was unsure as she had not seen the proposals. Trustee Nelson stated he would vote no if they were not union contractors. Trustee Gorski wanted to know why items E and F were bid out separately. Ms. Janet Taylor, executive director of plant operation, and maintenance (POM), responded that the Performing Arts

8.	Ad Astra	Overland Park, KS	\$ 100,000.00 (8)*
I.	Software Maintenance – (Operations and Maintenance Fund, POM Administration, Administrative Software)		
9.	Dude Solutions	Cary, NC	\$ 17,000.00 (9)*
J.	Software – (Other Contractual Services: Institutional Research and Planning)		
10.	Qualtrics, LLC	Provo, UT	\$ 15,000.00 (10)*
K.	Software – (Other Contractual Services: Institutional Research & Planning)		
11.	Watermark Insights	New York, NY	\$ 40,000.00 (11)*
L.	Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services Software Support)		
12.	Ellucian	Malvern, PA	\$ 914,000.00 (12)*

Item C, D, and E: Trustee Gorski asked if the College went out to bid on these items and Ms. Olson answered no. Trustee Gorski stated that the College should go out for bid next year as the College could get a lesser cost. He added that some vendors are on the state's approved list to offer reduced cost.

Purchase Report #763 D – FY22 Blanket Purchase Orders:

Ms. Olson reviewed the blanket purchase orders line by line consisting of vendor, city, state, description, the fiscal year 2021 amount, the fiscal year 2022 projected amount, and comments, and answered trustees' questions. Discussion ensued. Trustees would like to see a marketing plan regarding the advertising blanket purchase orders.

Purchase Report #763 E – FY21 Advanced Technology Center (ATC) Change Orders:

A.	Advanced Technology Center – (Operations and Maintenance Fund: ATC)		
1.	Stenstrom and Sons Construction	Rockford, IL	\$ 1,204.00 (1)*
B.	Advanced Technology Center – (Operations and Maintenance Fund: ATC)		
2.	Stenstrom and Sons Construction	Rockford, IL	\$ 1,363.00 (2)*
C.	Advanced Technology Center – (Operations and Maintenance Fund: ATC)		
3.	Stenstrom and Son Construction	Rockford, IL	\$ <960.00> (3)*
D.	Advanced Technology Center – (Operations and Maintenance Fund: ATC)		
4.	Stenstrom and Sons Construction	Rockford, IL	\$ 320.00 (4)*
E.	Advanced Technology Center – (Operations and Maintenance Fund: ATC)		
5.	Stenstrom and Sons Construction	Rockford, IL	\$ 9,867.00 (5)*
F.	Advanced Technology Center – (Operations and Maintenance Fund: ATC)		
6.	Stenstrom and Sons Construction	Rockford, IL	\$ <1,055.00> (6)*
G.	Advanced Technology Center – (Operations and Maintenance Fund: ATC)		
7.	Stenstrom and Sons Construction	Rockford, IL	\$ 1,256.00 (7)*
H.	Advanced Technology Center – (Operations & Maintenance Fund: ATC)		

8.	Stenstrom and Sons Construction	Rockford, IL	\$ 5,371.00 (8)*
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Trustees had no questions on Purchase Report #763E.

Purchase Report #763 F – FY22 Advanced Technology Center (ATC) Purchases:

A.	Advanced Technology Center – (Instructional Equipment: ATC)		
1.	TBD (To Be Determined)	\$	x.xx (1)*
B.	Advanced Technology Center – (Instructional Equipment: ATC)		
2.	TBD (To Be Determined)	\$	x.xx (2)*
C.	Advanced Technology Center – (Instructional Equipment: ATC)		
3.	TBD (To Be Determined)	\$	x.xx (3)*
D.	Advanced Technology Center – (Instructional Equipment: ATC)		
4.	TBD (To Be Determined)	\$	x.xx (4)*
E.	Advanced Technology Center – (Instructional Equipment: ATC)		
5.	TBD (To Be Determined)	\$	x.xx (5)*
F.	Advanced Technology Center – (General Institution: Higher Education and Coronavirus Response and Relief Supplemental Appropriations (HEERF))		
6.	TBD (To Be Determined)	\$	x.xx (6)*

Trustees had no questions.

2. Cash and Investment Report

Ms. Olson presented the cash and investment report. The total change in operating cash and investments since April 30, 2021, indicates were up \$1,015,731 due to receipt of the first installment of Boone and Winnebago Counties' property taxes. The \$1,376,789 change in capital funds was again due to the first installments of the Boone and Winnebago Counties' property taxes.

3. Fiscal Year 2021 Audit Update

Ms. Olson gave an update on the fiscal year 2021 audit. The College has started its audit season with the preliminary audit work for the college financial audit and a single audit for the grants. The auditors will be on-site the week of June 14, 2021. Trustees will be receiving an email from Sikich, LLP with a cover letter from Ms. Olson asking them to please complete their Statement on Auditing Standard Number 99 (SAS 99) response. The SAS 99 response helps the auditors with their risk assessment for fraud or any other areas of concern. Answers will go directly to Sikich, LLP, and will remain confidential.

4. Higher Education Emergency Relief Fund (HEERF) and Governors' Emergency Education Relief Fund (GEER) Update

Ms. Olson gave an overview of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which was passed into law on March 27, 2020. There is funding available for Higher Education Emergency Relief Fund (HEERF) in the CARES Act. RVC received \$12,702,212 in HEERF funds for institutional allocations; HEERF institutional funds used as of May 31, 2021, are \$1,638,439.58 for a remaining balance of \$11,063,772.42 to be used by May 2022. The HEERF student allocations are \$9,310,308; HEERF student funds used as of May 31, 2021, are \$2,148,550 for a remaining balance of \$7,161,758 to be used by May 2022. Ms. Olson explained the eligible

expenses, limitations, and requirements. Ms. Olson also explained how the institutional funds have been used to date and how RVC would utilize the remaining institutional funds.

Dr. Patrick Peyer presented an update on the Governor's Emergency Education Relief Fund (GEER) under the CARES Act. Total GEER funds received are \$446,297.00; GEER funds spent to date are \$362,898.30 with a balance of \$83,398.70. RVC has helped 700 students with the GEER fund.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the personnel report. Administration recommends that Yohanes Honu be appointed dean of mathematics and science effective July 1, 2021. The administration would also like to put a placeholder on the personnel report for the executive director of college communications, with an effective date to be determined. There were no departures. There was no further discussion.

2. Tornado Update

Ms. Olson presented an update on the tornado that hit the college in August 2020. Expenses for the tornado were approximately \$1.2 million. RVC is expecting insurance to cover everything except a portion of the tree removal. The amount of the tree removal that was not covered by insurance is \$96,750. RVC will be expensing that yet in June 2021.

Trustee Kearney wanted to know whose responsibility was to remove the trees on the east side of the campus by the apartment buildings next to the College. Ms. Olson referred to Ms. Janet Taylor to answer the question. Ms. Taylor informed the Board that the trees along the fence that are down are on the apartment side. Therefore, it is the responsibility of the apartment complex to have them removed.

Trustee Nelson asked why the insurance did not cover \$96,000 of the tree removal. Ms. Olson stated that as a general rule removal for trees that did not fall on any building is not covered by insurance. However, through some negotiations, the insurance company was willing to cover \$100,000 of that expense.

Dr. Spearman added that Ms. Taylor's team had done a remarkable job helping to facilitate the process, from structural damage to tree damage, and Dr. Spearman commended them for a job well done. They have been working hard all year and have done an outstanding job.

3. COVID-19 Update

Chief Rick Jenks presented the COVID-19 update. RVC has 221 positive COVID-19 cases with students and 45 positive cases with employees; 238 close contacts with students, and 90 close contacts with employees; RVC Police Department has done 1,128 contact traces for COVID-19 to date.

The regulations on COVID-19 have now shifted from state and local to federal CDC guidance. The Governor's Executive Order referring to face coverings states that any individual who is not fully vaccinated and who is over age two and able to medically tolerate a face covering should cover their nose and mouth with a face covering when in a public place when unable to maintain a six-foot social distance.

Chief Jenks stated that the college's Phase 5 plan is currently in a draft version and under attorney review. Some of the highlights of the Phase 5 plan are: individuals who have not been vaccinated should still wear their masks inside any RVC building, per the CDC recommendations for higher education; vaccinated individuals will not need to wear a mask outside or indoors; common areas will re-open; FPOM will continue with Omni-Shield and the Clorox 360 program; all food restrictions will be lifted except for the use of communal food like pizza and donuts; in-person tutoring and testing can resume.

Chief Jenks stated once the Phase 5 plan has been approved, RVC will start sending out information to the college community, the final version will be presented to the RVC Board, and once the Board has approved it, RVC will start the implementation.

Trustee Cudia wanted to know if RVC would ask students/employees if they have been vaccinated. Chief Jenks stated no verification of vaccination would be requested. No further discussion ensued.

4. Cold Forming / Buckbee Update

Mr. Chris Lewis, vice president of workforce development, presented an update on the Buckbee property and the Cold Forming curriculum.

The City of Rockford has agreed to fund at no cost to RVC all renovations and/or upgrades to the Buckbee property. Trustee Gorski wanted to thank the City of Rockford for agreeing to fund the upgrades on the Buckbee location.

The Cold Forming curriculum currently allows students to complete 80 hours of the 120-hour lab portion online, reducing the face-to-face time to a maximum of 40 hours. RVC is preparing to offer the modified Cold Forming program for an additional year. RVC's recruiting strategy will facilitate a meeting with Winnebago County Sheriff Gary Caruana, State's Attorney J. Hanley, and Winnebago County Jail Superintendent, Bob Redmond to discuss expanding the correctional/ex-offender program to include Cold Forming. RVC will also pursue conversations to explore a program offering for high-functioning individuals with intellectual disabilities. RVC will closely monitor the progress around the Cold Forming program, and if efforts do not present better results, RVC will make the appropriate adjustments.

5. Local Chambers of Commerce Membership Update

Mr. Lewis presented the Chamber of Commerce membership update to consider RVC becoming members in the Chambers of Commerce in the RVC servicing region. Mr. Lewis explained the registration and membership fees, where RVC would fall in the membership categories and some of the pros of becoming a member. RVC could be a part of some of the identified committees, community development, business development, and small business committees, to name a few. Mr. Lewis feels this would be an excellent opportunity for RVC to expand on the workforce education side.

Discussion ensued, and while some trustees agreed that it should be "all or nothing," others said they felt it was a bad idea to take that "all or nothing" approach.

6. Advanced Technology Center (ATC) Update

Ms. Olson presented the ATC update. Ms. Olson explained the total budget was \$15,415,000; budget spent to date is \$4,095,332.18; and budget approved to date is \$10,639,219.48. The total project construction approved is \$8,305,000 but the project construction spent thus far is \$3,736,086.42. The total project furniture, fixtures and equipment (FFE) approved is \$2,131,015 but the total FFE spent currently is \$156,041.28. Ms. Olson included in the update the total of the ATC change orders to date of \$22,634.

Other Business

There was no new or unfinished business.

Adjourn to Closed Session

At 9:45 p.m., a motion was made by Trustee Nelson, seconded by Trustee Kearney, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific

employees in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or the purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 10:24 p.m., a motion was made by Trustee Kearney, seconded by Trustee Gorski, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees meeting will be held on June 22, 2021, at 5:15 p.m., held remotely via videoconference.

Next Committee of the Whole Meeting

The next Committee of the Whole meeting will be held July 12, 2021, at 6:30 p.m., held remotely via videoconference.

Adjourn

At 10:28 p.m., a motion was made by Trustee Kearney, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous voice vote.

Submitted by: Tracy Luethje

Robert Trojan, Secretary

Jarid Funderburg, Chairperson

FY2022 Enrollment Update

Board of Trustees Committee of the Whole – July 13, 2021

Term	Unduplicated Headcount				Credit Hours			
	FY2021	FY2022	Change	% Change	FY2021	FY2022	Change	% Change
Summer II	2,140	1,978	-162	-7.57%	9,811	8,854.5	-956.5	-9.75%
Fall	3,929	4,036	107	2.72%	42,062.5	42,076	13.5	0.03%
Winterim								
Spring								
Summer I								

Source: FY2022 Summer II Enrollment Ticker and FY2022 Fall Enrollment Ticker (07/06/2021)

Current Dual Credit MOUs and IGAs with Rock Valley College

LTO Dual Credit MOUs	District	Current Effective Dates	B.O.T Approval Date	Renewal Effective Dates	B.O.T Expected Approval Date	Student Participation for Fall 2020	Student Participation for Spring 2021
	Belvidere	August 1, 2020 – June 30, 2021	July 2020	August 1, 2021- June 30, 2022	July 2021	32	21
	Byron	August 1, 2020 – June 30, 2021	August 2020	August 1, 2021- June 30, 2022	July 2021	49	51
	Harlem	August 1, 2020 – June 30, 2021	August 2020	August 1, 2021- June 30, 2022	July 2021	69	45
	Meridian	August 1, 2020 - June 30, 2021	July 2020	August 1, 2021- June 30, 2022	July 2021	82	43
	RPS	August 1, 2020 - June 30, 2021	October 2020	August 1, 2021- June 30, 2022	August 2021	50	83
	Winnebago	August 1, 2020 – June 30, 2021	July 2020	August 1, 2021- June 30, 2022	July 2021	-	50
Dual Credit MOUs	District	Current Effective Dates	B.O.T Approval Date	Renewals Effective Dates	B.O.T Expected Approval Date	Student Participation for Fall 2020	Student Participation for Spring 2021
	Boylan	August 1, 2020- June 30, 2021	August 2020	August 1, 2021- June 30, 2022	July 2021	4	6
	Oregon	August 1, 2020 – June 30, 2021	August 2020	August 1, 2021- June 30, 2022	July 2021	7	-
	Pecatonica	August 1, 2020 – June 30, 2021	August 2020	August 1, 2021- June 30, 2022	July 2021	-	12
	South Beloit	August 1, 2020 - June 30, 2021	July 2020	August 1, 2021- June 30, 2022	July 2021	21	13
Running Start IGAs	District & student participation limits	Current Effective Dates	B.O.T Approval Date	Renewals Effective Dates	B.O.T Expected Approval Date	Student Participation for Spring 2021 Year 1	Student Participation for Spring 2021 Year 2

	Belvidere (no limits)	June 23, 2020 – June 30, 2022	June 2020	June 2022 – June 30, 2024	June 2022	49 (4 of them are going 1 year)	35
	Durand (no limits)	June 23, 2020 – June 30, 2021	June 2020	July 2021 - June 30, 2022	July 2021	3	5
	Harlem (12 per year)	June 23, 2020 – June 30, 2022	June 2020	June 2022 – June 30, 2024	June 2022	11	11
	North Boone (no limits)	June 23, 2020 – June 30, 2022	June 2020	June 2022 – June 30, 2024	June 2022	16 (2 of them are doing 1 year)	7
	Pecatonica (no limits)	June 23, 2020 – June 30, 2022	June 2020	June 2022 – June 30, 2024	June 2022	1	-
	RPS (40 total)	June 23, 2020 – June 30, 2022	June 2020	June 2022 – June 30, 2024	June 2022	20	13
	South Beloit (no limits)	June 23, 2020 – June 30, 2022	June 2020	June 2022 – June 30, 2024	June 2022	8	8
	Winnebago (no limits)	July 30, 2020 – June 30, 2022	July 2020	June 2022 – June 30, 2024	June 2022	14 (2 of them are doing 1 year)	11
Senior Semester IGA	District & student participation limits	Current Effective Dates	B.O.T Approval Date	Renewals Effective Dates	B.O.T Expected Approval Date	Student Participation for Spring 2020	Student Participation for Spring 2021
	RPS (20 total)	Dec. 15, 2020 – June 30, 2021	Dec. 2020	July 2021 – June 30, 2022	August 2021	10	12

**2021-2022 Dual Credit Memorandum of Understanding
Between Boylan Catholic High School and Rock Valley College**

BACKGROUND:

To provide consistency across districts and align with the Dual Credit Quality Act, Rock Valley College has developed a Memorandum of Understanding to utilize with districts offering dual credit through the College at the high school for courses not included in the Linking Talent with Opportunities pathways initiative. These dual credit courses are taught by qualified high school instructors and are designed to provide qualified students the opportunity to receive college credit while in high school.

The school district will provide at their cost a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois 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 planned to be taught at the District as dual credit for the 2021-2022 academic year.

RECOMMENDATION:

It is recommended that the Rock Valley College Board of Trustees approve the Dual Credit Memorandum of Understanding between Rock Valley College and Boylan Catholic High School beginning August 1, 2021, and ending June 30, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Memorandum of Understanding – Boylan Catholic HS

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 9th day of June, 2021 between Boylan Catholic High School ("School District"), located at 400 St. Francis Drive, Rockford, Illinois 61103 and Rock Valley 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 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 Credit Program certain agreed upon "dual credit courses" as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that School District will:
 - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings;
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach:
 - i. Dual credit instructors submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. School District completes *Instructor Verification* form to verify official transcripts and formal identification are on record at District office for ICCB and HLC auditing purposes.

- d. 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 course. Dual credit course rosters will be used for Rock Valley College course registration;
- e. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
- f. 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;
- g. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of class each semester;
- h. Be responsible for School District Dual Credit Instructors collaborating with Early College department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework;
- i. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor bootcamps and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
- j. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, 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;
- k. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;
- l. Ensure that all students enrolled in dual credit sections 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;

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

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;

- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
 - d. Provide the School District with a list of the current approved textbooks for dual credit courses being taught at the School District;
 - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Illinois Community College Board and Rock Valley College qualifications to teach dual credit requirements;
 - f. Provide the School District with all appropriate forms, including but not limited to a copy the academic calendar, registration forms, certified class lists, and final grade reports;
 - g. Provide guidance on appropriate placement of students using multiple measures;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
 - i. Review this MOU annually for accuracy and pricing; and
 - j. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
 7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
 8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2021-2022 academic year and will waive associated student fees.
 9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
 10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
 11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
 12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit.

13. This agreement will be in effect August 1, 2021 and end on June 30, 2022.

Michael M. KAGAN

Michael M. Kagan 6/9/21
High School Superintendent Date

Rock Valley College President Date

Board of Education Date

Rock Valley College Board of Trustees Date

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Boylan Catholic High School dual credit effective during this agreement: ART 131 Introduction to Visual Arts.

Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Bootcamps where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the bootcamps, if desired. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework.

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 Online Services. 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.
2. Instructors complete the Enrollment Verification ("EVR") process by the assigned **drop date** to the high school roster **matches** the Rock Valley College course roster of registered students.
 - a) Drop any student who has never attended the course.
 - 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 in Online Services 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.
 - d) Mark "W" for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking 'W' for any student.
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 Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

*Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

**2021-2022 Dual Credit Memorandum of Understanding
Between Oregon School District #220 and Rock Valley College**

BACKGROUND:

To provide consistency across districts and align with the Dual Credit Quality Act, Rock Valley College has developed a Memorandum of Understanding to utilize with districts offering dual credit through the College at the high school for courses not included in the Linking Talent with Opportunities pathways initiative. These dual credit courses are taught by qualified high school instructors and are designed to provide qualified students the opportunity to receive college credit while in high school.

The school district will provide at their cost a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois 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 planned to be taught at the District as dual credit for the 2021-2022 academic year.

RECOMMENDATION:

It is recommended that the Rock Valley College Board of Trustees approve the Dual Credit Memorandum of Understanding between Rock Valley College and Oregon Community Unit School District #220 beginning August 1, 2021, and ending June 30, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Memorandum of Understanding – Oregon CUSD #220

Dual Credit
Memorandum of Understanding between
Rock Valley College and Oregon High School

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 21st day of June, 2021 between Oregon High School ("School District"), located at 206 South 10th Street, Oregon, Illinois 61061 and Rock Valley 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 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 Credit Program certain agreed upon "dual credit courses" as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that School District will:
 - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings;
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach:
 - i. Dual credit instructors submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. School District completes *Instructor Verification* form to verify official transcripts and formal identification are on record at District office for ICCB and HLC auditing purposes.

- d. 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 course. Dual credit course rosters will be used for Rock Valley College course registration;
 - e. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
 - f. 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;
 - g. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of class each semester;
 - h. Be responsible for School District Dual Credit Instructors collaborating with Early College department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework;
 - i. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor bootcamps and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
 - j. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, 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;
 - k. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;
 - l. Ensure that all students enrolled in dual credit sections 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;
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;

- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
 - d. Provide the School District with a list of the current approved textbooks for dual credit courses being taught at the School District;
 - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Illinois Community College Board and Rock Valley College qualifications to teach dual credit requirements;
 - f. Provide the School District with all appropriate forms, including but not limited to a copy the academic calendar, registration forms, certified class lists, and final grade reports;
 - g. Provide guidance on appropriate placement of students using multiple measures;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
 - i. Review this MOU annually for accuracy and pricing; and
 - j. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
 7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
 8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2021-2022 academic year and will waive associated student fees.
 9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
 10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
 11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
 12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit.

13. This agreement will be in effect August 1, 2021 and end on June 30, 2022.

	<u>Thomas Mahoney</u>	_____
High School Superintendent	<u>6.21.21</u>	_____
	Date	Rock Valley College President Date
		_____
<u>Bryan Wills</u>	<u>6.21.21</u>	_____
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 Oregon High School as dual credit effective during this agreement: LIT 144 Exploring Literature: Fiction.

Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Bootcamps where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the bootcamps, if desired. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework.

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 Online Services. 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.
2. Instructors complete the Enrollment Verification ("EVR") process by the assigned **drop date** to the high school roster **matches** the Rock Valley College course roster of registered students.
 - a) Drop any student who has never attended the course.
 - 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 in Online Services 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.
 - d) Mark "W" for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking 'W' for any student.
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 Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

*Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

**2021-2022 Dual Credit Memorandum of Understanding
Between South Beloit School District #320 and Rock Valley College**

BACKGROUND:

To provide consistency across districts and align with the Dual Credit Quality Act, Rock Valley College has developed a Memorandum of Understanding to utilize with districts offering dual credit through the College at the high school for courses not included in the Linking Talent with Opportunities pathways initiative. These dual credit courses are taught by qualified high school instructors and are designed to provide qualified students the opportunity to receive college credit while in high school.

The school district will provide at their cost a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois 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 planned to be taught at the District as dual credit for the 2021-2022 academic year.

RECOMMENDATION:

It is recommended that the Rock Valley College Board of Trustees approve the Dual Credit Memorandum of Understanding between Rock Valley College and South Beloit Community Unit School District #320 beginning August 1, 2021, and ending June 30, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Memorandum of Understanding – South Beloit CUSD #320

Dual 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 8th day of June, 2021 between South Beloit Community Unit School District ("School District"), located at 850 Hayes Avenue, South Beloit, Illinois 61080 and Rock Valley 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 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 Credit Program certain agreed upon "dual credit courses" as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that School District will:
 - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings;
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach:
 - i. Dual credit instructors submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. School District completes *Instructor Verification* form to verify official transcripts and formal identification are on record at District office for ICCB and HLC auditing purposes.

- d. 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 course. Dual credit course rosters will be used for Rock Valley College course registration;
 - e. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
 - f. 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;
 - g. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of class each semester;
 - h. Be responsible for School District Dual Credit Instructors collaborating with Early College department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework;
 - i. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor bootcamps and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
 - j. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, 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;
 - k. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;
 - l. Ensure that all students enrolled in dual credit sections 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;
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;

- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
 - d. Provide the School District with a list of the current approved textbooks for dual credit courses being taught at the School District;
 - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Illinois Community College Board and Rock Valley College qualifications to teach dual credit requirements;
 - f. Provide the School District with all appropriate forms, including but not limited to a copy the academic calendar, registration forms, certified class lists, and final grade reports;
 - g. Provide guidance on appropriate placement of students using multiple measures;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
 - i. Review this MOU annually for accuracy and pricing; and
 - j. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
 7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
 8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2021-2022 academic year and will waive associated student fees.
 9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
 10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
 11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
 12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit.

13. This agreement will be in effect August 1, 2021 and end on June 30, 2022.

Scott Fisher

Scott Fisher 6-10-21
High School Superintendent Date

_____ Date
Rock Valley College President

Scott Bonnet

Scott M. Bonnet 6/8/21
Board of Education Date

_____ Date
Rock Valley College Board of Trustees

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at South Beloit Community Unit School District as dual credit effective during this agreement: ENG 101 Composition I, and ENG 103 Composition II.

Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Bootcamps where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the bootcamps, if desired. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework.

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 Online Services. 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.
2. Instructors complete the Enrollment Verification ("EVR") process by the assigned **drop date** to the high school roster **matches** the Rock Valley College course roster of registered students.
 - a) Drop any student who has never attended the course.
 - 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 in Online Services 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.
 - d) Mark "W" for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking 'W' for any student.
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 Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

*Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

**2021-2022 Linking Talent with Opportunity Memorandum of Understanding
between Belvidere District 100 and Rock Valley College**

BACKGROUND:

Through the Linking Talent with Opportunity grant Rock Valley College received from the Community Foundation of Northern Illinois, Rock Valley College hired two Pathway Coordinators at the end of the spring 2018 semester to collaborate with our regional school districts to implement pathways at the high school, and assist students with transitioning to Rock Valley College upon high school graduation.

The Linking Talent with Opportunity pathways initiative with high schools in Rock Valley College's district is designed to provide qualified students the opportunity to enroll in dual credit classes at the high school in designated career and technical education pathways. These pathway courses lead to advance standing for certificate and degree opportunities. Furthermore, this pathway initiative will facilitate the transition of students from secondary coursework into Rock Valley College.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois 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 delivery of quality instruction.

Appendix A notes the courses planned to be taught at the District as dual credit for the 2021-2022 academic year.

RECOMMENDATION:

It is recommended that the Rock Valley College Board of Trustees approve the Linking Talent with Opportunity Memorandum of Understanding between Rock Valley College and Belvidere District 100 beginning August 1, 2021, and ending June 30, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Linking Talent with Opportunity Memorandum of Understanding – Belvidere CUSD #100

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Rock Valley College and Belvidere School District**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ^{1st}~~10th~~ day of ^{June}~~May~~, 2021 between Belvidere School District ("School District"), located at 1201 5th Ave, Belvidere, Illinois 61008 and Rock Valley 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 "Linking Talent with Opportunity" Program (hereinafter "LTO"); 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 LTO Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that School District will:
 - a. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - b. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach:
 - i. Dual credit instructors submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. School District completes *Instructor Verification* form to verify official transcripts and formal identification are on record at District office for ICCB and HLC auditing purposes.
 - c. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;
 - d. 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;

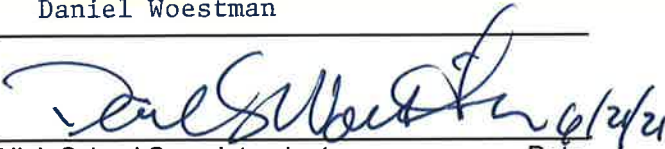
- e. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
- f. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- g. 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;
- h. Ensure that School District Articulated Credit Instructors submit high school course syllabus with identified learning outcomes and samples of class assignments, projects, and exams to Early College Department for review, 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;
- i. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of class each semester;
- j. Be responsible for School District Dual Credit Instructors collaborating with Early College department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework;
- k. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor bootcamps and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
- l. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, 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;
- m. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;
- n. Ensure that all students enrolled in dual credit sections 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;

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


- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
 - c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
 - d. Provide the School District with a list of the current approved textbooks for dual credit courses being taught at the School District;
 - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Illinois Community College Board and Rock Valley College qualifications to teach dual credit requirements;
 - f. Provide the School District with all appropriate forms, including but not limited to a copy the academic calendar, registration forms, certified class lists, and final grade reports;
 - g. Provide guidance on appropriate placement of students using multiple measures;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
 - i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
 - j. Review this MOU annually for accuracy and pricing; and
 - k. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2021-2022 academic year, with the exception of a single \$50.00 per-student enrollment fee for students enrolled in MEC 110, MEC 130 and MEC 140. Rock Valley College will also waive associated student fees for these courses.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.

- 10. Dual credit will be awarded to District 100 students who complete MEC 110, MEC 130, and MEC 140 with the understanding that District 100 and Rock Valley will work collaboratively to align the competencies of these courses.
- 11. 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.
- 12. 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.
- 13. 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.
- 14. This agreement will be in effect August 1, 2021 and end on June 30, 2022.

Daniel Woestman

	
High School Superintendent	Date
	Rock Valley College President
	Date

Allison Reid-Niemiec

	
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 Belvidere School District as dual credit effective during this agreement: ATG 110 Financial Accounting, ATM 106 Advanced Automotive Technology, MEC 110 Electrical Systems I, MEC 130 Robotics and Automation I, MEC 140 Advanced Manufacturing I, PCT 110 Network Essentials, and PCT 270 Introduction to UNIX/Linux.

Articulated Credit Courses

The following Belvidere School District courses are eligible for Rock Valley College articulated credit: Automotive Technology; credit for ATM 105 awarded upon successful completion of ATM 106. Computer Applications; credit for CIS 102 awarded upon successful completion of 3 credits of any CIS, PCT, or WEB. DC Networking and Coding; credit for PCT 262 awarded upon successful completion of PCT 110 or PCT 270. Human Disease and Medical Terminology; credit for HLT 110 awarded upon successful completion of NAD 101 OR 6 credits of BIO. Intro to Drafting; credit for MET 100 awarded upon successful completion of MET 110 or MEC 130 and MEC 110 and MEC140. RVC and D100 will be working through-out the 2021-2022 school year to add additional articulated courses, and to develop projects and assessments that could be used to award credit for articulated courses.

Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Bootcamps where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the bootcamps, if desired. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework.

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 Online Services. 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.
2. Instructors complete the Enrollment Verification ("EVR") process by the assigned **drop date** to the high school roster **matches** the Rock Valley College course roster of registered students.
 - a) Drop any student who has never attended the course.
 - b) Contact the District Early College Coordinator and 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 in Online Services 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.
 - d) Mark "W" for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. District Early College Coordinator must be notified prior to marking 'W' for any student.
4. District Early College Coordinator sends 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 Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

*Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course approximately 18 months prior to offering, but 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 Enrollment form immediately following the high school roster verification.
6. High School provides official, verified high school final grading roster to Early College upon completion of the 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.
 - a. Subsequent course(s), if taken as part of the high school pathway, must be enrolled in and successfully completed within two years of completing the articulated course; OR
 - b. Subsequent course(s), if taken after high school graduation, must be enrolled in and successfully completed within one year of completing the articulated course.
8. 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.
9. RVC will transcript articulated credit upon successful completion of subsequent course(s) within timeframe given above.

**2021-2022 Linking Talent with Opportunity Memorandum of Understanding
Between Byron School District #226 and Rock Valley College**

BACKGROUND:

Through the Linking Talent with Opportunity grant Rock Valley College received from the Community Foundation of Northern Illinois, Rock Valley College hired two Pathway Coordinators at the end of the spring 2018 semester to collaborate with our regional school districts to implement pathways at the high school, and assist students with transitioning to Rock Valley College upon high school graduation.

The Linking Talent with Opportunity pathways initiative with high schools in Rock Valley College's district is designed to provide qualified students the opportunity to enroll in dual credit classes at the high school in designated career and technical education pathways. These pathway courses lead to advance standing for certificate and degree opportunities. Furthermore, this pathway initiative will facilitate the transition of students from secondary coursework into Rock Valley College.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois 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 planned to be taught at the District as dual credit for the 2021-2022 academic year.

RECOMMENDATION:

It is recommended that the Rock Valley College Board of Trustees approve the Linking Talent with Opportunity Memorandum of Understanding between Rock Valley College and Byron Community Unit School District #226 beginning August 1, 2021, and ending June 30, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Linking Talent with Opportunity Memorandum of Understanding – Byron CUSD #226

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Rock Valley College and Byron High School**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 17th day of June, 2021 between Byron High School ("School District"), located at 696 N. Colfax Street, Byron, Illinois 61010 and Rock Valley 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 "Linking Talent with Opportunity" Program (hereinafter "LTO"); 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 LTO Program certain agreed upon "dual credit courses" as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that School District will:
 - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings;
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach:
 - i. Dual credit instructors submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. School District completes *Instructor Verification* form to verify official transcripts and formal identification are on record at District office for ICCB and HLC auditing purposes.

- d. 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 course. Dual credit course rosters will be used for Rock Valley College course registration;
 - e. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
 - f. 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;
 - g. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of class each semester;
 - h. Be responsible for School District Dual Credit Instructors collaborating with Early College department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework;
 - i. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor bootcamps and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
 - j. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, 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;
 - k. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;
 - l. Ensure that all students enrolled in dual credit sections 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;
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;

- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
 - d. Provide the School District with a list of the current approved textbooks for dual credit courses being taught at the School District;
 - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Illinois Community College Board and Rock Valley College qualifications to teach dual credit requirements;
 - f. Provide the School District with all appropriate forms, including but not limited to a copy the academic calendar, registration forms, certified class lists, and final grade reports;
 - g. Provide guidance on appropriate placement of students using multiple measures;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
 - i. Review this MOU annually for accuracy and pricing; and
 - j. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
 7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
 8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2021-2022 academic year and will waive associated student fees.
 9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
 10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
 11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
 12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit.

13. This agreement will be in effect August 1, 2021 and end on June 30, 2022.

Burt Burt

High School Superintendent

6/17/21
Date

Rock Valley College President

Date

Christina McInerney

Board of Education

6/17/21
Date

Rock Valley College Board of Trustees

Date

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Byron High School as dual credit effective during this agreement: ATG 110 Financial Accounting, BUS 130 Entrepreneurship Principles, CIS 102 Introduction to Computers and Information Systems, EDU 224 Introduction to Education, ENG 101 Composition I, HST 141 Western Civilization I, MTH 220 Elements of Statistics, NAD 101 Nursing Aide, and STU 103 Workplace Ethics.

Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Bootcamps where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the bootcamps, if desired. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework.

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 Online Services. 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.
2. Instructors complete the Enrollment Verification ("EVR") process by the assigned **drop date** to the high school roster **matches** the Rock Valley College course roster of registered students.
 - a) Drop any student who has never attended the course.
 - 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 in Online Services 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.
 - d) Mark "W" for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking 'W' for any student.
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 Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

*Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

**2021-2022 Linking Talent with Opportunity Memorandum of Understanding
Between Meridian School District #223 and Rock Valley College**

BACKGROUND:

Through the Linking Talent with Opportunity grant Rock Valley College received from the Community Foundation of Northern Illinois, Rock Valley College hired two Pathway Coordinators at the end of the spring 2018 semester to collaborate with our regional school districts to implement pathways at the high school, and assist students with transitioning to Rock Valley College upon high school graduation.

The Linking Talent with Opportunity pathways initiative with high schools in Rock Valley College's district is designed to provide qualified students the opportunity to enroll in dual credit classes at the high school in designated career and technical education pathways. These pathway courses lead to advance standing for certificate and degree opportunities. Furthermore, this pathway initiative will facilitate the transition of students from secondary coursework into Rock Valley College.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois 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 planned to be taught at the District as dual credit for the 2021-2022 academic year.

RECOMMENDATION:

It is recommended that the Rock Valley College Board of Trustees approve the Linking Talent with Opportunity Memorandum of Understanding between Rock Valley College and Meridian Community Unit School District #223 beginning August 1, 2021, and ending June 30, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Linking Talent with Opportunity Memorandum of Understanding – Meridian CUSD #223

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Rock Valley College and Meridian School District 323**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 3rd day of June, 2021 between Meridian School District 323 ("School District"), located at 207 W. Main Street, Stillman Valley, Illinois 61084 and Rock Valley 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 "Linking Talent with Opportunity" Program (hereinafter "LTO"); 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.

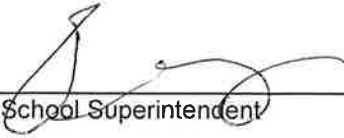
NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Rock Valley College will make available to eligible students participating in the LTO Program certain agreed upon "dual credit courses" as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that School District will:
 - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings;
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach:
 - i. Dual credit instructors submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. School District completes *Instructor Verification* form to verify official transcripts and formal identification are on record at District office for ICCB and HLC auditing purposes.

- d. 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 course. Dual credit course rosters will be used for Rock Valley College course registration;
 - e. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
 - f. 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;
 - g. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of class each semester;
 - h. Be responsible for School District Dual Credit Instructors collaborating with Early College department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework;
 - i. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor bootcamps and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
 - j. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, 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;
 - k. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;
 - l. Ensure that all students enrolled in dual credit sections 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;
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;

- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
 - d. Provide the School District with a list of the current approved textbooks for dual credit courses being taught at the School District;
 - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Illinois Community College Board and Rock Valley College qualifications to teach dual credit requirements;
 - f. Provide the School District with all appropriate forms, including but not limited to a copy the academic calendar, registration forms, certified class lists, and final grade reports;
 - g. Provide guidance on appropriate placement of students using multiple measures;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
 - i. Review this MOU annually for accuracy and pricing; and
 - j. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
 7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
 8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2021-2022 academic year and will waive associated student fees.
 9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
 10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
 11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
 12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit.

13. This agreement will be in effect August 1, 2021 and end on June 30, 2022.

 6-7-21
High School Superintendent Date

Rock Valley College President Date

 6/3/21
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 Meridian School District as dual credit effective during this agreement: CIS 102 Introduction to Computers and Information Systems, HLT 110 Medical Terminology, MTH 135 Calculus and MTH 220 Elements of Statistics.

Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Bootcamps where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the bootcamps, if desired. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework.

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 Online Services. 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.
2. Instructors complete the Enrollment Verification ("EVR") process by the assigned **drop date** to the high school roster **matches** the Rock Valley College course roster of registered students.
 - a) Drop any student who has never attended the course.
 - 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 in Online Services 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.
 - d) Mark "W" for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking 'W' for any student.
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 Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

*Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

**2021-2022 Linking Talent with Opportunity Memorandum of Understanding
Between Winnebago School District #323 and Rock Valley College**

BACKGROUND:

Through the Linking Talent with Opportunity grant Rock Valley College received from the Community Foundation of Northern Illinois, Rock Valley College hired two Pathway Coordinators at the end of the spring 2018 semester to collaborate with our regional school districts to implement pathways at the high school, and assist students with transitioning to Rock Valley College upon high school graduation.

The Linking Talent with Opportunity pathways initiative with high schools in Rock Valley College's district is designed to provide qualified students the opportunity to enroll in dual credit classes at the high school in designated career and technical education pathways. These pathway courses lead to advance standing for certificate and degree opportunities. Furthermore, this pathway initiative will facilitate the transition of students from secondary coursework into Rock Valley College.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois 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 planned to be taught at the District as dual credit for the 2021-2022 academic year.

RECOMMENDATION:

It is recommended that the Rock Valley College Board of Trustees approve the Linking Talent with Opportunity Memorandum of Understanding between Rock Valley College and Winnebago Community Unit School District #323 beginning August 1, 2021, and ending June 30, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Linking Talent with Opportunity Memorandum of Understanding – Winnebago CUSD #223

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Rock Valley College and Winnebago School District 323**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 21ST day of JUNE, 2021 between Winnebago School District 323 ("School District"), located at 304 East McNair Road, Winnebago, Illinois 61088 and Rock Valley 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 "Linking Talent with Opportunity" Program (hereinafter "LTO"); 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 LTO Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that School District will:
 - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach:
 - i. Dual credit instructors submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. School District completes *Instructor Verification* form to verify official transcripts and formal identification are on record at 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 May for the fall semester and October for the spring semester, 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 Articulated Credit Instructors submit high school course syllabus with identified learning outcomes and samples of class assignments, projects, and exams to Early College Department for review, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of class each semester;
- k. Be responsible for School District Dual Credit Instructors collaborating with Early College department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework;
- l. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor bootcamps and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;

- o. Ensure that all students enrolled in dual credit sections 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;
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
 - c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
 - d. Provide the School District with a list of the current approved textbooks for dual credit courses being taught at the School District;
 - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Illinois Community College Board and Rock Valley College qualifications to teach dual credit requirements;
 - f. Provide the School District with all appropriate forms, including but not limited to a copy the academic calendar, registration forms, certified class lists, and final grade reports;
 - g. Provide guidance on appropriate placement of students using multiple measures;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
 - i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
 - j. Review this MOU annually for accuracy and pricing; and
 - k. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.

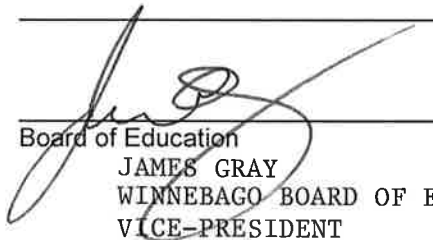
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2021-2022 academic year and will waive associated student fees.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. This agreement will be in effect August 1, 2021 and end on June 30, 2022.



JOHN SCHWUCHOW
High School Superintendent

6/21/2021
Date

Rock Valley College President Date



Board of Education
JAMES GRAY
WINNEBAGO BOARD OF EDUCATION
VICE-PRESIDENT

6/21/2021
Date

Rock Valley College Board of Trustees Date

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Winnebago School District as dual credit effective during this agreement: BIO 103, Introductory Life Science; BIO 104, Introductory Life Science Lab; ENG 101, English Composition; MTH 135, Calculus W/Analytic Geometry; and MTH 220, Elements of Statistics.

Articulated Credit Courses

The following Winnebago High School courses are eligible for Rock Valley College articulated credit: Introduction to Engineering Design, Principles of Engineering, or Engineering Design and Development; credit for EGR 101 awarded upon successful completion of EGR 135.

Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Bootcamps where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the bootcamps, if desired. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework.

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 Online Services. 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.
2. Instructors complete the Enrollment Verification ("EVR") process by the assigned **drop date** to the high school roster **matches** the Rock Valley College course roster of registered students.
 - a) Drop any student who has never attended the course.
 - 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 in Online Services 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.
 - d) Mark "W" for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking 'W' for any student.
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 Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

*Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course approximately 18 months prior to offering, but 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 Enrollment form immediately following the high school roster verification.
6. High School provides official, verified high school final grading roster to Early College upon completion of the 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 within two years of completing the articulated course; not to exceed one year after 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. RVC will transcript articulated credit upon successful completion of subsequent course(s) within timeframe given above.

2021-2022 Running Start Program – Durand School District #322

BACKGROUND:

Running Start is a formal program that allows qualified students from Durand 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 Durand 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 both in high school and college; at the same time, they can still elect to participate in sports and activities, such as student government, at their high schools. The Running Start program provides students additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college. The financial arrangement between Rock Valley College and Durand School District #322 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start students and pay the College 25% of the cost associated with this tuition and fees calculation for students enrolling in their second year of the program. Participating students will then be financially responsible to pay the remaining balance of tuition and fees, along with covering the costs for any repeated courses and the cost of textbooks and course supplies. The District’s financial assistance is phased out per this agreement for participating students beginning their first year in the program; new participating students will be financially responsible to pay the full amount of tuition and fees and all other associated program costs.

RECOMMENDATION:

It is recommended that the Rock Valley College Board of Trustees approve the Running Start Intergovernmental Agreement with Durand Community Unit School District #322 effective July 27, 2021, the date it has been approved and fully executed by both the Board of Education of District #322 and the Board of Trustees of Rock Valley College, for classes beginning August 16, 2021.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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

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 High School, 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 a DISTRICT high school 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 half of the cost equivalent of tuition and fees for courses taken per student per school year for second-year Running Start students and 25% of the cost equivalent of tuition and fees for courses taken per student per school year for first-year Running Start students. The COLLEGE will then charge the remaining cost of tuition and fees directly to each individual participating student.
- E. If a DISTRICT student is not successful academically or is not meeting Running Start academic standards at the midterm grading period, COLLEGE will notify the DISTRICT Counselor within two weeks after the midterm date.
- F. At semester end, COLLEGE will provide the DISTRICT Counselor with student transcripts 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 will be responsible for communicating to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules.
- 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 8).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix 8).
- 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 75% of the tuition and fees for second-year Running Start students and 100% of the tuition and fees for first-year Running Start students.
- M. DISTRICT will calculate the cost equivalent of 25% tuition and fees for second-year Running Start students and 0% of the cost equivalent of tuition and fees for first-year students with the assistance of the COLLEGE for the courses taken per Running Start student and pay the COLLEGE the cost associated with this tuition and fees calculation.

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 half of the tuition and fees for STU 100 Planning for Success, and each individual participating Running Start student will pay the remaining cost of tuition and fees for this course.
- 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.

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 Acceptance 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 Durand High School 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.
- J. Student will earn a cumulative grade point average of 2.5 or better or be placed on Academic Probation for one semester and be required to develop an Individual Academic Recovery Plan. Students who fail to raise their grade point average to 2.5 or higher 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. 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.
- C. 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 7.E, below.

Section 7 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, 2022. 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 Community Unit
DISTRICT No. 322
Att'n: Superintendent
200 West South Street
Durand, IL 61104
Facsimile: (815) 248-2599

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

with a copy to counsel:
Phil Gerner
Robbin-Schwartz
55 W. Monroe St. - Suite 800 Chicago,
IL 60603-5144
Facsimile: (815) 332-7768
Email: pgerner@robins-schwartz.com

with a copy to counsel:
Joseph J. Perkoski
Robbins-Schwartz
55 W. Monroe St. - Suite 800
Chicago, IL 60603-5144
Facsimile: (312) 332-7768
Email: jperkoski@robins-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 one and the same instrument. Counterparts may be exchanged in PDF format by email.

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

Board of Education
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



Date

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, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
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.
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 high school counselor to complete steps outlined in Appendix B.

APPENDIX B

DISTRICT Procedures to Fulfill Qualifications and Admissions

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

1. DISTRICT Counselors determine list of students who are qualified.
2. DISTRICT Counselors determine who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Admission.
4. DISTRICT Counselors send interested students to RVC to take the Accuplacer placement test. (RVC Application for Admission must be completed first.)
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. COLLEGE Testing coordinators provide students the Accuplacer testing results.
7. DISTRICT students deliver the Accuplacer testing results to the DISTRICT Counselor.
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 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 qualified students to RVC.
11. RVC generates an Accuplacer test results report based on the RVC student ID's provided to COLLEGE by DISTRICT.
12. RVC compiles the Accuplacer test results that describes college readiness based on the Accuplacer Test scores. The Accuplacer test results data will indicate all DISTRICT students who are qualified and not qualified for Running Start based on Accuplacer scores. RVC will send the report to DISTRICT to complete the DISTRICT selection process.
13. After DISTRICT selection process is conducted, DISTRICT will send final and approved DISTRICT Running Start student list to RVC.
14. RVC sends acceptance packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. Accepted DISTRICT students return completed acceptance packet forms.
16. DISTRICT manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Running Start program OR placement on DISTRICT waiting list.
18. DISTRICT Counselors or Staff send transcripts to RVC of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
19. Based on transcripts, if a student no longer meets Running Start eligibility requirements, RVC will notify DISTRICT to then inform impacted student.
20. Students and DISTRICT Counselors are responsible for ensuring students will

meet Durand High School graduation requirements.

21. RVC provides block schedules to DISTRICT Counselor for students enrolled in the DISTRICT Running Start program.
22. DISTRICT Counselors work with students to choose schedules during each semester in the program.
23. DISTRICT Counselor works with DISTRICT students and RVC on any changes to block schedules offered to the DISTRICT.
24. RVC provides students access to college advisors to assist with scheduling as needed.
25. 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.
26. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to RVC for processing.
27. RVC provides student transcripts to DISTRICT Counselor for each semester completed by participating students as soon as the transcripts become available.

MEMORANDUM

TO: Rock Valley College Board of Trustees
RE: Recognition of Juneteenth National Freedom Day
DATE: July 13, 2021 Committee of the Whole Meeting

Illinois Governor Pritzker signed legislation on June 16, 2021 amending the State Commemorative Dates Act, which provides that Juneteenth National Freedom Day shall be observed on June 19 of each year as a holiday throughout the State. Prior to this legislation, June 19 was not a holiday and Juneteenth was observed on the third Saturday of June of each year. The new legislation states that when June 19 falls on a Saturday or Sunday, neither the preceding Friday nor the following Monday shall be held or considered as a paid holiday. This legislation is effective January 1, 2022.

Options To Recognize Juneteenth National Freedom Day:
Acknowledge the Day or Honor as a Paid Holiday for RVC Employees

1. Effective immediately, acknowledge Juneteenth National Freedom Day with suitable observances but not as a paid day off for RVC employees. This would not affect the previously approved 2022-2023 Academic Calendar and classes would be held as scheduled. OR
2. Recognize Juneteenth National Freedom Day following provisions of the new state legislation. IMPLICATIONS: Close Rock Valley College on June 19 of each calendar year. Employees will receive a paid holiday if June 19 falls on Monday through Friday. Employees will not receive a paid holiday on either the preceding Friday or the following Monday if June 19 falls on a Saturday or Sunday. A draft of an Amended 2022-2023 Academic Calendar showing implications of this new holiday is attached. OR
3. Honor Juneteenth National Freedom Day as an additional paid holiday for RVC employees. IMPLICATIONS: Amend Board Policy 2:10.050 “Official College Holidays” to add Juneteenth National Freedom Day as an official Rock Valley College holiday. Following the College’s past practice for observing holidays that fall on a Saturday or Sunday, if June 19 falls on a Saturday, the College will be closed on the preceding Friday, and employees will receive a paid holiday. If June 19 falls on a Sunday, the College will be closed on the following Monday, and employees will receive a paid holiday. This change requires discussion with the Academic Council due to the impact on students and classroom hours on the previously approved 2022-2023 Academic Calendar.

NEXT STEPS: If trustees choose either Option 2 or Option 3, Administration will proceed to add Juneteenth National Freedom Day to the previously approved 2022-2023 Academic Calendar and to all future Academic Calendars, which will allow time for thorough discussion with the Academic Council regarding the impact on students and classroom hours.

Amended Academic Calendar for 2022-2023

2022 SUMMER SESSION II

EIGHT-WEEK SESSION (28 days plus 2 final exam days)

FOUR-WEEK SESSION (14 days plus 1 final exam day)

SECOND FOUR-WEEK SESSION (14 days plus 2 final exam days)

June 13 (Monday)..... Classes Begin for First 4-week and 8-week Sessions of Session II
June 19 (Sunday)..... Juneteenth National Freedom Day
July 4 (Monday) No Classes
July 7 (Thursday)..... Final Exam Day for First 4-week classes of Session II
No Classes for 8 week classes
July 11 (Monday)..... Classes Begin for Second 4-week Session of Session II
August 2 (Tuesday) End of Classes
August 3 & 4 (Wednesday, Thursday) Final Exams for Session II
August 7 (Sunday)..... Grades Due By 11:59pm Sunday Night

2022 FALL SEMESTER

August 13 (Saturday)..... Weekend Classes Begin
August 15 (Monday)..... Weekday Classes Begin
September 3, 4, 5 (Saturday, Sunday, Monday) No Classes
September 6 (Tuesday)..... Faculty & Staff Development Day/No Classes
November 23, (Wednesday)..... Fall Recess/No Classes
November 24, 25, 26, 27 (Thursday, Friday, Saturday, Sunday) No Classes
December 2 (Friday)..... End of Weekday Classes
December 3 (Saturday)..... End of Weekend Classes
December 5-9 (Monday-Friday)..... Final Exams for Weekday Classes
December 10 (Saturday)..... Final Exams for Weekend Classes
December 11 (Sunday)..... Grades Due by 11:59pm Sunday Night

2023 SPRING SEMESTER

January 13 (Friday)..... Faculty Development Day
January 14 (Saturday)..... Weekend Classes Begin
January 16 (Monday)..... No Classes
January 17 (Tuesday)..... Weekday Classes Begin
March 12-19 (Sunday- Sunday)..... Spring Recess - No Weekday or Weekend Classes
March 20/25 (Mon/Sat) Weekday / Weekend Classes Resume
April 6 (Thursday)..... Faculty & Staff Development Day/No Classes
April 7, 8, 9 (Fri, Sat, Sun) No Classes
May 6 (Saturday) End of Weekend Classes
May 12 (Friday) End of Weekday Classes
May 13-19 (Saturday, Mon, Tues, Wed, Thurs, Fri) Final Exams for Weekend & Weekday Classes
May 19 (Friday) at 6PM Commencement Exercises
May 21 (Sunday)..... Grades Due By 11:59pm Sunday Night

2023 SUMMER SESSION I - FOUR-WEEK SESSION (14 days plus 1 final exam day)

May 22 (Monday)..... Classes Begin
May 29 (Monday)..... No Classes
June 15 (Thursday)..... Final Exams
June 18 (Sunday)..... Grades Due By 11:59pm Sunday Night

**Most classes (16-week) begin this week. Check class schedule for specific dates.*

Purchase Report #765 A – FY22 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Scholarships – ((External) Private Donor Scholarships)

Northern Illinois University DeKalb, IL

\$80,000.00*(1)

1. This is for the funds being sent to Northern Illinois University (NIU) for the engineering scholarship awards through Rock Valley College Foundation's Engineering Our Future Campaign. The scholarships are from donor dollars given to support students in the 3rd and 4th years of the NIU@RVC Program.

FY22 Foundation Pass-through Expense

B. Charter Bus Service – (Auxiliary Enterprise Funds)

Windstar Carroll, IA

\$100,000.00*(2)

2. This is for the Charter Bus Service for the Rock Valley College Athlete Teams for the period August 1, 2021, through June 30, 2022. The amount requested does not include the Regional Game Travel costs as those dates and places are unknown at this time. This is the first of two one-year renewals against Bid# 20-02.

FY22 Budgeted Expense

C. Software – (HEERF: General Institutional Expenses)

Blackboard Ally Reston, VA

\$24,500.00*(3)

3. This software program focuses on making digital content more accessible to the students by giving faculty the ability to generate alternative formats, including refreshable braille displays for students to utilize. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund II / Higher Education and Coronavirus Response and Relief Supplemental Appropriations Act (HEERF CRRSAA).

FY22 Grant Expense

Purchase Report #765 A – FY22 Purchases

D. Printing – (HEERF: General Institutional Expenses)

Action Printing Fond du Lac, WI

\$23,210.00*(4)

4. This expense is for the printing of the Fall 2021 Community Education/Whiz Kids class schedule booklet to be mailed to all Winnebago and Boone County Households. The cost of printing this schedule booklet will count towards and reduce the Fiscal Year 2022 advertising contract requirement of \$100,000.00 spend with the Rockford Register Star due to both companies falling under the Gannett Company umbrella. Funding for this expense will be covered by the Higher Education Emergency Relief Fund II / Higher Education and Coronavirus Response and Relief Supplemental Appropriations Act (HEERF CRRSAA).

FY22 Grant Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report #765 B - FY21 Advanced Technology Center (ATC)**Change Orders**

Recommendation: Board approval for items marked with an asterisk

A. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom & Sons Construction Rockford, IL **\$24,513.00(1)***

1. Change Order #11 is for revisions to door hardware and locks (PR-004). This will be drawn against the construction allowance approved on Board Report #7774/Purchase Report #757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

B. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom & Sons Construction Rockford, IL **\$1,433.00(2)***

2. Change Order #18 is for the saw cutting and patching of the floor at the front entrances. This will be drawn against the construction allowance approved on Board Report #7774/Purchase Report #757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

C. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom & Sons Construction Rockford, IL **\$823.00(3)***

3. Change Order #24 is for the revision to the IT Network rack, additional data port, and plywood on the walls for mounting the equipment. This will be drawn against the construction allowance approved on Board Report #7774/Purchase Report #757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

D. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom & Sons Construction Rockford, IL **<\$1,247.00> (4)***

4. Change Order #30 is a credit for eliminating of the floor finish in the Truck Driver Training waiting area. This credit will be applied against the construction allowance approved on Board Report #7774/Purchase Report #757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Purchase Report #765 B - FY21 Advanced Technology Center (ATC)**Change Orders**E. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom & Sons Construction Rockford, IL** **\$13,988.00(5)***

5. Change Order #31 is for Vinyl Plank flooring for the front lobby. This expense will be drawn against the construction allowance approved on Board Report #7774/Purchase Report #757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

F. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom & Sons Construction Rockford, IL** **<\$3,705.00> (6)***

6. Change Order #32 is a credit for eliminating the installation of lockers. This credit will be applied against the construction allowance approved on Board Report #7774/Purchase Report #757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

G. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom & Sons Construction Rockford, IL** **\$1,615(7)***

7. Change Order #33 is to remove existing conduit stubs on the exterior front wall from old signage. This expense will be drawn against the construction allowance approved on Board Report #7774/Purchase Report #757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

H. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom & Sons Construction Rockford, IL** **\$946.00(8)***

8. Change Order #34 is for Skim Coating of the front vestibule walls to minimize different textures. This expense will be drawn against the construction allowance approved on Board Report #7774/Purchase Report #757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Purchase Report #765 B - FY21 Advanced Technology Center (ATC)**Change Orders**I. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom & Sons Construction Rockford, IL** **\$1,553.00(9)***

9. Change Order #35 is for five (5) access panels in restrooms 1601 and 1603. This expense will be drawn against the construction allowance approved on Board Report #7774/Purchase Report #757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

J. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom & Sons Construction Rockford, IL** **\$2,054.00(10)***

10. Change Order #36 is a new diffuser and grills in restrooms 1601 and 1603 because of the new hard ceiling. This expense will be drawn against the construction allowance approved on Board Report #7774/Purchase Report #757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

K. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom & Sons Construction Rockford, IL** **<\$1,503.00> (11)***

11. Change Order #37 is a credit for eliminating the welding gas shut-off valves, which are now being provided by Praxair. This credit will be applied against the construction allowance approved on Board Report #7774/Purchase Report #757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

L. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom & Sons Construction Rockford, IL** **\$3,296.00(12)***

12. Change Order #38 is for replacing a large number of couplings on the existing sprinkler system that were leaking. This expense will be drawn against the construction allowance approved on Board Report #7774/Purchase Report #757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Purchase Report #765 B - FY21 Advanced Technology Center (ATC)

Change Orders

M. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom & Sons Construction Rockford, IL

\$7,350.00(13)*

13. Change Order #39 is for the demolition of curbing and installation of a new Americans with Disabilities Act (ADA) ramp and Crosswalk for the bus stop. This expense will be drawn against the construction allowance approved on Board Report #7774/Purchase Report #757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

DRAFT

ROCK VALLEY COLLEGE
Cash and Investment Report
June 30, 2021

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	11,875,027
PMA Operating Cash	10,001,296
Petty Cash	3,274
ISDLAF*	23,416,961
 Total Operating Cash:	 <u>45,296,558</u>
<u>Operating Investments Accounts</u>	
PMA Operating	5,661,963
ISDLAF*	8,057,680
CD's and CDARS	6,983,708
 Total Operating Investments:	 <u>20,703,351</u>
 <i>Total Operating Cash & Investments:</i>	 <u><u>65,999,909</u></u>

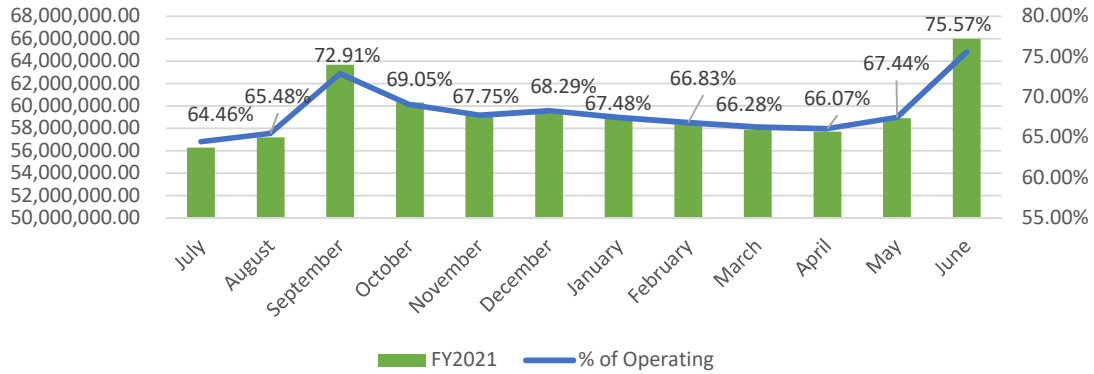
Total Operating Cash and Investments on May 31, 2021	<u>58,904,746</u>
Total Operating Cash and Investments on June 30, 2021	<u>65,999,909</u>
Total Operating Cash and Investments on June 30, 2020	<u>54,510,977</u>
% of Operating Budget	75.57%
Change in Operating Cash and Investments since May 31, 2021	7,095,163

**Illinois School District Liquid Asset Fund*

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	6,631,017
Life Safety	1,817,185
CDB Escrow	4,140,526
Building Funds	3,757,099
ATC Capital	6,500,097
 Total Capital Funds:	 <u>22,845,925</u>

Total Capital Funds on May 31, 2021	<u>16,321,268</u>
Total Capital Funds on June 30, 2021	<u>22,845,925</u>
Change in Capital Funds since May 31, 2021	6,524,657

Operating Cash Balance and % Coverage of FY'21 Operating Budget



Month / Year	Cash & Investments	Capital	Total
June 2021	65,999,909	22,845,925	88,845,834
June 2020	54,510,977	23,758,781	78,269,758
May 2021	58,904,746	17,697,700	76,602,446
May 2020	50,905,472	19,385,048	70,290,520
April 2021	57,702,722	16,321,268	74,023,990
April 2020	53,537,017	9,820,346	63,357,363
March 2021	57,889,015	16,320,911	74,209,926
March 2020	54,181,766	9,814,807	63,996,573
February 2021	58,371,407	18,029,220	76,400,627
February 2020	57,211,177	10,832,793	68,043,970
January 2021	58,933,599	17,961,949	76,895,548
January 2020	60,673,218	10,821,135	71,494,353
December 2020	59,642,700	17,962,058	77,604,758
December 2019	61,039,969	10,808,269	71,848,238
November 2020	59,174,467	23,724,660	82,899,127
November 2019	59,159,008	15,998,883	75,157,891
October 2020	60,310,843	23,527,607	83,838,450
October 2019	55,382,391	22,164,265	77,546,656
September 2020	63,680,363	23,314,770	86,995,132
September 2019	55,742,155	19,103,388	74,845,543
August 2020	57,188,522	26,624,788	83,813,309
August 2019	58,206,803	25,271,236	83,478,039
July 2020	56,297,105	25,271,236	81,568,341
July 2019	58,369,617	56,297,105	114,666,722
June 2020	54,510,977	23,758,781	78,269,758
June 2019	54,219,668	10,971,333	65,191,001

Board Personnel Report # _____

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

A. APPOINTMENTS

Robert Srygler, General Biology Instructor, Temporary Full Time Faculty, Lane 7, Step 3, \$69,270 prorated for the balance of the fiscal year, effective August 16, 2021.

Adam Hayashi, Biology Instructor, Temporary Full Time Faculty, Lane 7, Step 17, \$74,270 prorated for the balance of the fiscal year, effective August 16, 2021.

Krista Hoecherl, Biology Instructor, Full Time Faculty, Lane 2, Step 1, \$58,370 prorated for the balance of the fiscal year, effective August 16, 2021.

Jeff Petty, Welding Technology Instructor, Full Time Faculty, Lane 1, Step 5, \$59,991 prorated for the balance of the fiscal year, effective August 16, 2021.

William Isham, Welding Technology Instructor, Temporary Full Time Faculty, Lane 1, Step 8, \$60,991 prorated for the balance of the fiscal year, effective August 16, 2021.

_____, Executive Director of College Communications, full-time (ADM) position with benefits, exempt, \$70,836-\$98,542 to be prorated for the balance of the fiscal year, effective _____.

B. DEPARTURES

Tiana McCall, Executive Director of Workforce Equity Initiative, resigned effective July 26, 2021.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE 2021 - AT A GLANCE COMMUNITY EVENTS

Date	Event	Staff	Student	Athletic	Community
July					
07/3/21	RSO Star Spangled Spectacular - BST, 8pm	x	x		x
07/5 - 07/06	Starlight Theater Preview Showing - BST, 7pm	x	x		
07/7/21	A Gentleman's Guide to Love & Murder Showing - BST, 8pm	x	x		x
07/8/21	Explore RVC Outreach - WTC, 4pm	x	x		x
07/08 - 07/11	A Gentleman's Guide to Love & Murder Showing - BST, 8pm	x	x		x
7/10/2021	A Gentleman's Guide to Love & Murder Matinee - BST, 2pm	x	x		x
07/14 - 07/17	A Gentleman's Guide to Love & Murder Showing - BST, 8pm	x	x		x
07/15/21	New Student Welcome Event - ERC, 1:30pm	x	x		x
07/17/21	Rockford Park District Police Testing - PEC, 8am	x			x
07/19 - 07/20	Starlight Theater Preview Showing - BST, 7pm	x	x		
07/21 - 07/25	You're a Good Man Charlie Brown Showing - BST, 8pm	x	x		x
7/22/2021	RVC Youth Basketball Camp - PEC, 8:30am	x	x	x	x
7/24/2021	You're a Good Man Charlie Brown Matinee - BST, 2pm	x	x		x
07/28 - 07/31	You're a Good Man Charlie Brown Showing - BST, 8pm	x	x		x
7/29/2021	International Student Welcome Picnic - SC, 1pm	x	x		x
August					
08/02 - 08/03	Starlight Theater Preview Showing - BST, 7pm	x	x		
08/04 - 08/08	Once Upon a Mattress Showing - BST, 8pm	x	x		x
08/05/21	CLR Annual Meeting - BST, 9:30am	x	x		x
08/05/21	Explore RVC Outreach - WTC, 4pm	x	x		x
08/05/21	2021 Mopic Film Screening - ERC, 7:30pm	x	x		x
08/06/21	New Student Welcome Event - SC, 10am	x	x		x
08/06/21	Women's Basketball Elite Camp - PEC, 11am	x	x	x	x
08/07/21	Once Upon a Mattress Matinee - BST, 2pm	x	x		x
08/07/21	Rockford Promise Scholars Meet & Greet - PEC, 4pm	x	x		x
08/09/21	Surgical Tech Pinning Ceremony - SC, 1pm	x	x		x
08/11 - 08/14	Once Upon a Mattress Showing - BST, 8pm	x	x		x
8/12/2021	Next Rockford Organization - ERC, 7:15am	x			x
08/14/21	Pinkalicious Showing - BST, 11am & 3pm	x	x		x
08/16 - 08/17	Starlight Theater Preview Showing - BST, 7pm	x	x		x
08/18 - 08/22	Little Shop of Horrors Showing - BST, 8pm	x	x		x
8/21/2021	Little Shop of Horrors Matinee - BST, 2pm	x	x		x
08/25 - 08/28	Little Shop of Horrors Showing - BST, 8pm	x	x		x
September					
09/16/21	RFD Chamber of Commerce Annual Dinner - GROUNDS, 4pm	x			x
09/25/21	Lifescape Senior Expo - PEC, 9am	x			x
09/25/21	Out of the Darkness Walk - BST, 10am	x	x		x
October					
10/06/21	Fall College Fair - PEC, 6pm	x	x		x
10/09/21	Strides Against Breast Cancer - Walking Path, 9am	x	x		x
10/16/21	RSO Concerto Competition - ERC, 8am	x	x		x
10/17/21	Illinois Walk for Wishes - Walking Path, 9am	x	x		x

**Intergovernmental Agreement:
Rock Valley College and the City of Belvidere, Illinois
“All-Hazards” Police Response Plan**

BACKGROUND:

The Intergovernmental Agreement between the City of Belvidere and Rock Valley College Community College District 511 establishes and formalizes responsibility and response to police calls for service at the Rock Valley College Advanced Technology Center site located within the city limits of Belvidere. Both state and federal guidelines require a formal “all-hazards” response plan for any emergency at higher education institutions, and this Intergovernmental Agreement formalizes police response.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Intergovernmental Agreement with the City of Belvidere, Illinois, formalizing responsibility and response to police calls for service at the Rock Valley College Advanced Technology Center site located within the city limits of Belvidere. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Intergovernmental Agreement: Rock Valley College and the City of Belvidere, Illinois “All-Hazards” Police Response Plan

INTERGOVERNMENTAL AGREEMENT

BETWEEN COMMUNITY COLLEGE DISTRICT 511 AND

THE CITY OF BELVIDERE, ILLINOIS

THIS AGREEMENT (“Agreement”) made this ___ day of _____, 2021 (“Effective Date”), by and among the CITY OF BELVIDERE, ILLINOIS (hereinafter “City”) and COMMUNITY COLLEGE DISTRICT 511 d/b/a ROCK VALLEY COLLEGE, with its principal office located at 3301 N Mulford Road, Rockford, Illinois, an Illinois public community college district (hereinafter “College”) (collectively, the “Parties”).

WHEREAS, the College has established the Rock Valley College Police Department (hereinafter “RVC Police”) as its campus police department pursuant to the Illinois Public Community College Act, as amended, 110 ILCS 805/3-42.1 (the “Act”); and

WHEREAS, the RVC Police has primary operational responsibility for providing police service to the College campus located at 1400 Big Thunder Blvd, Belvidere, IL 61008 and, pursuant to the Act, has “all of the powers of police officers in cities and sheriffs in counties, including the power to make arrests on view or on warrants for violations of State statutes and to enforce county or city ordinances in all counties that lie within the community college district, when such is required for the protection of community college personnel, students, property, or interests. Such officers shall have no power to serve and execute civil process”; and

WHEREAS, the RVC Police has concurrent jurisdiction with the City’s Police Department (hereinafter “Belvidere Police”) on or about property owned and/or controlled by the College within the boundaries of the City of Belvidere, and in all other locations and under all other circumstances as provided by the Act; and

WHEREAS, the Illinois Campus Security Enhancement Act, as amended, 110 ILCS 12/1 *et seq.* (hereinafter “Campus Security Act”), sets forth a requirement for higher education institutions in the State of Illinois to “develop a National Incident Management System-compliant, all-hazards, emergency response plan in partnership with the institution’s county or major municipal emergency management official, report the plan to this official, and have training and exercises for the plan annually”; and

WHEREAS, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as amended, 20 USC 1092(f) (hereinafter “Clery Act”) sets forth requirements for higher education institutions in the United States of America to have Emergency Preparedness Plans and Emergency Notification Plans for emergency incidents occurring on or near any College location such that “upon the

confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, as defined in paragraph (6), unless issuing a notification will compromise efforts to contain the emergency ” an emergency notification may be disseminated; and

WHEREAS, the purpose of this Agreement is to define the operational responsibilities and working relationships between the Belvidere Police and the RVC Police, establish guidelines and clarify agency jurisdiction for responses to and/or investigations of occurrences requiring police service, and fulfill statutory requirements for implementation of plans or agreements between the Parties.

NOW, THEREFORE, the Parties agree as follows concerning the relationship between the Belvidere Police and the RVC Police:

I. GENERAL POLICE SERVICES

Except as set forth below in Art. III, Para. A of this Agreement, the RVC Police shall have primary responsibility to provide police services in response to incidents occurring on the College’s campus, on other property owned, operated, controlled or administered by the College, and as otherwise as authorized by the law, within the boundaries of the City of Belvidere . Neither police department is precluded from exercising its police power inside or outside of the RVC Police jurisdiction, but the RVC Police shall have operational responsibility on those premises set forth herein.

II. OVERLAPPING JURISDICTION

- A. **Exercise of Police Powers.** RVC Police officers may exercise police powers, including, but not limited to, enforcing criminal and traffic laws, when such is required for the protection of RVC personnel, students, property, or interests.
- B. **Sharing of Police Reports.** The RVC Police shall forward all reports taken by RVC Police officers relative to offenses occurring in the Belvidere Police’s primary patrol area to the Deputy Chief of Patrol for the Belvidere Police for purposes of the Belvidere Police’s crime reporting obligations pursuant to the Uniform Crime Reporting National Incident-Based Reporting System (NIBRS) regulations.
- C. **Notification of Significant Emergency or Dangerous Situation** The Belvidere Police shall make every reasonable attempt to notify the RVC Police of any significant emergency or dangerous situation occurring near any RVC campus that

poses an immediate threat to the health and safety of the College's students or employees.

III. CRIMINAL INVESTIGATIONS, CRIME REPORTS, AND COVERAGE

A. **Belvidere Police Investigative Responsibilities.** The RVC Police shall relinquish primary responsibility to the Belvidere Police, or any other law enforcement agency as set forth in this paragraph, for the investigation of the below listed crimes, within the RVC Police jurisdiction:

- i. Homicide;
- ii. Crimes involving great bodily injury likely or reasonably to result in death (as determined by an RVC Police supervisor or his or her designee and/or a Belvidere Police supervisor or his or her designee);
- iii. Crimes relating to sexual assault;
- iv. Death investigations;
 1. Death investigations include, but are not limited to:
 - a. Suicides, and
 - b. Death with suspicious circumstances.
- v. RVC Police-involved shootings;
 1. RVC Police-involved shootings shall be investigated by the Winnebago-Boone County Integrity Task Force.
- vi. Crimes requiring the response of resources, including, but not limited to, the Bomb Squad, Special Weapons and Tactics Units, resources required for fatal or near fatal traffic investigations, or other related specialized units; and
 1. The RVC Police will retain primary responsibility for follow-up investigation relative to bomb threats, unless command staff from either department determine otherwise.
- vii. Other major crimes, as requested by command staff of the RVC Police, and agreed to by Belvidere Police command staff

B. RVC Police Investigative Responsibilities.

- i. The RVC Police shall have primary responsibility for the investigation of all crimes, except those listed in Art. III, Para. A above, when such crimes relate to RVC personnel, students, property, or interests and occurred within RVC jurisdiction.
- ii. The RVC Police shall make every reasonable attempt to assist the Belvidere Police on calls of an emergency nature or serve as a backup officer when requested by the Belvidere Police or when an incident giving rise to the call of an emergency nature is discovered by RVC Police. In all cases RVC Police shall attempt to confirm the Belvidere Police's need for response by and assistance from the RVC Police via the appropriate Belvidere Police radio frequency.

C. Assistance with Coverage

- i. An RVC Police officer will be assigned, as determined by RVC Police command staff, to assist a Belvidere Police investigative team and serve as a liaison between the Parties in all instances where the Belvidere Police has assumed primary responsibility of an investigation pursuant to Art. III, Para. A.
- ii. Either Party may request the assistance of any other police agency at any time.
- iii. The Belvidere Police, when available, will provide the RVC Police with assistance in storing large items collected as evidence including, but not limited to, vehicles or motor homes. Should storage of large items collected as evidence be required for a period greater than two weeks, the RVC police shall either locate alternative means of storage or negotiate a storage fee with the City.

D. Coverage due to Need for Manpower.

- i. If RVC Police personnel are not working, due to staffing, manpower, or other reasons, the Belvidere Police will assume primary responsibility for all calls for service within the RVC Police jurisdiction. The College shall make every, reasonable, effort to limit these situations to when students

and employees are not on campus. Should a call for service during a period wherein the Belvidere Police have assumed primary responsibility for all calls for service within the RVC Police jurisdiction require a report to be filed, the Belvidere Police will file the report and forward a copy to the RVC Police as soon as practical. Furthermore, during periods wherein the Belvidere Police have assumed primary responsibility for all calls for service within the RVC Police jurisdiction, the RVC Police will supply the Belvidere Police with an “on call” telephone number to contact an RVC Police officer, should the need arise.

- ii. For the purposes of reporting under the Uniform Crime Reporting National Incident-Based Reporting System (NIBRS), all crimes within the RVC Police’s jurisdiction shall be reported by RVC Police, in accordance with NIBRS regulations whether RVC Police or Belvidere Police investigate the incident. The Belvidere Police shall forward all reports taken by their respective officers during periods wherein the Belvidere Police have assumed primary responsibility for all calls for service within the RVC Police jurisdiction to RVC Police for the purpose of crime reporting.

E. Cooperation and Liaison.

- i. The Parties, through their respective police departments, will provide timely information to each other when either becomes aware of any event(s) that have the potential for effecting the other and are planned within each Party’s respective jurisdiction.
- ii. The RVC Police and Belvidere Police shall make every reasonable effort to assist each other should the need arise.

IV. **INDEMINIFICATION AND HOLD HARMLESS.**

To the fullest extent permitted by law, each Party to this Agreement shall protect, indemnify, save, defend, and hold harmless the other Party, including its, officers, individual board members, officials, volunteers, employees and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, arising indirectly or directly in connection with or under, or as a result of this Agreement, but only to the extent caused by any negligent or wrongful act or omission of

the indemnifying Party. The Party providing the indemnification shall be allowed to raise on behalf of the other Party any and all statutory and/or common law defenses to such claim or action which the other Party might have raised, including but not limited to any defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et seq. (1991).

V. MISCELLANEOUS

- A. **Term and Termination.** The term of this Agreement shall be for the period commencing on the Effective Date, at 00:01 hours, and expiring on June 30, 2022, at 24:00 hours, unless terminated earlier. Either party may terminate this IGA at any time, for any reason, by providing to the other party ninety (90) days advance written notice. This IGA shall be automatically extended (upon the same terms and conditions) for a one-year term commencing on July 1, 2022 and on July 1 of each subsequent year (if applicable), unless either party has provided to the other party ninety (90) days advanced written notice of non-extension.
- B. **Notices.** All notices which are required or permitted to be given by either Party to the other pursuant to any provisions of this Agreement shall be in writing, and delivered personally (including delivery by a regular messenger or courier service), by overnight express deliver, or by mail. Mailed notices shall be sent by United States Certified or Registered Mail, return receipt request, postage prepaid and shall be deemed delivered two (2) business days after posting. Personally delivered notices and notices deliver by overnight delivery shall be deemed delivered at the time of actual delivery or at the time of attempted delivery (as attested in writing by the person attempting delivery) in the event the intended recipient refuses to accept delivery. The notice addresses of the Parties are as follows:

For Rock Valley College Police Department:

Chief of Police
Rock Valley College Police Department
3301 N Mulford Rd.
Rockford, IL 61114

For Belvidere Police Department:
Chief of Police
Belvidere Police Department
615 N Main St.
Belvidere, IL 61008.

- C. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstance other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each remaining term and provision hereof shall be deemed valid and enforceable to the fullest extent permitted by law.
- D. **Counterparts.** This Agreement may be executed in one or more counterparts, which together shall constitute the original. Faxed or electronic signature will be accepted as originals.
- E. **Choice of Law.** This Agreement is governed and construed in accordance with the laws of the State of Illinois to the extent applicable.
- F. **Authorization.** Both Parties hereto acknowledge and represent that their respective boards/councils have fully approved this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Intergovernmental Agreement as of the date set forth above at Winnebago and Boone Counties, Illinois.

**BOARD OF TRUSTEES OF
ROCK VALLEY COLLEGE**

CITY OF BELVIDERE

By: _____

By: _____

Its: _____

Its: _____

ATTEST:

ATTEST:

By: _____

By: _____

Its: _____

Its: _____

Athletic Program
National Junior College Athletic Association (NJCAA) Division II Request

BACKGROUND: The Rock Valley College Athletic Program seeks to transition from an NJCAA Division III Athletic Program to an NJCAA Division II Athletic Program beginning in fall 2022.

Rock Valley College is one of the top NJCAA Division III Athletic Departments in the country. In all sports, Rock Valley College competes both regionally and nationally and has won 23 national championships in its history. Rock Valley College athletics is well supported within the greater Rockford community by fans, media, and spectators because of its success at the national level.

Moving to NJCAA Division II will provide opportunities to recruit high-quality student-athletes, attract the best local players, create a highly competitive schedule, and increase placement opportunities at four-year schools. Rock Valley College student-athletes may also move to a higher-level competition following their career at Rock Valley College. Rock Valley College Athletic Programs would be eligible to receive automatic national tournament bids and increase roster sizes among our athletic teams.

RECOMMENDATION:

1. It is recommended that the Board of Trustees approve the Rock Valley College Athletic Program's request to change NJCAA Division III status to NJCAA Division II status effective FY2023; and
2. It is recommended that the Board of Trustees approve funding of athletic scholarships at 50% of the maximum allowable for the following sports: Volleyball, Men's Soccer, Women's Soccer, Men's Basketball, Women's Basketball, Baseball, and Softball, totaling no more than \$300,000 in scholarship expenses per year for the next four years. These scholarships will cover all tuition and fees in terms of waivers for courses needed to earn a degree at Rock Valley College.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Rock Valley College Athletics Bowling Program

BACKGROUND:

Rock Valley College's Bowling Team has competed at the National Junior College Athletic Association (NJCAA) level and is entering year four of the program. In just three competitive seasons, the program has had unprecedented success nationally, winning the 2020 NJCAA Men's Bowling national championship. The men also finished second in 2019 and fourth in 2021. The women finished as the national runner-up in 2020.

The program is currently fully funded by private donors and has proven itself worthy of being a funded program by Rock Valley College. The program currently has a roster of 25 bowlers for next year, and this number continues to climb as interest in the program continues to grow.

RECOMMENDATION:

It is recommended that Rock Valley College fund up to \$20,000 in operational expenses for the Rock Valley College bowling team, effective FY2022. These funds will help cover the cost of a coaching stipend, travel, gear, and equipment for the Rock Valley College bowling team. The bowling program will continue to operate as a non-scholarship program.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Authorization to Add Golf as a National Junior College Athletic Association (NJCAA)
Intercollegiate Sport**

BACKGROUND:

The Rock Valley College Golf Program had a long history of success before being cut in December 2015 due to budgetary restraints. Rock Valley College's golf teams won more than 60 tournaments, including 15 regional championships, placed second in the nation four times, and won two NJCAA national championships.

The Rock Valley College Athletic Department would like to add golf as an official National Junior College Athletic Association (NJCAA) intercollegiate sport, bringing back one of the most successful programs in Rock Valley College athletics history.

RECOMMENDATION:

It is recommended that Rock Valley College reinstate its golf team as an official NJCAA intercollegiate sport and fund up to \$20,000 in operational expenses effective FY2023. The funds will help cover the cost of a coaching stipend, travel, gear, and equipment for the Rock Valley College golf team. The golf program will operate as a non-scholarship program.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Advanced Technology Center Cost Summary

<u>1400 Big Thunder Blvd OZ, LLC</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	<u>Comments</u>
Building Acquisition	2,000,000.00	2,001,758.00	(1,758.00)	Board Report #7733, additional closing costs

<u>Stenstrom & Sons Construction</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	
Total Contract Value:	5,887,000.00	2,175,591.60	3,711,408.40	Board Report #7774-B and #7774-C
<i>Building Construction</i>	4,069,931.00	1,845,042.40	2,224,888.60	
FFE for Building Construction	1,317,069.00	307,915.20	1,009,153.80	
<i>Construction Allowance</i>	500,000.00	22,634.00	477,366.00	

<u>District 100</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	
Total Approved	418,000.00	354,723.91	63,276.09	Board Report #7767-C
Equipment	7,000.00	-	7,000.00	
Signage	13,000.00	2,730.00	10,270.00	
Permits & Fees	25,000.00	12,155.71	12,844.29	
Architect & Engineering	100,000.00	83,193.30	16,806.70	
Architect & Engineering (Additional Scope)	273,000.00	256,644.90	16,355.10	Board Report #7792-B

Total Project Construction:	8,305,000.00	4,532,073.51	3,772,926.49	
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<u>Curriculum Furniture, Fixtures & Equipment (FFE)</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	<u>Comments</u>
Total Approved	3,545,330.00	150,717.66	3,394,612.34	

<u>Information Technology Needs</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	<u>Comments</u>
Total Approved	318,935.00	103,319.33	215,615.67	

Total Project FFE:	3,864,265.00	254,036.99	3,610,228.01	
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BUDGET

	<u>Budget</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining to be Spent</u>	<u>Remaining in Budget</u>
ATC Building	8,305,000.00	8,305,000.00	4,532,073.51	3,772,926.49	0.00
ATC Equipment & FF&E	5,300,000.00	3,864,265.00	254,036.99	3,610,228.01	1,435,735.00
ATC Operational Costs*	310,000.00	278,399.37	229,388.62	49,010.75	31,600.63
ATC Tuition	1,500,000.00	1,500,000.00	0.00	1,500,000.00	0.00
	15,415,000.00	13,947,664.37	5,015,499.12	8,932,165.25	1,467,335.63

*Expenditures \$10,000 and greater have been approved by the Board

Total Funds Available	15,728,870.42
Funds unallocated	313,870.42

ATC CHANGE ORDERS

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	Different \$\$		NOTES	APPROVED
			FINAL COSTS			
Change order #1	Steel stud framing of the soffit columns	14,021.00	7,717.00			BR #7785-G, PR #759G
Change order #2	Replace plumbing fixtures and flush valves in existing restrooms	9,172.00	9,172.00			BR #7785-G, PR #759G
Change order #3	Provide 3 ADA hand washing stations in labs	2,407.00	1,010.00			BR #7785-G, PR #759G
Change order #4	Credit to reuse existing door frames	(7,050.00)	(7,050.00)			BR #7808-D, PR #762D
Change order #7	Reinforcement in concrete topping over the precast in the Metrology lab	2,514.00	2,514.00			BR #7808-D, PR #762D
Change order #8	Elimination of the exit sign for a credit	(230.00)	(230.00)			BR #7808-D, PR #762D
Change order #9	Changing the overhead door from glass to steel in 1314 storage room for a credit (PR- 002)	(4,680.00)	(4,680.00)			BR #7808-D, PR #762D
Change order #10	Revisions to eliminate water service to building (PR-003)	(6,678.00)	(7,062.00)			BR #7808-D, PR #762D
Change order #11	Revisions to hardware (PR-004)	24,513.00			Resubmitted 6/23/21 under review. Submitted 5/12/21 under review - released hardware	
Change order #12	Changes per State Plumbing Inspector's rough in inspection (PR-005)	7,792.00	7,792.00			BR #7808-D, PR #762D
Change order #13	Extend walls of Modular Conference Room 1115 to ceiling (PR-006)	428.00	428.00			BR #7808-D, PR #762D
Change order #14	Force main piping material in-lieu of scheduled piping material (RFP-007)	3,139.00	3,139.00			BR #7808-D, PR #762D
Change order #15	Flue extension to RTU-15 as directed by OEMA (RFI-010)	526.00	526.00			BR #7808-D, PR #762D
Change order #16	Remove existing damaged drywall in Men's & Women's restroom & replace with new moisture resistant drywall	10,634.00	9,358.00			BR #7808-D, PR #762D
Change order #17	Ceiling grid and tile in storeroom 1157 (RFI-44)	1,204.00			Submitted 5/19/21 Architect reviewed.	BR #7817-E, PR #763E
Change order #18	Saw cutting and patching floor at the front entrances	1,433.00			Submitted 6/16/21 under review	Verbal approval recv'd 6/24/21
Change order #19	Add drywall ceiling in existing women's restroom 1149 (PR-009)	1,363.00			Submitted 5/19/21 Architect reviewed.	BR #7817-E, PR #763E
Change order #20	Install new Astro 2x4 ceiling tiles in existing grid. (PR-008 Option A)	21,303.00	0.00		REJECTED BY ARCHITECT	Not Approved
Change order #21	Install new USG Radar second look (old) 2x4 ceiling tiles in existing grid. (PR-008 Option B)	18,322.00	0.00		REJECTED BY ARCHITECT	Not Approved

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #22	Credit for 2x2 USG Radar second look 2x2 ceiling tile in lieu of 2x2 Astro ceiling tile. (PR- 008 Option A base bid rooms only)	(5,830.00)	0.00	REJECTED BY ARCHITECT	Not Approved
Change order #23	Credit for providing cable tray and PVC cable in lieu of pipe and wire for Welding Room 1502, plus provide cable tray in lieu of pipe and wire for CNC (-960+320=640)	(640.00)	(640.00)	Submitted 5/19/21 Under review. Total credit of \$640.00. (In BR #7817-E, were #23 and #24)	BR #7817-E, PR #763E
Change order #24	Revision to IT Network Rack, additional data port and plywood on walls for mounting equipment	823.00		Submitted 6/24/21 under review	
Change order #25	Provide power to the 3 overhead doors at the loading dock (RFI-43)	9,867.00	7,473.00	Submitted 5/19/21 Under review to revise circuitry and add locks.	BR #7817-E, PR #763E
Change order #26	Reduced length of marker boards	(1,055.00)		Submitted 5/19/21 Architect reviewed.	BR #7817-E, PR #763E
Change order #27	Add small wall to cover plumbing piping in storeroom 1608 (RFI-17)	1,256.00		Submitted 5/19/21 Architect reviewed.	BR #7817-E, PR #763E
Change order #28	Add drywall from top off existing wall in welding room to roof deck. (RFI-41 Alternate 1)	5,371.00		Submitted 5/19/21 Under review.	BR #7817-E, PR #763E
Change order #29	Add drywall from top of existing wall to bottom of duct work. (RFI-41 Alternate 2)	2,452.00	0.00	REJECTED BY ARCHITECT	Not Approved
Change order #30	Credit for eliminating floor finish in TDT waiting area	(1,247.00)		Submitted 6/15/21 under review	Verbal approval rec'd 6/24/21
Change order #31	Vinyl plank flooring for front lobby	13,988.00		Submitted 6/15/21 under review	
Change order #32	Credit for eliminating the installation of lockers	(3,705.00)		Submitted 6/15/21 under review	Verbal approval rec'd 6/24/21
Change order #33	Remove existing conduit stubs on exterior front wall from old signage	1,615.00		Submitted 6/15/21 under review	Verbal approval rec'd 6/24/21
Change order #34	Skim coating of the front vestibule walls to minimize different textures	946.00		Submitted 6/15/21 under review	Verbal approval rec'd 6/24/21
Change order #35	Five access panels in restrooms 1601 & 1603	1,553.00		Submitted 6/29/21 under review	
Change order #36	New diffusers & grills in restrooms 1601 & 1603 because of new hard ceiling	2,054.00		Submitted 6/29/21 under review	
Change order #37	Credit for eliminating the welding gas shut off valves which are now being provided by Praxair	(1,503.00)		Submitted 6/29/21 under review	

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #38	Replaced a large number of couplings on existing sprinkler system that were leaking	3,296.00		Submitted 6/29/21 under review	
Change order #39	Demolition of curbing and Installation of new ADA ramp and crosswalk for bus stop	7,350.00		Submitted 6/29/21 under review	
	Total	100,477.00	29,467.00		

**Revised Schedule
Board of Trustees Committee of the Whole Meetings**

BACKGROUND:

As part of the Board of Trustees' annual Reorganization Meeting held on Tuesday, April 27, 2021, the schedule of Committee of the Whole meetings and Regular board meetings was approved by unanimous roll call vote. In that schedule, Committee of the Whole meetings were held on the second Monday of each month beginning at 6:30 p.m., and Regular meetings were held on the second Tuesday of each month beginning at 5:15 p.m., unless rescheduled due to holidays.

At the June 22, 2021 Regular board meeting, trustees discussed the possibility of changing the date and time of the Committee of the Whole meetings from the second Monday of the month at 6:30 p.m. to the second Tuesday of the month at 5:15 p.m. This change would better accommodate trustees' current schedules and help facilitate earlier adjournment.

Further discussion and review of a revised meeting schedule was held at the July 13, 2021 Committee of the Whole meeting, and trustees indicated at that time that they would like to have this topic placed on the July 27, 2021 Regular board meeting agenda for a vote.

RECOMMENDATION:

Based on discussions at the June 22, 2021 Regular board meeting and July 13, 2021 Committee of the Whole meetings, the Board of Trustees approves the revised schedule for Committee of the Whole meetings. Effective August 1, 2021, Committee of the Whole meetings will be held on the second Tuesday of the month beginning at 5:15 p.m. Regular board meetings will continue to be held on the fourth Tuesday of the month beginning at 5:15 p.m., unless rescheduled due to the holidays.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Revised Schedule Committee of the Whole and Regular Board Meetings

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

REVISED MEETING SCHEDULE EFFECTIVE AUGUST 1, 2021

**Committee of the Whole and Regular Board Meeting Schedule
August 2021 – June 2022**

Beginning August 1, 2021, Committee of the Whole meetings will be held the second Tuesday of each month at 5:15 p.m. in room 1308 of the Woodward Technology Center on the main campus at 3301 N. Mulford Road, Rockford, Illinois when Illinois statute permits. Meetings are open to the public.

Regular Board of Trustees meetings are held the fourth Tuesday of each month at 5:15 p.m. in the Performing Arts Room (PAR) of the Educational Resource Center on the main campus at 3301 N. Mulford Road, Rockford, Illinois when Illinois statute permits. Meetings are open to the public.

<u>Committee of the Whole Meetings</u>	<u>Regular Board Meetings</u>
May 10, 2021	May 25, 2021
June 14, 2021	June 22, 2021
July 12, 2021	July 27, 2021
August 9, 2021 August 10, 2021	August 24, 2021
September 13, 2021 September 14, 2021	September 28, 2021
October 12, 2021 * (Changed due to holiday)	October 26, 2021
November 8, 2021 November 9, 2021	November 23, 2021
December 6, 2021 * (Changed 4/27/21 due to holiday) December 7, 2021	December 21, 2021 * (Changed due to holiday)
January 10, 2022 January 11, 2022	January 25, 2022
February 14, 2022 February 8, 2022	February 22, 2022
March 14, 2022 March 8, 2022	March 22, 2022
April 11, 2022 April 12, 2022	April 26, 2022
May 9, 2022 May 10, 2022	May 24, 2022
June 13, 2022 June 14, 2022	June 28, 2022

Other strategic meetings, retreats and Board Committee meetings will be scheduled as necessary.

Board Approval: _____
Secretary, Board of Trustees

Date: July 27, 2021

ROCK VALLEY COLLEGE

Board Report # 7819
June 22, 2021

Donation to the Women's Suffrage Centennial Project

BACKGROUND:

August 20, 2020 marked 100 years to the day that the 19th Amendment to the U.S. Constitution was ratified, thereby recognizing women's right to vote. In celebration of this event, the Women's Suffrage Centennial 2020 Committee dedicated and installed the Women's Centennial Sculpture located on the east bank of the Rock River, adjacent to the Log Lodge at the Riverfront YMCA in Rockford, Illinois. This sculpture design features a three-sided mosaic tower and six surrounding benches that will provide space for gathering and viewing the sculpture.

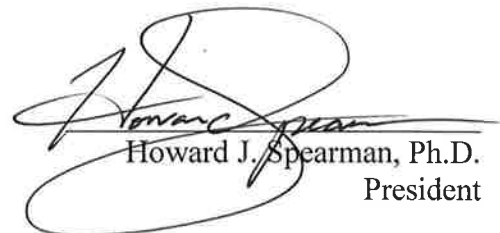
Although the Women's Centennial Tower has been completed, fundraising continues so that the six mosaic benches can be finalized and placed around the Tower. One of the benches features Rock Valley College's Starlight Theatre.

The Women' Suffrage Centennial 2020 Committee, a coalition of 14 civic and women's advocacy organizations in northern Illinois, has asked Rock Valley College to contribute \$5,000 in support of the project by purchasing a donor plaque for \$2,500 that would be placed on the endcap of the bench featuring Starlight Theatre. Work on this bench has begun and is expected to be completed in 2021. The remaining \$2,500 would be an endowment contribution to help support ongoing activities that honor the history and contributions of women.

RECOMMENDATION:

The Rock Valley College Board of Trustees authorizes the College's Administration to make a contribution to the Women's Suffrage Centennial 2020 Committee for the following:

- 1) \$2,500 for a donor plaque to be placed on a bench endcap and/or
- 2) \$2,500 for an endowment contribution.



Howard J. Spearman, Ph.D.
President

BR #7819 - Tabled on June 22, 2021

Board Approval: _____
Secretary, Board of Trustees