

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

Regular Meeting
August 22, 2023, 5:45 p.m.
Room 0214, Performing Arts Room (PAR), Educational Resource Center (ERC)

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters 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); and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.
- F. Reconvene Open Meeting**
- G. General Presentation**
 - 1. Human Resources FY2023 Annual Report – Vice President Human Resources Jim Handley
- H. Approval of Minutes**
 - 1. July 11, 2023 Committee of the Whole meeting
 - 2. July 25, 2023 Regular Board meeting
- I. Action Items**
 - 1. Approve Claims Sheet (Check Register-July 2023) (BR 8077)
 - 2. Approve Purchase Reports
 - a. Purchase Report – FY2023 Amendment - (BR 8078-A)
 - b. Purchase Report – FY2024 Amendments - (BR 8078-B)
 - c. Purchase Report – FY2024 Purchases - (BR 8078-C)
 - 3. Approve 2023-2024 Dual and Articulated Credit Memorandum of Understanding – Harlem District #122 (BR 8079)
 - 4. Approve 2023-2024 Dual and Articulated Credit Memorandum of Understanding – North Boone District #200 (BR 8080)
 - 5. Approve 2023-2024 Running Start Intergovernmental Agreement – Harlem District #122 (BR 8081)
 - 6. Approve 2023-2024 Running Start Intergovernmental Agreement – North Boone District #200 (BR 8082)
 - 7. Approve Senior Semester Intergovernmental Agreement – North Boone District #200 (BR 8083)
 - 8. Approve Personnel Report (BR 8084)
 - 9. Approve Collective Bargaining Agreement with Illinois Fraternal Order of Police Labor Council July 1, 2023 - June 30, 2027 (BR 8085)

J. Other Business

1. New Business
2. Unfinished Business

K. Updates / Reports

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

L. Adjourn to Closed Session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters 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); and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

M. Reconvene Open Meeting

N. Date of Next Committee of the Whole Meeting: September 12, 2023. 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus.

O. Date of Next Regular Meeting: September 26, 2023. 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus.

P. Adjourn

Gloria Cardenas Cudia, Board Chair



Human Resources FY23 Annual Report

Board of Trustees Meeting – August 22, 2023

Full-Time Employee Population

<u>Employee Workgroup</u>	FY20	FY21	FY22	FY23	% +/- from prior FY
Faculty	118	118	108	114	5.6%
Administration	35	34	46	46	0%
Professional Staff	115	118	108	128	18.5%
Fraternal Order of Police	7	9	5	7	40%
Educational Support Personnel	13	12	13	12	-7.7%
Support Staff Association	77	78	85	83	-2.4%
Total Employees	365	369	365	390	6.8%

Full-Time Employee Appointments

<u>Appointment Type</u>	FY20	FY21	FY22	FY23	% +/- from prior FY
New Hire	47	24	44	60	36%
Reclassification	2	5	5	0	-100%
Promotion	24	13	16	11	-31%
Transfer	12	18	53	26	-51%
Part-time to Full-time	1	4	5	1	-80%
Total Appointments	86	64	123	98	-20%

Full-Time Employee Separations

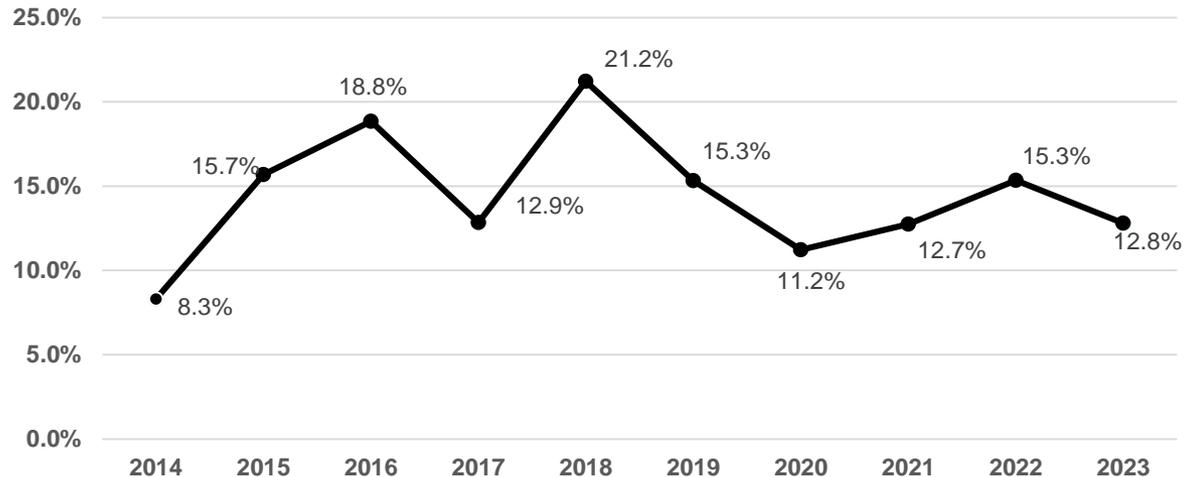
Workgroup and Reason														
<u>Reason</u>	Faculty		PSA		ADM		SSA		FOP		ESP		Total	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Retirement	3	50%	3	15%	2	29%	0	0%	0	0%	1	50%	9	18%
Resigned	3	50%	16	80%	5	71%	9	60%	0	0%	1	50%	34	68%
Terminated	0	0%	1	5%	0	0%	6	40%	0	0%	0	0%	7	14%
Total	6		20		7		15		0		2		50	

<u>Separation Type</u>	FY20	FY21	FY22	FY23	% +/- from prior FY
Retirements	17	14	14	9	-36%
Separations	24	33	42	41	-2%
Total Separations	41	47	56	50	-11%

Full-Time Employee Turnover

<u>Employee Workgroup</u>	Total	Separated	Turnover Rate
Faculty	114	6	5.3%
PSA	128	20	15.6%
ADM	46	7	15.2%
SSA	83	15	18.1%
FOP	7	0	0%
ESP	12	2	16.7%
Turnover Rate	390	50	12.8%

2014 to Current RVC Turnover Percentage Rate



CUPA-HR reports in their 2023 Workplace Survey that overall staff and faculty turnover equaled 16% nationally as compared to 12.8% at RVC (per CUPA-HR, national turnover equaled 7.1% tenure track, 17.6% Exempt, and 19.7% non-exempt as compared to RVC's 5.3%, 15.5%, and 16.7% respectively).

Full-Time Employee Demographics

Ethnicity							
<u>Ethnicity*</u>	FY20	FY21	FY22	FY23	% +/- from prior year	RVC Demographic Region**	RVC Full-time Employee Population
Asian	7	6	5	5	0%	3%	1.3%
Native American/Alaska Native	2	2	3	4	33%	0%	1%
Black/African American	28	31	31	36	16%	12%	9.3%
Hispanic	11	13	18	12	-33%	18%	3.1%
White	309	315	304	319	5%	66%	82.6%
Unknown	6	7	4	10	150%	3%	2.6%

Gender			
Classification	Male*	Female*	Total
1 - Teaching Faculty	57	63	120
2 - Academic Support	3	28	31
3 - Administrative	20	25	45
4 - Supervisory	5	15	20
5 - Professional/Technical	31	45	76
6 - Clerical	8	61	69
7 - Custodial/Maintenance	23	2	25
Totals	147	239	386

* Data from C1 reports submitted to ICCB in the previous Fall each year, utilizing data as of Oct 1 of that year, therefore totals for this chart as compared to actual year-end data may vary.

**Data from Economic Modeling Specialists International (Emsi) Q2 2023

Key Successes in FY23

Talent Acquisition

- Transitioned to behavior-based interviewing process to reduce bias in the selection process.
- Trialed various social media outlets to evaluate the best return on investment for locating and attracting passive talent.
- Created an online tool to allow HR to remain in contact with qualified diverse talent that expressed interest in working at RVC as positions become available.
- Filled numerous Faculty positions in FY23, as well as five that are already scheduled to start in August.

Professional Development

- Launched the Professional Development Strategic Plan.
- “Stay” interviews were introduced into the annual evaluation process to encourage both personal and professional development.
- Annual evaluation forms were revised to reflect the goal of continuous improvement.
- Implemented an online training platform allowing for a robust selection of courses available on-demand.
- A five-part Supervisor 101 program was created and completed for all people-leaders.

Employee & Labor Relations

- New communication tools were introduced to help new hires successfully onboard.
- Ratified MOAs in FOP & SSA.
- Piloted program for employees in good standing and in eligible positions to work remotely one day per week.
- Employee culture events were conducted to promote community across campus.
- Turnover has decreased to one of the lowest in the past 10 years.

Compensation and Benefits

- A market study was conducted by compensation consultants Carlson Dettmann, evaluating all positions in the non-bargained for positions of ESP/PSA/ADM.
- A new Benefits Consultant was selected. The outcome has been robust data reporting, lower costs to RVC and employees on some benefit options, and expansion of supplemental benefits options.

ANY
QUESTIONS?



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

**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, July 11, 2023
MINUTES**

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened in person on Tuesday, July 11, 2023, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:22 p.m. by Chairperson Trustee Gloria Cardenas Cudia.

Roll Call

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

Ms. Gloria Cardenas Cudia

Ms. Kristen Simpson

Mr. Robert Trojan

Mr. Paul Gorski

Mr. John Nelson joined the meeting at 5:26 p.m.

Mr. Richard Kennedy joined the meeting at 5:50 p.m.

Mr. Juan Noguera, RVC Student Trustee

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

Also present: Dr. Howard Spearman, President; Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Amanda Smith, Vice President of Liberal Arts & Adult Education; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Assistant to the President; Ms. Tracy Luethje, Assistant to the Vice President of Operations; Attorney Christopher Gorman, Robbins Schwartz.

Communications and Petitions

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

Recognition of Visitors

President Dr. Howard Spearman recognized Ms. Therese Thill, president of the Rockford Area Economic Development Council (RAEDC).

Review of Minutes

There were no comments on the minutes from June 13, 2023, Board of Trustees Committee of the Whole meeting.

General Presentations

Ms. Therese Thill, president of the Rockford Area Economic Development Council, stated that RAEDC is dedicated to making the most of our economy through our workforce development programs. The Rockford Metropolitan Statistical Area (MSA), which includes Boone and Winnebago Counties, is thriving. RAEDC has been working with The Workforce Connection and other regional partners to reduce the impact of the Stellantis Belvidere Assembly plant's closure on the local economy. Ms. Thill discussed RAEDC's vision and goals, which include four significant goals: organization development, product/property development, business retention and expansion, and marketing and attraction. The key takeaways of the strategic plan included prioritizing marketing, attraction, and retention; making connections and generating leads for the community; and identifying the most impactful growth areas, such as the airport, available land, and location among major

metro markets. RAEDC is committing to specific actions and achieving results to rebuild the organization's reputation. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the enrollment update. Ms. Snider stated that the enrollment figures have improved since the report was run. Currently, enrollment is at 82% to budget. RVC's enrollment last year at this time was 83% to budget. Ms. Snider explained the measures that Student Services has taken to boost enrollment. Discussion ensued.

2. Truck Driver Training (TDT) Update

Dr. Hansen Stewart, vice president of industry partnerships and community engagement, and Mr. Rick Jenks, vice president of operations, presented the Truck Driver Training (TDT) update. Dr. Stewart stated that the enrollment for FY2022 was 103, with 87 completions. For FY2023, enrollment was 115, with 88 completions. The net revenue for FY2022 was \$226,615; for FY2023, projected revenues are \$204,305, and projected gross revenues for FY2024 are \$700,000. Dr. Stewart explained that the projected expenses for FY2024 are \$517,464, including leasing two trucks and two trailers with a five-year lease.

Mr. Jenks explained the processes to secure the leasing of the semi-trucks and trailers. Mr. Jenks stated that in April of 2023, RVC conducted a bid for a new lease agreement for the TDT program. No bids were received. After speaking with RVC's attorney, RVC began exploring other options. Because of insurance concerns, the current lessor can no longer provide the leased semi-trucks. The current three-year lease for two trucks and a trailer costs \$67,000 annually, and the current lessor is allowing the College to keep the current trucks on a month-by-month basis. After checking with other community colleges, speaking with several truck leasing groups, and searching for new and used trucks, the best option is to lease two trucks for five years and purchase a used third truck as a spare. Mr. Jenks explained that semi-trucks have an 18-month lead time and that many lease companies do not want to lease to training programs because of insurance concerns. Used trucks cost the same as leased trucks and could have existing mechanical issues the College would need to fix. RVC could purchase one truck as a backup for the program. This backup truck would not be a primary vehicle and, therefore, not get as much wear and tear. Mr. Jenks stated that the truck could be leased from CTI in Loves Park, IL. Trailers would be leased from another vendor. The total estimated annual expense is \$119,022.

Mr. Jenks stated that the projected FY2024 revenue is \$700,000, with projected FY2024 expenses of \$517,464 and a projected FY2024 net profit of \$182,536. Mr. Jenks said that for FY2025, the projected net profit (without FY2024 net profit) would be \$254,978. Discussion ensued.

3. Early College Items

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

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

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

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|---|--------------------|------------------|
| D. Service (Telephone Service Charges: IT Telecommunications) | | |
| 4. Stratus Networks | Peoria Heights, IL | \$ 5,400.00 (4)* |
| E. Service (Telephone Service Charges: IT Telecommunications) | | |
| 5. Central Management Systems | Peoria Heights, IL | \$ 2,800.00 (5)* |
| F. Service (College/Program Advertising: Marketing) | | |
| 6. Townsquare Media | Rockford, IL | \$ 6,000.00 (6)* |
| G. Food (Purchase for resale: Theater) | | |
| 7. Pepsi Cola Company | Loves Park, IL | \$ 2,396.86 (7)* |
| Discussion ensued on Purchase Report A, item D. | | |

Purchase Report B - FY 2024 Purchases:

- | | | |
|--|--------------------|------------------------------------|
| A. Charter Bus Service (Auxiliary Enterprise Funds) | | |
| 1. Windstar Lines Bus Company | Carroll, IA | \$ 50,000.00 (1)*
Not to Exceed |
| B. Fire Pump Controllers (Capital Site Improvement – Plant, Operations, and Maintenance) | | |
| 2. Automatic Fire Systems, Inc. | Machesney Park, IL | \$ 141,600.00 (2)* |
| Nelson Fire Protection | Machesney Park, IL | \$ 227,175.00 |
| C. Truck Driver Training (TDT) Lease (Rental Equipment – Non-Credit Programs) | | |
| 3. Central Truck Leasing | Loves Park, IL | \$ 90,000.00 (3)* |
| D. ATC Signage (Maintenance Services and Equipment (Plant Operations and Maintenance) | | |
| 4. Image Signs | Rockford, IL | \$ 16,734.00 (4)* |
| Corpro | Loves Park, IL | \$ 17,760.00 |
| Smart Signs | Rockford, IL | \$ 34,404.00 |
| E. ATC Furniture (Capital Expense – Plant Operations and Maintenance) | | |
| 5. Krueger International (KI) | Green Bay, WI | \$ 25,846.48 (5)* |
| F. Elevator Repair (Maintenance Services Buildings – Plant Operations and Maintenance) | | |
| 6. Schumacher Elevator Company | Denver, IA | \$ 12,238.00 (6)* |
| G. Software (Education Fund – Canvas) | | |
| 7. Blackboard, Inc. | Reston, VA | \$ 11,000.00 (7)* |
| Discussion ensued on Purchase Report B, item B. | | |

2. Cash and Investment

Ms. Olson presented the Cash and Investment Report through June 30, 2023. Total operating cash is \$38,671,589. Total operating cash and investments are \$83,887,036. Total capital funds are \$16,942,490. Since May 31, 2023, the change in capital funds is \$3,857,320. The change in the operating cash and investments since May 31, 2023, is \$7,383,246. Ms. Olson stated that the total operating cash and investment funds were 79.38% of the Fiscal Year 2023 operating budget.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Rick Jenks, vice president of operations, presented the Personnel Report for July 2023. There is one appointment and one placeholder for a Sociology Instructor. There are no departures.

2. Facilities Master Plan (FMP) Update

Mr. Jenks presented the FMP Update and discussed the process that has taken place to date. Mr. Jenks explained that because of the COVID-19 pandemic and changes in the College Leadership, RVC Trustees felt that the FMP needed to be updated. In 2022, the Board authorized RVC leadership to revisit the FMP and make any necessary changes. Mr. Jenks worked through an FMP committee, and utilizing the College's architect of record, RVC updated the 2021 plan to reflect changes in the overall vision of the College. The updated FMP has been shared with the College Community and the Board of Trustees and is complete. RVC Administration recommends that the RVC Board of Trustees approves the changes to the FMP as updated in the 2023 District-Wide FMP, allowing for submission of those updates to the Illinois Community College Board (ICCB). Discussion ensued.

3. Stenstrom Center for Career Education (SCCE) Property Sale/Lease

Mr. Jenks presented the Stenstrom Center for Career Education (SCCE) Property Sale/Lease. Mr. Jenks stated that the RVC administration started discussing the sale of the SCCE to the Rockford Public School District #205 (RPS 205) in 2022. Mr. Jenks explained that the SCCE building needs many improvements to continue operations, and the current RVC programs are scheduled to be housed in the new RVC Downtown site. Under the sale agreement, the College would sell the SCCE building to RPS 205 for \$1.00. Under the sale agreement, RVC would keep the automotive program at the SCCE until August 2025, with a one-year extension option. RPS 205 would not charge any rent to RVC, and RVC would be responsible for only its share of utilities.

Mr. Jenks explained that the current lease for the existing RVC Downtown site expires in August 2025. Programs housed in the current location will eventually move to the new Downtown site. Should the construction of the new Downtown site not be completed by August 2025, RPS 205 will hold a space for RVC should there be a need to temporarily move the existing RVC Downtown campus. The RVC Administration recommends that the RVC Board of Trustees approves the sale of the SCCE building to RPS 205 and the lease agreements.

Trustee Trojan inquired what would happen to the name of the Stenstrom Center if it was approved to be sold to RPS 205. Mr. Jenks explained that in the original agreement, RVC would remove the Stenstrom name from the SCCE, and the Student Center on the main campus would be appropriately named. Discussion ensued.

4. Request for Qualifications (RFQ) Process – Downtown Project

Mr. Jenks presented the Request for Qualifications (RFQ) process. Mr. Jenks stated that there is a committee of 11 members, of which Trustee Kennedy is one of the members. Mr. Jenks explained that the RFQ was released to the public on June 21, 2023, and RVC is now awaiting responses. Notices were sent to any architect firm that RVC has utilized in the past advising of the RFQ. Once RVC receives the responses, a meeting with the committee members will be scheduled to review the responses. The committee will then select up to five firms to interview based on a review of the submitted documents from each architectural firm. The committee will conduct interviews via a remote platform, Zoom or Microsoft Teams, and narrow the candidates to two or three finalists using a supplied matrix. The finalists will give a presentation to the Board of Trustees during the August 8, 2023, Committee of the Whole meeting. Trustee Kennedy, the Operations Board Liaison, will solicit feedback from the Board, and the committee will reconvene to select the top firm. Matt Gardner, the College Attorney, and Mr. Jenks will then negotiate with the leading firm on a price. Upon agreement, the contract will be sent to the Board for final approval at the August 22, 2023, Regular Board Meeting. Discussion ensued.

5. RVC College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for July and August 2023. Discussion ensued.

New Business/Unfinished Business

There was no new or unfinished business.

Adjourn to Closed Session

At 7:18 p.m., a motion was made by Trustee Trojan, seconded by Trustee Simpson, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees,

specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters 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); and/or 4) Litigation has been filed, is pending or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 7:33 p.m., a motion was made by Trustee Gorski, seconded by Trustee Nelson, 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 July 25, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on August 8, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Decennial Committee Meeting

The Decennial Committee Meeting will be held on August 22, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on August 22, 2023, at 5:45 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Adjourn

At 7:35 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Robert Trojan, Secretary

Gloria Cardenas Cudia, Chairperson

**Illinois Community College District No. 511
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114
Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR)**

**ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING
July 25, 2023, 5:15 p.m.**

MINUTES

Call to Order

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois convened in Room 0214, known as the Performing Arts Room (PAR), in the Educational Resource Center (ERC) on the main campus of Rock Valley College. Board Chair Gloria Cardenas Cudia called the meeting to order at 5:15 p.m.

Roll Call

Ms. Gloria Cardenas Cudia
Mr. Paul Gorski
Mr. John Nelson
Ms. Crystal Soltow

Mr. Bob Trojan
Mr. Richard Kennedy
Ms. Kristen Simpson
Student Trustee Juan Noguera

Board Secretary Bob Trojan confirmed there was a quorum, and the meeting began.

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President Liberal Arts and Adult Education/Chief Academic Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Dr. Hansen Stewart, Vice President Industry Partnership and Community Engagement; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsy Saucedo, Assistant to the President; Attorney Joseph Perkoski, Robbins Schwartz.

Communications and Petitions (Public Comment)

No public comments were received.

Adjourn to Closed Session

At 5:18 p.m., a motion was made by Trustee Trojan, seconded by Trustee Soltow, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters 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); and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act. The motion was approved by unanimous roll call vote.

Reconvene Open Session

At 5:47 p.m., a motion was made by Trustee Trojan, seconded by Trustee Gorski, to reconvene to the open meeting. The motion was approved by unanimous roll call vote.

Recognition of Visitors

There were no visitors to be recognized.

General Presentations

There were no general presentations.

Approval of Minutes

A motion was made by Trustee Trojan, seconded by Trustee Simpson, to approve the minutes of the June 13, 2023 Committee of the Whole meeting, the June 20, 2023 Special Meeting-Board Professional Development, and the June 27, 2023 Regular meeting and the Fiscal Year 2024 Public Budget Hearing.

There was no discussion. The motion was approved by unanimous roll call vote.

Action Items

1. BR 8057 – Claims Sheet

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from June 1, 2023 to June 30, 2023. The total is \$2,611,170.02.

A motion was made by Trustee Gorski, seconded by Trustee Soltow, to approve Board Report 8057.

There was no discussion. The motion was approved by majority roll call vote. Trustees Gorski, Kennedy, Simpson, Soltow, Trojan and Cudia voted yes. Trustee Nelson voted no. Student Trustee Nogueda voted yes (advisory).

2a. BR 8058-A – Purchase Report-A – FY2023 Amendments

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8058-A, Purchase Report-A.

\$ 867.00	A.	Mary’s Market Cafe & Bakery, Rockford, IL
\$ 3,000.00	B.	Airgas USA, LLC, Rockford, IL
\$ 1,200.00	C.	Midwest Library Service, Bridgeton, MO
\$ 5,400.00	D.	Stratus Networks, Peoria Heights, IL
\$ 2,800.00	E.	Central Management Systems, Peoria Heights, IL
\$ 6,000.00	F.	Townsquare Media, Rockford, IL
\$ 2,396.86	G.	Pepsi Cola Company, Loves Park, IL

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8058-A.

Vice President Ellen Olson confirmed that no changes have been made since the July 11 Committee of the Whole meeting. There was no further discussion. The motion was approved by unanimous roll call vote.

2b. BR 8058-B – Purchase Report-B – FY2024 Purchases

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8058-B, Purchase Report-B.

\$ Not to Exceed	A.	Windstar Lines Bus Company, Carroll, IA
50,000.00		
\$ 141,600.00	B.	Automatic Fire Systems, Inc., Machesney Park, IL
\$ 90,000.00	C.	Central Truck Leasing (CIT), Loves Park, IL
\$ 16,734.00	D.	Image Signs, Rockford, IL
\$ 25,846.48	E.	Krueger International (KI), Green Bay, WI
\$ 12,238.00	F.	Schumacher Elevator Company, Denver, IA
\$ 15,000.00	G.	Blackboard, Inc., Reston, VA

A motion was made by Trustee Gorski, seconded by Trustee Soltow, to approve Board Report 8058-B.

Vice President Ellen Olson confirmed that since the July 11 Committee of the Whole meeting, Item G, Software, has been changed from \$11,000 to \$15,000. The \$15,000 cost was the corrected amount as

received from the vendor. There was no further discussion. The motion was approved by unanimous roll call vote.

3. BR 8059 – Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approves the personnel actions as outlined on the Personnel Report.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8059.

Vice President Jim Handley described changes made to the Personnel Report since the July 11 Committee of the Whole meeting. There was no further discussion. The motion was approved by unanimous roll call vote.

- 4. BR 8060 – 2023-2024 Dual and Articulated Credit Memorandum of Understanding – Belvidere School District #100**
- 5. BR 8061 – 2023-2024 Dual and Articulated Credit Memorandum of Understanding – Boylan Catholic High School**
- 6. BR 8062 – 2023-2024 Dual and Articulated Credit Memorandum of Understanding – Byron Community School District #226**
- 7. BR 8063 – 2023-2024 Dual and Articulated Credit Memorandum of Understanding – Hononegah Community High School District #207**
- 8. BR 8064 – 2023-2024 Dual and Articulated Credit Memorandum of Understanding – Meridian School District #223**
- 9. BR 8065 – 2023-2024 Dual and Articulated Credit Memorandum of Understanding – Oregon Community Unit School District #220**
- 10. BR 8066 – 2023-2024 Dual and Articulated Credit Memorandum of Understanding – Rockford Christian Schools**
- 11. BR 8067 – 2023-2024 Dual and Articulated Credit Memorandum of Understanding – South Beloit Community Unit School District #320**
- 12. BR 8068 – 2023-2024 Dual and Articulated Credit Memorandum of Understanding – Winnebago School District #323**
- 13. BR 8069 – 2023-2024 Running Start Intergovernmental Agreement – Belvidere District #100**
- 14. BR 8070 – 2023-2024 Running Start Intergovernmental Agreement – Byron District #226**
- 15. BR 8071 – 2023-2024 Running Start Intergovernmental Agreement – South Beloit District #320**
- 16. BR 8072 – 2023-2024 Running Start Intergovernmental Agreement – Winnebago District #323**

The board reports read in part: It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding/Intergovernmental Agreement between Rock Valley College and [school district] effective [date] and ending [date]. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Trojan, to approve Board Reports 8060, 8061, 8062, 8063, 8064, 8065, 8066, 8067, 8068, 8069, 8070, 8071, and 8072.

Trustee Nelson commented that he wants the minutes to reflect that the College has approved these documents in one vote in previous years, and that all were reviewed at the July 11 Committee of the Whole. There was no further discussion. The motion was approved by unanimous roll call vote.

17. BR 8073 – 2023 Facilities Master Plan Update

The Board Report reads in part: It is recommended that the Board of Trustees approves the changes to the Facilities Master Plan as updated in the 2023 Facilities Master Plan, allowing for submission of those updates to the Illinois Community College Board (ICCB).

A motion was made by Trustee Gorski, seconded by Trustee Trojan, to approve Board Report 8073.

Vice President Rick Jenks confirmed that information was retained from the 2019 version and updated. The updated plan was reviewed with current, smaller focus groups and was presented to RVC employees. He also confirmed that the building projects have been laid out in logical progression based on the potential to receive funds allocated by the Illinois Capital Development Board (CDB). There was no further discussion. The motion was approved by unanimous roll call vote.

18. BR 8074 – Property Sale/Lease Contract for Stenstrom Center for Career Education with Rockford Public Schools #205

The Board Report reads in part: It is recommended that the Board of Trustees approves the sale of the Stenstrom Center for Career Education (SCCE) building to Rockford Public School District #205 and the lease agreement incorporated in the Real Estate Sale Contract as Exhibit B. **Attorney Reviewed.**

A motion was made by Trustee Nelson, seconded by Trustee Soltow, to approve Board Report 8074.

There was no discussion. The motion was approved by majority roll call vote. Trustees Kennedy, Nelson, Simpson, Soltow, Trojan, and Cudia voted yes. Trustee Gorski voted no. Student Trustee Noguera voted yes (advisory).

19. BR 8075 – Memorandum of Agreement with Rock Valley College Faculty Association for Dental Hygiene Clinical Instructor

The Board Report reads in part: It is recommended that the Board of Trustees approves the Memorandum of Agreement adding the position of Dental Hygiene Clinical Instructor to the Rock Valley College Faculty Association's 2021-2026 Collective Bargaining Agreement. **Attorney Reviewed.**

A motion was made by Trustee Nelson, seconded by Trustee Soltow, to approve Board Report 8075. There was no discussion. The motion was approved by unanimous roll call vote.

20. BR 8076 – Closed Session Minutes Through May 2023

The Board Report reads in part: It is recommended that the Board of Trustees approves the following:

1. That the minutes of the closed session meetings of November 15, 2022 through May 9, 2023 shall be approved.
2. That the need for confidentiality still exists for the closed meeting minutes for the period of November 15, 2022 through May 9, 2023.
3. That the verbatim recordings shall be maintained pursuant to an existing litigation hold on College records.
4. That minutes identified in this document shall continue to be confidential until further action of the Board of Trustees.
5. That the Board's legal counsel shall, after consulting with the Board's chair, have the ability to review any closed session meeting minutes that the Board previously approved to remain confidential, to respond to any Freedom of Information Act request, litigation discovery requests, or as otherwise required by court order, and to produce any said closed session meeting minutes or parts thereof where the need for confidentiality no longer exists.

A motion was made by Trustee Soltow, seconded by Trustee Simpson, to approve Board Report 8076. There was no discussion. The motion was approved by majority roll call vote. Trustees Kennedy, Simpson, Soltow, Trojan and Cudia voted yes. Trustees Gorski and Nelson voted no. Student Trustee Nogueta voted yes (advisory).

Other Business

1. New Business

There was no new business brought before the Board of Trustees.

2. Unfinished Business

There was no unfinished business brought before the Board of Trustees.

Updates / Reports

1. President's Update

President Howard Spearman provided highlights of recent college activities.

- The Rockford Robotics Offseason Competition (R2OC) was held in the Physical Education Center (PEC) on Saturday, July 22. Nearly 800 attendees cheered on the 30 teams from four/five states with four local teams competing for honors. Brittany Freiberg, chief development officer for the RVC Foundation, received the "Bob Trojan Making It Loud Award." In addition, six participants were awarded scholarships.
- Friday, July 21 marked the end of Camp Supernova, a week-long summer theater camp run by the College's theater department. The 120 attendees represented at least 13 cities in the region, as well as the Chicago area and California. Due to the generosity of the Kiwanis Club, 22 of 30 scholarships were provided to the students. Special thanks to Vicki Benson and the theater staff, RVC's Marketing team and the Community and Continuing Education Departments who helped promote the camp, and to the Mass Communications Department who helped develop a video.
- The Summer Manufacturing and Readiness Technology Camp, also known as SMART Camp, concluded its week-long camp with students presenting to parents, RVC teams and community leaders what they learned during the week. Allison Taylor, Dr. Cindi Schaefer, and the Mechatronics, Manufacturing and Welding instructors did an amazing job working with the junior-high age youth.
- Another SMART Camp was added this week for 13 youth from the Northwest Community Center in Rockford. Their camp will culminate on Friday, July 28.
- Dr. Spearman concluded his report by showing a video of the SMART Camp showing the fun and excitement of the participants.

2. Leadership Team Updates

- Vice President Heather Snider reminded trustees that the ICCB Recognition Report will be reviewed at the next Decennial Committee meeting to be held August 22 and to submit any questions on the Report to Ann Kerwitz and Betsy Saucedo prior to July 28. Fall enrollment is now 89 percent to budget, surpassing 85 percent at this time last year. Efforts such as phone campaigns and numerous registration events by the Student Affairs Department have contributed to the increase.
- Vice President Dr. Hansen Stewart announced that plans are being made to hold an ATC Expo Day on August 26 to showcase the programs and the machines at the Advanced Technology Center (ATC). In relation to plans to market the event, Trustee Soltow suggested putting up flyers in Belvidere and in back-to-school backpacks. The committee is working on finalizing plans for marketing the event and securing food truck(s).

3. Trustee Comments

- Board Chair Cudia commented that she appreciates all the work administrators do, as well as their detailed reports and professionalism.
- Trustee Gorski commented that according to recent news reports, Toyota is working on new hybrid cars, and encouraged administrators to stay flexible with the automotive program and to look beyond lithium batteries for electric vehicles. In addition, he reread the law creating the Decennial Committee that seems to say the committee should be looking for efficiency in intergovernmental agreements and

purchasing agreements, but he isn't sure of the intent of the law. He doesn't believe the Decennial Committee is doing that and should consider taking another look to see if the committee is missing anything regarding sharing of resources or intergovernmental agreements.

- Trustee Kennedy provided an update on the selection committee's activities to name an architect for the new Downtown site. He added that RVC will be known for its participation in the positive development of Rockford. He also thanked trustees for giving him the opportunity to be part of the Board.
- Trustee Trojan commented that he has been to two wrap-up sessions of the SMART camps and described the process of the camps. He sees the camp as a strong beginning for entrepreneurship for youth and wants to see it grow. He also acknowledged Allison Taylor, who relates very well to seventh and eighth grade kids, and applauds the efforts of Dr. Stewart and Dr. Spearman to create this camp.
- Trustee Simpson commented that her son attended the Supernova Theater camp and had a great time.
- Trustee Soltow commented that RVC needs more presence at the Boone County Fair that will be held August 8-13. Can we show videos or have the SMART Camp students show their cars? Dr. Spearman explained that he will follow up with Dr. Peyer who is on vacation right now. Trustees also asked if RVC will be at the Winnebago County Fair and Ogle County Fair.
- Trustee Nelson commented that he has seen all four Starlight Theatre musicals and enjoyed all of them, especially *Cinderella*. Dr. Spearman added that the College has received an extremely positive response this year to all Starlight shows. The revenue for one show has even surpassed last year's *The Little Mermaid*.

4. ICCTA (Illinois Community College Trustees Association) Report

Trustee Nelson did not have a report.

5. Student Trustee Report

Student Trustee Juan Noguera reported on remaining performances at Starlight Theatre, activities of the Student Life Department and the First Year Experience departments, the positive impact of the front desk student ambassadors, that RVC graduate Ryan Russell was named the 2023 Illinois Student Veteran of the Year, and that recent RVC graduates Jayden Newson and Alyssa Bird are featured on the RVC website. He added that members of the community have contacted him, hoping that RVC will support the upcoming Hispanic Heritage Month.

6. RVC Foundation Liaison Report

Trustee Trojan reported that the Foundation's board did not meet this month. He added that at the robotics competition held last Saturday, Brittany Freiberg received the "Bob Trojan Making It Loud Award," and the Foundation gave out \$2,500 in scholarships to students going to RVC. He added that scholarships are still available through the RVC Foundation; the second round for applications will be in September.

7. Freedom of Information Act (FOIA) Report

The Freedom of Information Act (FOIA) report was accepted as presented.

Closed Session

A second closed session was not held

Next Meeting

The next Committee of the Whole meeting will be held on Tuesday, August 8, 2023 at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

The next meeting of the Decennial Committee will be held on Tuesday, August 22, 2023 at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

The next Regular meeting will be held on Tuesday, August 22, 2023 at 5:45 p.m., following the meeting of the Decennial Committee. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

Adjournment

At 6:35 p.m., a motion was made by Trustee Gorski, seconded by Trustee Soltow, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Ann L. Kerwitz

Robert Trojan, Secretary

Gloria Cardenas Cudia, Chairperson

Claims Sheet

Recommendation:

It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from July 1, 2023 to July 31, 2023.

The total is \$ 4,459,545.62.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A - FY2023 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Job Evaluations – (Other Contractual Services – Human Resources)

Cottingham & Butler	Carol Stream, IL	\$6,375.00*(1)
DBA Carlson and Dettmann Consulting		

1. This is the second amendment to the original agreement with Cottingham & Butler. This expense is for additional job evaluations that were completed during the compensation study. The study was completed as a result of Bid #22-06.

Original approved amount	\$54,500.00
First increase amount	\$ 5,500.00
Increase requested	\$ 6,375.00
New total expenditure	\$66,375.00

FY2023 Budgeted Expense
 Original Board Report BR #7923-B
 First amendment - Board Report BR #8020-A

Howard J. Spearman, Ph.D.
 President

Board Approval: _____
 Secretary, Board of Trustees

Purchase Report-B - FY2024 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Administrative Software – (Emergency Preparedness – Public Safety)

Finalsite (formerly Blackboard, Inc.) Glastonbury, CT \$134.00*(1)

1. This amount is to cover the increase in the annual cost of the Blackboard Connect software program. The final price was \$134 more than the projected cost estimate received. The program provides the emergency notification system for students and staff to receive text messages, telephone calls, and emails.

Original approved amount	\$11,000.00
Increase requested	\$ 134.00
New total expenditure	\$11,134.00 Not to Exceed

FY2024 Budgeted Expense
Original Board Report BR #8049-E

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-C - FY2024 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Food Service – (Other Contractual Services – Center for Learning in Retirement)

Perfectly Seasoned LLC	Roscoe, IL	\$25,000.00*(1)
		Not to exceed

1. The Center for Learning in Retirement (CLR) will celebrate its 30th Anniversary on October 5, 2023, at the Tebala Event Center. This expense is for the food service for an estimated 400 guests. The Foundation will cover a deposit for the services in the amount of \$5,054.82, and the remainder will be covered by CLR, with the final amount to be determined by the final number of guests. The venue had five approved catering companies to choose from. All five were contacted, and only two could meet the needs of the guest count. Between those two, Perfectly Seasoned offered free taste testing, a choice of three meals instead of two, and a cost savings of \$1 less per plate.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption N: Contracts for the purchase of perishable foods and perishable beverages*

FY2024 Budgeted Expense

B. Portable Radios – (Tort Fund - Equipment – Public Safety)

Motorola Solutions	Schaumburg, IL	\$142,802.15*(2)
		Not to exceed

2. This expense includes fourteen Motorola multi-band APX Next Starcom & VHF radios and a three-year Public Safety Department subscription service. Rock Valley College’s current Motorola radios do not allow dual-band encryption. This expense will enable the RVC Police Department to communicate with Boone County Dispatch for police service at the Advanced Technology Center in Belvidere. This is a state BID contract (IL DIT7016660).

FY2024 Budgeted Expense

Purchase Report-C - FY2024 Purchases

C. Software – (Administrative Software – Information Technology)

Prey **San Francisco, CA** **\$10,300.00*(3)**

3. Prey is an anti-theft tracking software used to ensure the security and compliance of hardware across campus. It can be used on laptops, smartphones, and tablets and supports all major operating systems. This is for the annual renewal of the software. The IT Department will use this software on laptops used by students and staff.

FY2024 Budgeted Expense

D. Production Contract – (Other Contractual Services – Starlight Theatre)

TBD **New York, NY** **\$25,000.00*(5)**
Not to exceed

5. This expense is for Production A of the summer 2024 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

Music Theatre International
Concord Theatricals
Theatrical Rights Worldwide
Broadway Licensing

FY2024 Budgeted Expense

Purchase Report-C - FY2024 Purchases

E. Production Contract – (Other Contractual Services – Starlight Theatre)

TBD	New York, NY	\$25,000.00*(6) Not to exceed
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6. This expense is for Production B of the summer 2024 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

- Music Theatre International
- Concord Theatricals
- Theatrical Rights Worldwide
- Broadway Licensing

FY2024 Budgeted Expense

F. Production Contract – (Other Contractual Services – Starlight Theatre)

TBD	New York, NY	\$25,000.00*(7) Not to exceed
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7. This expense is for Production C of the summer 2024 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

- Music Theatre International
- Concord Theatricals
- Theatrical Rights Worldwide
- Broadway Licensing

FY2024 Budgeted Expense

Purchase Report-C - FY2024 Purchases

G. Production Contract – (Other Contractual Services – Starlight Theatre)

TBD	New York, NY	\$25,000.00*(8)
		Not to exceed

8. This expense is for Production D of the summer 2024 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

- Music Theatre International
- Concord Theatricals
- Theatrical Rights Worldwide
- Broadway Licensing

FY2024 Budgeted Expense

H. Audio Visual System – (Capital Expense – Information Technology)

Sound Inc	Naperville, IL	\$24,112.00*(9)
AVI Systems Inc	Madison, WI	\$32,211.45

9. This expense is for audio and visual improvements to the Welding Lab at the Advanced Technology Center, increasing instruction functionality and improving audio quality. This proposal addresses adding an HDMI connection at the teaching station, a distributed audio system for presentation, and a voice lift with a wireless handheld microphone. The system will be controlled by a 5-inch touch panel at the teaching station.

FY2024 Capital Expense

Purchase Report-C - FY2024 Purchases

I. Return of Grant Funds – (Grant Expense – ICCB Workforce Equity Initiative Grant)

Illinois Community College Board Springfield, IL \$139,035.44*(10)

10. This expense is for the return of unused Workforce Equity Initiative Grant funds from the grant period that ended on March 31, 2022. The ICCB requires Rock Valley College to return unused grant funds. A total of \$1,200,000.00 was awarded in the grant period, and \$1,060,964.56 of the award was spent on supporting the programs, including Truck Driver Training, Welding, and Nursing.

FY2024 Grant Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-C - FY2024 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Food Service – (Other Contractual Services – Center for Learning in Retirement)

Perfectly Seasoned LLC	Roscoe, IL	\$25,000.00*(1) Not to exceed
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1. The Center for Learning in Retirement (CLR) will celebrate its 30th Anniversary on October 5, 2023, at the Tebala Event Center. This expense is for the food service for an estimated 400 guests. The Foundation will cover a deposit for the services in the amount of \$5,054.82, and the remainder will be covered by CLR, with the final amount to be determined by the final number of guests. The venue had five approved catering companies to choose from. All five were contacted, and only two could meet the needs of the guest count. Between those two, Perfectly Seasoned offered free taste testing, a choice of three meals instead of two, and a cost savings of \$1 less per plate.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
 Exemption N: Contracts for the purchase of perishable foods and perishable beverages*

FY2024 Budgeted Expense

B. Portable Radios – (Tort Fund - Equipment – Public Safety)

Motorola Solutions	Schaumburg, IL	\$142,802.15*(2) Not to exceed
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2. This expense includes fourteen Motorola multi-band APX Next Starcom & VHF radios and a three-year Public Safety Department subscription service. Rock Valley College’s current Motorola radios do not allow dual-band encryption. This expense will enable the RVC Police Department to communicate with Boone County Dispatch for police service at the Advanced Technology Center in Belvidere. This is a state BID contract (IL DIT7016660).

FY2024 Budgeted Expense

Purchase Report-C - FY2024 Purchases

C. Software – (Administrative Software – Information Technology)

Prey **San Francisco, CA** **\$10,300.00*(3)**

3. Prey is an anti-theft tracking software used to ensure the security and compliance of hardware across campus. It can be used on laptops, smartphones, and tablets and supports all major operating systems. This is for the annual renewal of the software. The IT Department will use this software on laptops used by students and staff.

FY2024 Budgeted Expense

~~D. Architect Firm (Other Contractual Services – Downtown Campus)~~

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- ~~TBD Demonica Kemper Architects (DKA) TBD Chicago, IL~~
- ~~\$TBD*(4)~~
- ~~OPN Architects Madison, WI~~
- ~~Cordogan Clark Aurora, IL~~
- ~~Saavedra Group Architects (SGA) Rockford, IL~~
- ~~Holabird & Root, LLC Chicago, IL~~
- ~~Ollmann Ernest Martin (OEM) Belvidere, IL~~

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~~4. On July 12, 2023, Rock Valley College received six responses to the Request for Qualifications #23-17 Architect for RVC Downtown Campus. A selection committee of eleven members was assembled from volunteers requested by the Cabinet. The committee reviewed the responses, and each member independently scored the answers. The scores were compiled, and the top four firms were short-listed. Each short-listed firm was asked to give a brief presentation and respond to questions from the committee. After the interviews, the committee again scored the firms and identified two finalists who will give presentations to the Board during the Committee of the Whole on August 8, 2023. The committee received the Board's assessment of the firms from Board Liaison, Trustee Kennedy, and held a final discussion. The committee voted, and the final recommendation is to award Demonica Kemper Architects (DKA) the contract to be architect for the downtown campus. will be brought to the Board on August 22, 2023.~~

~~FY2024 Budgeted Expense~~

Purchase Report-C - FY2024 Purchases

E.D. Production Contract – (Other Contractual Services – Starlight Theatre)

TBD **New York, NY** **\$25,000.00*(5)**
Not to exceed

5. This expense is for Production A of the summer 2024 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

- Music Theatre International
- Concord Theatricals
- Theatrical Rights Worldwide
- Broadway Licensing

FY2024 Budgeted Expense

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F.E. Production Contract – (Other Contractual Services – Starlight Theatre)

TBD **New York, NY** **\$25,000.00*(6)**
Not to exceed

6. This expense is for Production B of the summer 2024 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

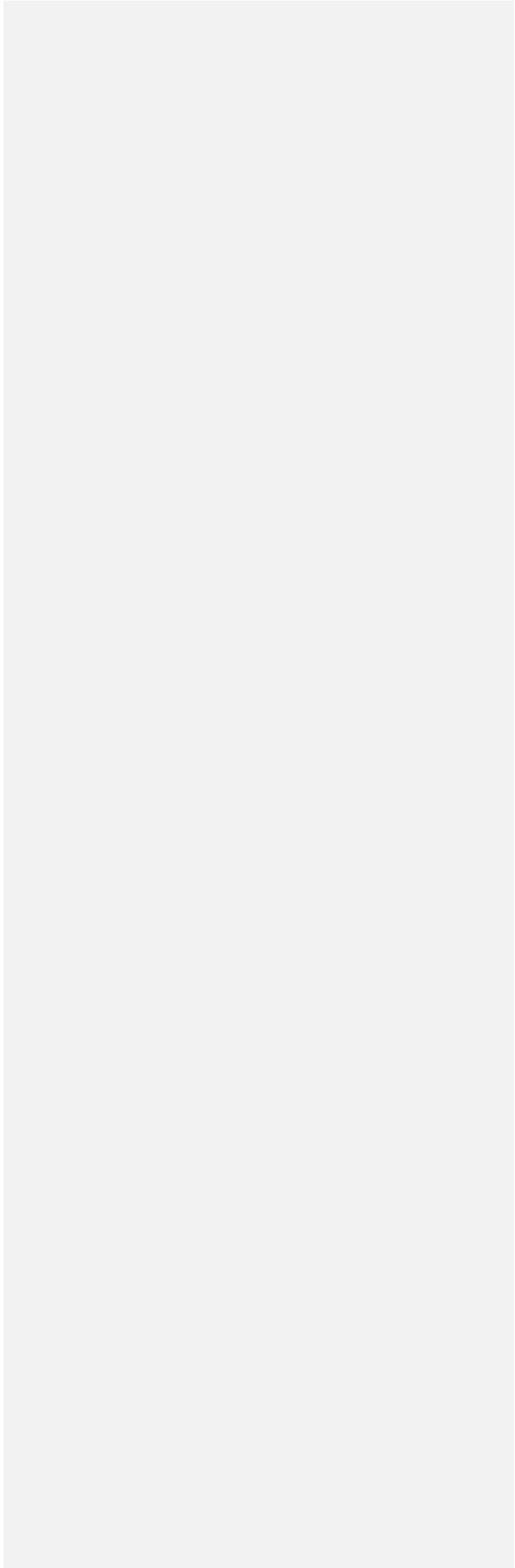
- Music Theatre International
- Concord Theatricals

Purchase Report-C - FY2024 Purchases

Theatrical Rights Worldwide
Broadway Licensing

FY2024 Budgeted Expense

DRAFT



Purchase Report-C - FY2024 Purchases

G-F. Production Contract – (Other Contractual Services – Starlight Theatre)

TBD **New York, NY** **\$25,000.00*(7)**
Not to exceed

7. This expense is for Production C of the summer 2024 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

- Music Theatre International
- Concord Theatricals
- Theatrical Rights Worldwide
- Broadway Licensing

FY2024 Budgeted Expense

H-G. Production Contract – (Other Contractual Services – Starlight Theatre)

TBD **New York, NY** **\$25,000.00*(8)**
Not to exceed

8. This expense is for Production D of the summer 2024 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

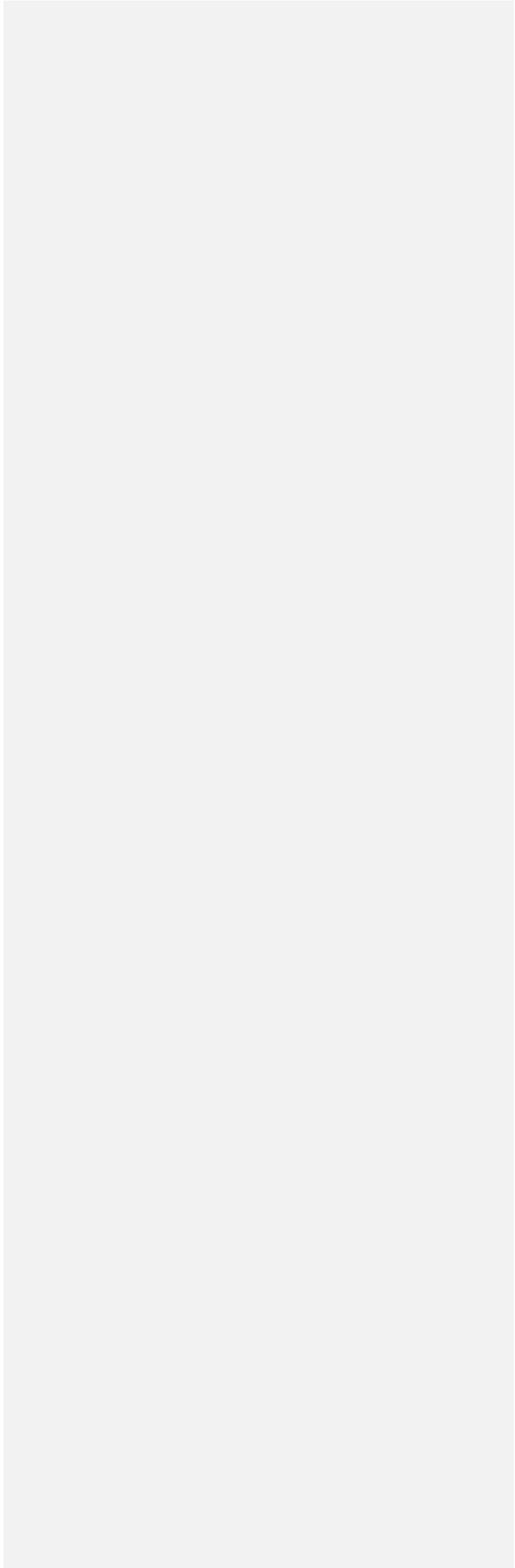
- Music Theatre International
- Concord Theatricals
- Theatrical Rights Worldwide
- Broadway Licensing

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Purchase Report-C - FY2024 Purchases

FY2024 Budgeted Expense

DRAFT



Purchase Report-C - FY2024 Purchases

H. Audio Visual System – (Capital Expense – Information Technology)

Sound Inc	Naperville, IL	\$24,112.00*(9)
AVI Systems Inc	Madison, WI	\$32,211.45

9. This expense is for audio and visual improvements to the Welding Lab at the Advanced Technology Center, increasing instruction functionality and improving audio quality. This proposal addresses adding an HDMI connection at the teaching station, a distributed audio system for presentation, and a voice lift with a wireless handheld microphone. The system will be controlled by a 5-inch touch panel at the teaching station.

FY2024 Capital Expense

I. Return of Grant Funds – (Grant Expense – ICCB Workforce Equity Initiative Grant)

Illinois Community College Board	Springfield, IL	\$139,035.44*(10)
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10. This expense is for the return of unused Workforce Equity Initiative Grant funds from the grant period that ended on March 31, 2022. ~~Rock Valley College is required by the ICCB~~The ICCB requires Rock Valley College to return unused grant funds. A total of \$1,200,000.00 was awarded in the grant period, and \$1,060,964.56 of the award was spent on supporting the programs ~~which included, including~~ Truck Driver Training, Welding, and Nursing.

FY2024 Grant Expense

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Purchase Report-C - FY2024 Purchases

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

DRAFT

2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU) Between Harlem Consolidated School District #122 and Rock Valley College

Background:

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

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

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

Appendix A notes the courses approved to be taught at District #122 as dual credit for the 2023-2024 academic year.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Harlem Consolidated School District beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ____ day of June, 2023 between Harlem Consolidated School District No. 122 ("School District"), located at 8605 N. 2nd Street, Machesney Park, Illinois 61115 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
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 the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
 - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.

- d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;
- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley

- College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
 - o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
 - p. Provide necessary academic support and guidance to students enrolled in the program.
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. 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 currently 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 minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
 - f. Provide guidance on appropriate placement of students using multiple measures;
 - g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
 - 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 bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
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 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
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. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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

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

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

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

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

R. Terese 7-31-2023
High School Superintendent Date

Rock Valley College President Date

[Signature]
Vice President

Evelyn Meeks 7/17/23
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 Harlem Consolidated School District as dual credit effective during this Agreement:

Dual Credit Courses
EDU 224 – Introduction to Education
FWS 237 – Nutrition for Optimum Living
GAT 110 – Introduction to Photoshop
GAT 115 – Introduction to Illustrator
HLT 110 - Medical Terminology
MGT 270 - Principles of Management
MKT 260 - Principles of Marketing
MKT 288 – Customer Relations
MTH 135 - Calculus with Analytic Geometry I
PCT 110 - Network Essentials
PCT 262 - A+ Essentials
PCT 270 – Intro to Linux/Unix
SPH 131 - Speech
WEB 101 – Fundamentals of Web Design

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

High School Course Eligible for Articulated Credit	RVC Articulated Course Equivalent	Student Earns Articulated Credit by:
Introduction to Business	BUS 101	Successful Completion of MKT 260 or MGT 270
Computer Applications	CIS 102	Successful Completion of PCT 110 or PCT 262 or BUS 101
Introduction to Welding	WLD 100	Successful Completion of WLD 153

Appendix B Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 277). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

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

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

Appendix D Articulated Credit Policy & Procedures

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

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU) Between
North Boone Community Unit School District #200 and Rock Valley College**

Background:

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

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

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. At its cost, the school district will also provide 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 2023-2024 academic year.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding (MOU) between Rock Valley College and North Boone Community Unit School District #200, beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Dual and Articulated Credit Memorandum of Understanding - North Boone Community Unit School District #200

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ____ day of June, 2023 between North Boone Community Unit School District 200 ("School District"), located at 6248 North Boone School Road, Poplar Grove, Illinois 61065 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
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 the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
 - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.

- d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;
- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley

College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
- p. Provide necessary academic support and guidance to students enrolled in the program.

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

- a. 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 currently 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 minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
- f. Provide guidance on appropriate placement of students using multiple measures;
- g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
- 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 bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
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 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
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. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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

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

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

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

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

[Signature] 7/19/23
High School Superintendent Date

Rock Valley College President Date

Ed Marshall 7/19/23
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 North Boone Community Unit School District as dual credit effective during this Agreement:

Dual Credit Courses
ENG 101 – Composition I
ENG 103 – Composition II

Appendix B

Curriculum Development, Feedback, and Approval

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

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

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

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

Appendix D Articulated Credit Policy & Procedures

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

**2023-2024 Running Start Program
Harlem Consolidated School District #122**

Background: Running Start is a formal program that allows qualified students from Harlem Consolidated School District #122 to attend Rock Valley College (RVC) for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet the requirements for both a high school diploma and a Rock Valley College Associate's Degree simultaneously or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Harlem Consolidated School District #122.

Students selected for Running Start need to be academically and socially ready for college. Running Start allows students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. 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 Harlem Consolidated School District #122 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for repeated courses, textbooks, and course supplies. The District's financial assistance helps reduce college costs for students and their families.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Harlem Consolidated School District #122, effective the date both parties have approved and executed the Agreement, for classes beginning August 21, 2023. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Harlem Community School District #122 Running Start Intergovernmental Agreement

INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD
OF EDUCATION OF
HARLEM CONSOLIDATED SCHOOL DISTRICT NO. 122,
WINNEBAGO COUNTY, ILLINOIS
AND
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,
WINNEBAGO COUNTY, ILLINOIS
FOR RUNNING START PROGRAM

This Agreement is made and entered into by and between the Board of Education of Harlem Consolidated District No. 122, Winnebago County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

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

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

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

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

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

Section 1 Incorporation of Preamble Recitals

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

Section 2 Implementation of Running Start

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

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

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

Section 3 DISTRICT Obligations

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start, identifying a minimum of ten (10) and a maximum of seventeen (17) eligible students to participate in Running Start per school year.

- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 122 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this in-district tuition and fees calculation.
- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan

annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

Section 4 COLLEGE Obligations

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 122 students are approved by DISTRICT Counselor or

DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

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

Section 5 Participating DISTRICT Students' Obligations

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

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

Section 6 Shared Obligations and Understandings of the Parties

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

against the other party or against third parties.

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

Section 7 Participation in Running Start Program by Students with Disabilities

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

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

supplementary aids and/or accommodations for eligible students.

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

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

Section 8 Miscellaneous Provisions

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2024. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

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

with a copy to counsel;

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

If to COLLEGE:

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

with a copy to counsel;

Joseph J. Perkoski
Robbins-Schwartz
55 W. Monroe St. – Suite 800
Chicago, IL 60603-5144
Facsimile: (312) 332-7768
Email: jperkoski@robbins-schwartz.com

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

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

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

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

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

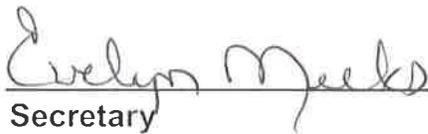
Board of Education
Harlem School District
No. 122
Winnebago County,
Illinois

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



President

President



Secretary

Secretary

7-17-23

Date

Date

APPENDIX A
DISTRICT Running Start Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

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

APPENDIX B

DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to Harlem DISTRICT 122. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

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

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

APPENDIX C Running Start Student Academic Conduct Policies

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

ADVISING & COMMUNICATION

Running Start students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)

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

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

DISMISSAL FROM PROGRAM

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

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.

- Failure to participate in the IARP meetings during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

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

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

Appendix D
Running Start Program Course Offerings 2023-2024
Running Start Courses Approved to be taken at an RVC Campus

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

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

Business

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

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

Communications

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

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

Computers and Information Systems

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

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

Engineering and Technology

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
EGR-101	Introduction to Engineering	2	RSEGR101	Introduction to Engineering	Elective- .50
EGR-135	Engineering Graphics/CAD	4	RSEGR135	Engineering Graphics/CAD	Elective- .75
EGR-206	Statics	3	RSEGR206	Statics	Elective- .50
EGR-207	Dynamics	3	RSEGR207	Dynamics	Elective- .50
EGR-221	Elem Mech of Defmabl Bodies	3	RSEGR221	Elem Mech of Defmabl Bodies	Elective- .50

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

Humanities / Fine Arts

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

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

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

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

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

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

Physical Sciences

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

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

Social Sciences

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

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

STU Student Development

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

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

**2023-2024 Running Start Program
North Boone Community Unit School District #200**

Background: Running Start is a formal program that allows qualified students from North Boone Community Unit School District #200 to attend Rock Valley College (RVC) for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet the requirements for both a high school diploma and a Rock Valley College Associate’s Degree simultaneously or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with North Boone Community Unit School District #200.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and to excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. 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 North Boone Community Unit School District #200 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining 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 helps to reduce the overall cost of college for students and their families.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with North Boone Community Unit School District #200, effective the date both parties have approved and executed the Agreement, for classes beginning August 21, 2023. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Intergovernmental Agreement (IGA)-Running Start Program - North Boone Community Unit School District #200

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD
OF EDUCATION OF
NORTH BOONE COMMUNITY UNIT SCHOOL DISTRICT
NO. 200, BOONE COUNTY, ILLINOIS
AND
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,
WINNEBAGO COUNTY, ILLINOIS
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of North Boone Community Unit School District No. 200, Boone County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

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

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

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

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

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

Section 1 Incorporation of Preamble Recitals

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

Section 2 Implementation of Running Start

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

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

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

Section 3 DISTRICT Obligations

DISTRICT will:

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

- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 200 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this in-district tuition and fees calculation.
- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition

planning.

Section 4 COLLEGE Obligations

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 200 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

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

Section 5 Participating DISTRICT Students' Obligations

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

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

Section 6 Shared Obligations and Understandings of the Parties

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

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

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

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

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

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

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

Section 7 Participation in Running Start Program by Students with Disabilities

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

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

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

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

Section 8 Miscellaneous Provisions

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2024. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

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

with a copy to counsel;

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

If to COLLEGE:

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

with a copy to counsel:

Joseph J. Perkoski
Robbins-Schwartz
55 W. Monroe St. – Suite 800
Chicago, IL 60603-5144
Facsimile: (312) 332-7768
Email: jperkoski@robbins-schwartz.com

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

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

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

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

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

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

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

**Board of Education North
Boone School District
No. 200
Boone County, Illinois**

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



President

President



Secretary

Secretary

7-18-23

Date

Date

APPENDIX A
DISTRICT Running Start Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

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

APPENDIX B
DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to North Boone DISTRICT 200. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

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

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

APPENDIX C

Running Start Student Academic Conduct Policies

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

ADVISING & COMMUNICATION

Running Start students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)

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

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

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

DISMISSAL FROM PROGRAM

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

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.

- Failure to participate in the IARP meetings during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

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

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

Appendix D
Running Start Program Course Offerings 2023-2024
Running Start Courses Approved to be taken at an RVC Campus

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

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

Business

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

Communications

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

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

Computers and Information Systems

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

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

Engineering and Technology

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
EGR-101	Introduction to Engineering	2	Elective		0.5
EGR-135	Engineering Graphics/CAD	4	Elective		1
EGR-206	Statics	3	Elective		0.5
EGR-207	Dynamics	3	Elective		0.5
EGR-221	Elem Mech of Defmabl Bodies	3	Elective		0.5
EGR-231	Engineering Circuit Analysis	4	Elective		1
EGR-250	Digital Electronics	4	Elective		1

Humanities / Fine Arts

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ART-101	Drawing and Composition I	3	Elective		0.5
ART-102	Drawing and Composition II	3	Elective		0.5
ART-103	Design I	3	Elective		0.5
ART-111	Painting I	3	Elective		0.5

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

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

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

Life Sciences

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

Mathematics

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

Physical Sciences

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

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

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

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

STU Student Development

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

2023-2024 Senior Semester Program North Boone Community Unit School District #200

Background: Senior Semester is a formal program being launched in partnership with the North Boone School District #200 during the 2023-2024 school year. The program allows up to 20 qualified District students to attend Rock Valley College (RVC) for their final high school semester of senior year. Students take dual credit courses that meet the requirements for both a high school diploma and one semester of Rock Valley College credit courses simultaneously. The Senior Semester program is administered through the Early College office at RVC in conjunction with North Boone School District #200.

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

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

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Senior Semester Intergovernmental Agreement with North Boone School District #200 effective upon signature for classes beginning January 2024. Said agreement shall expire on June 30, 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Senior Semester Program Intergovernmental Agreement (IGA) - North Boone Community Unit School District #200

**INTERGOVERNMENTAL AGREEMENT BETWEEN
NORTH BOONE COMMUNITY UNIT SCHOOL DISTRICT NO. 200, BOONE
COUNTY, ILLINOIS
AND
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,
WINNEBAGO COUNTY, ILLINOIS
FOR SENIOR SEMESTER PROGRAM**

This Agreement is made and entered into by and between the Board of Education of North Boone Community Unit School District No. 200, Boone County Illinois ("DISTRICT") and the Board of Trustees of Illinois Community COLLEGE DISTRICT No. 511, Winnebago County, Illinois ("COLLEGE") (together, the Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

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

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

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

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

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

Section 1 Incorporation of Preamble Recitals

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

Section 2 Implementation of Senior Semester

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

- A. The Parties intend to establish and offer Senior Semester to provide eligible DISTRICT students with full-time instruction at COLLEGE during a semester of their senior year of high school in satisfaction of:
- 1) DISTRICT'S requirements for earning a high school diploma.
- B. Any DISTRICT student interested in Senior Semester will meet with a DISTRICT high school counselor to discuss whether they meet the pre-selection criteria set forth in the Senior Semester Program Process Procedures (Appendix A). If an Interested DISTRICT student meets said pre-selection criteria, they will follow the application process set forth in the Senior Semester Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Senior Semester program.
- D. Instruction for DISTRICT students accepted into Senior Semester shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of in-district tuition and fees for courses taken per student per school year, not to exceed \$48,000 during the term of this Agreement., The total number of students permitted to participate in Senior Semester shall not exceed 20 enrolled students each year for said instruction. The cap established by this Section may be adjusted as provided In Section 3.N, below.
- E. If a DISTRICT student is not successful academically or is not meeting Senior Semester academic standards at the midterm grading period, COLLEGE will notify District staff within one week after the midterm date.
- F. At semester end, COLLEGE will provide the District staff with student transcripts enrolled in Senior Semester.

Section 3 DISTRICT Obligations

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Senior Semester, identifying a maximum of 10 eligible students to participate In Senior Semester per school year.
- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5110- 20.13(b)) and who are accepted into Senior Semester are provided equal access to Senior Semester consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Senior Semester program by the COLLEGE's annual deadline.
- D. DISTRICT will be responsible for communicating to the Senior Semester students and a parent or guardian the enrollment and selection of courses defined as Senior Semester schedules.
- E. DISTRICT will be responsible for communicating to Senior Semester students and their

parents or a guardian in regard to resolving disputes within the overall operation of the Senior Semester program, including but not limited to the DISTRICT Senior Semester selection process results and qualifications and expectations of student independence not governed by in loco parentis.

- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with one point-of-contact i.e.; Principal, to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Senior Semester students.
- J. DISTRICT will provide all personal and academic success counseling services to Senior Semester students.
- K. DISTRICT will provide students who successfully complete Senior Semester with credit towards a high school diploma.
- L. DISTRICT will communicate to the North Boone District 200 students and their parents or a guardian that they are responsible for covering textbook and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of tuition and fees with the assistance of the COLLEGE for the courses taken per Senior Semester student and pay the COLLEGE the cost associated with this tuition and fees calculation. In general, it is estimated that the student enrollment of tuition and fees will not exceed \$48,000 per year, which are reasonable to provide students access to COLLEGE'S courses. Subject to COLLEGE'S availability, the DISTRICT will make final determination on the number of students enrolled in the Senior Semester program and their course selections, and shall make adjustments as needed to cover tuition and fees associated with the program while not exceeding the cap established in this Section. Alternatively, if either Party expects the cap established by this Section to be exceeded, the DISTRICT may agree in writing to increase the cap without adjustments to the number of students enrolled and/or the course selections.
- N. District agrees to work with their Senior Semester students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Senior Semester. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

Section 4 COLLEGE Obligations

COLLEGE will:

- A. COLLEGE will provide technology accounts for 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 Senior Semester enrollment. DISTRICT is responsible for tuition and fees for STU 100, Planning for Success.
- D. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- E. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- F. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- G. COLLEGE will ensure that instructors for Senior Semester courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and 110 ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Senior Semester Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- H. COLLEGE will take appropriate steps to ensure that Senior Semester courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Senior Semester student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE'S review and evaluation policy for on-campus adjunct faculty, in consultation with the DISTRICT'S superintendent.
- I. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 200 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.
- J. COLLEGE will maintain appropriate academic control over the curriculum of all Senior Semester Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.
- K. COLLEGE will evaluate and document the performance of students who complete dual credit courses, and share such data with DISTRICT. To the extent applicable, the evaluation shall not impact the instructor's performance evaluation under the School Code.
- L. COLLEGE will make publicly available and provide to each student all institutional policies relating to the academic standing of students enrolled in dual credit courses or the transfer of credit for dual credit courses.

Section 5 Participating DISTRICT Students' Obligations

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

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Senior Semester Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment at the midterm of the Senior Semester with a COLLEGE advisor and DISTRICT counselor in advance of assigned priority registration dates.
- E. Student will keep all scheduled appointments.
- F. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- G. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- H. Student will meet and maintain requirements as set forth in the Senior Semester Academic Conduct Policies (pursuant to Appendix C).
- I. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met prior to the start of the Senior Semester.

Section 6 Shared Obligations and Understandings of the Parties

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely memorializes implementation of Senior Semester, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.
- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Senior Semester Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Senior Semester courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and

use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law, and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- E. The Parties agree that their respective representatives shall use their best efforts to timely communicate with one another as needed to pursue the objectives and implementation of Senior Semester, and to work cooperatively to resolve any issues which may from time to time arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

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

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

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Senior Semester Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
- The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Senior Semester list, as referenced in Appendix B.
 - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
 - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Senior Semester coursework.
 - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support Services.
- C. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or

Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a Senior Semester Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.

- D. A student with a disability who accesses a Senior Semester Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.
- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Senior Semester Program courses.

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

Section 8 Miscellaneous Provisions

- A. **Effective Date.** This Agreement becomes effective upon the date as of which It has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2024, but may be mutually extended by the parties for subsequent one (1) year terms. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

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

with a copy to counsel;

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

If to COLLEGE:

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

with a copy to counsel:

Joseph J. Perkoski
Robbins-Schwartz
55 W. Monroe St. – Suite 800
Chicago, IL 60603-5144
Facsimile: (312) 332-7768
Email: jperkoski@robbins-schwartz.com

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

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

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

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

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

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

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

Board of Education
North Boone School
District No. 200
Boone County, Illinois

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



President

President



Secretary

Secretary

7-18-23

Date

Date

APPENDIX A

DISTRICT Senior Semester Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

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

APPENDIX B

DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: ~~"ED of CCR" refers to Rockford Public Schools Executive Director of COLLEGE & Career Readiness.~~ "Dean of EC" refers to Rock Valley College's Dean of Early College. "DISTRICT" refers to North Boone School District 200. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

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

Semester program OR placement on DISTRICT waiting list.

16. COLLEGE sends welcome packet to DISTRICT students and request for transcripts to final and approved DISTRICT Senior Semester students.
17. Accepted DISTRICT students return completed welcome packet forms and transcripts to COLLEGE.
18. DISTRICT staff manages DISTRICT Senior Semester waiting list.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet North Boone District 200 graduation requirements.
20. COLLEGE provides schedules to district staff for students enrolled in the DISTRICT Senior Semester program.
21. District staff distributes schedules to DISTRICT counselors.
22. District staff will work with DISTRICT students and COLLEGE on any changes to schedules offered to the DISTRICT.
23. COLLEGE provides students access to college advisors to assist with scheduling, as needed
24. When a student scheduling change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
25. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to District staff for processing to the Early College Office.
26. COLLEGE provides student transcripts to district staff for semester completed by participating students within two weeks of final grades posting.

APPENDIX C

Senior Semester Academic Conduct Policies

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

ADVISING & COMMUNICATION

Senior Semester students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

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

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

DISMISSAL FROM PROGRAM

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

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

Personnel Report

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

A. Appointments

Leana Davis, Executive Director of Financial Aid, Full-time, ADM, Grade R, \$86,000, effective September 5, 2023.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Personnel Report

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

A. Appointments

_____, Leana Davis, Executive Director of Financial Aid, Full-time, ADM, Grade R,
\$ _____, \$86,000, effective _____, September 5th, 2023.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Collective Bargaining Agreement with Illinois Fraternal Order of Police Labor Council

BACKGROUND: Rock Valley College maintains its own Police department to protect and serve the community at all of its campuses. The Police department is budgeted to employ nine (9) sworn officers who perform a non-leadership role for the department. These nine (9) non-leadership officers are represented by the Illinois Fraternal Order of Police labor union.

On June 26, 2020, the Rock Valley College Board of Trustees entered into a collective bargaining agreement with the Illinois Fraternal Order of Police Labor Council effective until June 30, 2023.

Administration met with members of the Illinois Fraternal Order of Police Labor Council and have arrived at an agreement for officers at Rock Valley College. Once approved, this collective bargaining agreement will be in effect through fiscal year 2027.

RECOMMENDATION: It is recommended that the Board of Trustees approves the Collective Bargaining Agreement with the Illinois Fraternal Order of Police Labor Council effective July 1, 2023 through June 30, 2027. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Illinois Fraternal Order of Police Collective Bargaining Agreement 2023 - 2027

ILLINOIS FOP LABOR COUNCIL

and

ROCK VALLEY COMMUNITY COLLEGE

DISTRICT NO. 511

All Full-Time Police Officers



July 1, 2023 – June 30, 2027

Springfield - Phone: 217-698-9433 / Fax: 217-698-9487
Western Springs - Phone: 708-784-1010 / Fax: 708-784-0058
Web Address: www.fop.org
24-hour Critical Incident Hot Line: 877-IFOP911



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**Agreement between
Rock Valley College and Illinois Fraternal Order of Police**

**ROCK VALLEY COLLEGE DISTRICT NO. 511
COLLECTIVE BARGAINING AGREEMENT
FOR FRATERNAL ORDER OF POLICE**

This Agreement is entered into by and between The Rock Valley College Board of Trustees, Community College District 511 (hereinafter referred to as the “College”) and The Illinois Fraternal Order of Police Labor Council (hereinafter referred to as the “FOP Labor Council” or “Labor Council”). It is the purpose of this Agreement and it is the intent of the parties hereto to establish and promote a mutual harmonious understanding and relationship between the College and The FOP Labor Council, to promote departmental efficiency and effectiveness, to establish wages, hours and other terms and conditions of employment of employees covered by this Agreement, and to provide for the equitable and peaceful adjustment and resolution of differences which may arise from time to time over the interpretation and application of this Agreement. In consideration of the mutual promises, covenants and Agreements contained herein, the parties hereto, by their duly authorized representatives and/or agents, do mutually covenant and agree as follows:

**ARTICLE I
RECOGNITION**

Section 1.1 Recognition

The College recognizes the FOP Labor Council as the exclusive bargaining agent for all regularly employed full-time Police Officers, excluding the Sergeants, Part Time Officers, Chief of Police, all other professional and non-professional employees, and any supervisory, managerial, confidential, and short-term employees as defined in Section 2 of the Illinois Educational Labor Relations Act (IELRA).

Section 1.2 Bargaining Unit Work

It is agreed that only unit employees covered by the Collective Bargaining Agreement shall perform all patrol officer duties, and that it shall be a violation of this section for any personnel not employed by the College or covered by this Agreement to perform any of these duties. However, Rock Valley College Police Department part-time officers, sergeants, and the chief of police may perform patrol officer duties during any vacant full-time officer shift only after unit employees have had the opportunity to select or refuse the shift. The College may utilize officers from other non-college police agencies for additional staffing of special College sponsored events or emergency situations involving mutual aid. Notwithstanding the above, the College will notify the Labor Council of any proposal to subcontract bargaining unit work and shall bargain with the Labor Council regarding any such proposal for contracted services.

Section 1.3 Probationary Period

The probationary period for each full-time police officer will extend for twelve (12) months after the police officer’s date of hire however, upon notification by the Chief and mutual agreement with the Labor Council the probationary period may be extended up to six months. During the applicable probationary period, police officers are eligible for fringe benefits as set forth in this Collective Bargaining Agreement. Probationary employees are subject to discipline or immediate discharge for any reason and are not entitled to file grievances regarding any disciplinary action or discharge in accordance with Article VIII of this Agreement.

Section 1.4 Use of Masculine Pronoun

The use of the masculine pronoun in this Agreement is understood to be for clerical convenience only, and it is further understood that the masculine pronoun includes the feminine pronoun as well.

Section 1.5 Non-Discrimination

Neither the Board nor the Labor Council shall discriminate against any member on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, handicap, age, or for the membership or non-membership or participation or non-participation in, or the association with, the lawful activities of any organization, including but not limited to faculty, student, religious, political, and social organizations. Violations of this section shall not be subject to the grievance and arbitration provisions of this Agreement. Violations of this section must be pursued through the appropriate State and Federal agencies or courts.

ARTICLE II FOP LABOR COUNCIL SECURITY AND RIGHTS

Section 2.1 Dues Deductions

While this Agreement is in effect, the College will deduct from the first paycheck each month one-half of the appropriate dollar amount of Labor Council dues and from the second paycheck each month the second half of the appropriate amount of dues for each employee in the bargaining unit, who has filed with the College, a voluntary, effective check off, authorized by the Labor Council. The Labor Council will give the College thirty (30) days' notice of any such change in the amount of uniform dues to be deducted. Dues shall be remitted to the Labor Council by the tenth (10th) day of the month following deduction. A Labor Council member desiring to revoke the dues check off may do so by written notice to the College at any time during the thirty (30) day period prior to the annual anniversary date of the contract.

The College shall provide the Labor Council within thirty (30) days, the name, rate of salary and starting date of any new employee hired into the Labor Council's bargaining unit.

Section 2.2 Religious Objections

The obligation to pay dues fee to the Labor Council shall not apply to any employee, who on the basis of a bona fide religious tenet, teaching or a church or religious body of which such employee is a member, objects to the payment of a dues payment to the Labor Council. Upon proper substantiation and collection of the entire fee, the Labor Council will make payment on behalf of the employee to a nonreligious charitable organization mutually agreed to by the objecting employee and the Labor Council. If the employee and the Labor Council are unable to agree upon a nonreligious charitable organization, the nonreligious charitable organization shall be determined in accordance with the procedures established by the Illinois Educational Labor Relations Board.

Section 2.3 FOP Labor Council Indemnification

The FOP Labor Council shall indemnify, defend and save the College harmless against any and all charges, grievances, claims, demands, suits or other forms of liability (monetary or otherwise) and for all legal costs that shall arise out of or by the reason of action taken or not taken by the College in complying with the provisions of the Article.

Section 2.4 Use of Bulletin Boards

The College shall provide the Labor Council with a bulletin board or designated space on an available bulletin board for the posting of notices related to Labor Council activities. Any posted notices shall be identified with the name of the Labor Council and shall be signed by the appropriate Labor Council Officer. Posted materials shall not contain derogatory references to any employee or other individual associated with the College and shall not include any items which are primarily endorsements of candidates for political or Labor Council office.

**ARTICLE III
LABOR-MANAGEMENT MEETINGS**

Section 3.1 Meeting Request

The College and the Labor Council mutually agree that in the interest of efficient management and positive labor relations, it is desirable that periodic meetings be scheduled between the Labor Council and College representatives to share information and discuss issues related to overall administration of the Collective Bargaining Agreement. Either party may request a labor-management meeting be scheduled by submitting a written request to the other party at least seven (7) days in advance of the meeting. The written request shall include the specific items or issues for discussion at the labor-management meeting.

Section 3.2 Exclusivity of Meetings

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Grievances being processed under the grievance procedure shall not be considered as labor-management meetings, nor shall negotiations for the purpose of altering any or all of the terms of this Agreement be carried on at such meetings.

Section 3.3 Employee Attendance at Meeting

Attendance at labor-management meetings scheduled upon mutual agreement of the FOP Labor Council and the College shall be considered time worked for compensation purposes if the meeting is scheduled during the employee's assigned work shift. A maximum of three (3) representatives from the FOP Labor Council and the College, respectively, shall attend these meetings.

**ARTICLE IV
LABOR COUNCIL REPRESENTATION**

Section 4.1 Right of Entry

Authorized representatives of the Labor Council shall have reasonable access to the College during working hours to converse with officers of the Labor Council and/or College representatives concerning matters covered by this Agreement, subject to advance notification and approval by the Chief of Police. Any discussions or communications with Labor Council officers shall not impede the officers' performance of their assigned work shift duties or otherwise disrupt operations of the College's Police Department.

Section 4.2 Activity During Work Hours

Employees shall be allowed released time without loss of pay to attend grievance step meetings, grievance arbitration hearings, or labor-management meetings which are scheduled during assigned work hours if the employee's attendance at the meeting or hearing is required based upon their role or position as a Labor Council representative, provided the employee provides appropriate advance notice to the Chief of Police.

Section 4.3 Attendance at Meetings

The College agrees that two duly authorized representatives of the Labor Council shall be allowed to attend state or national conferences of the Labor Council, provided that reasonable notice of such meetings shall be given in writing to the Chief of Police or his/her designee. This time will be paid by the College for up to two representatives for up to two shifts per officer/representative annually that the officers/representatives are scheduled to work.

There will be no additional compensation for the meetings attended on the officer/ representative's scheduled days off.

Section 4.4 Representation

At the employee's specific request, a Labor Council representative will be allowed to attend any investigatory interview or pre-disciplinary conference which may reasonably result in disciplinary action against the employee. If the employee requests Labor Council representation, the interview shall be

postponed for a reasonable length of time to allow the employee the opportunity to participate in the interview with Labor Council representation.

Section 4.5 Labor Council Negotiating Team

Members designated as being on the Labor Council negotiating team who are scheduled to work on a day which negotiations will occur shall, for the purpose of attending scheduled negotiations, be excused from their duties without loss of pay for the period of negotiations. If a designated Labor Council negotiating team member is on regular day-off status on the day of negotiations, he will not be compensated for attending the session. A reasonable effort shall be made by both parties to schedule negotiations for a day and time at which the designated members of the Labor Council negotiating team are not scheduled to work.

ARTICLE V INDEMNIFICATION

The College will comply with its statutory obligation to indemnify employees from liability resulting from any lawsuit filed against the employee which is based upon the employee's performance of their assigned job duties within the scope of their employment as a full-time police officer.

ARTICLE VI HOURS OF WORK AND OVERTIME

Section 6.1 Departmental Work Schedule

The Chief of Police shall assign each non-probationary employee, on an annual basis, to a specific work shift with designated work hours and shall assign a majority of employees to shifts of at least eight (8), ten (10) or twelve (12) hours in length. If there is a substantial change in the College's public safety needs or operations resulting from a specific occurrence (e.g., addition of a new campus facility or site), the College reserves the right to notify the Labor Council and negotiate any proposal to alter said assignments more frequently than on an annual basis. The Chief shall annually assign work shifts to employees by implementing a seniority bid procedure which allows employees with greater seniority, as defined in Section 10.1, the preferred right of assignment to available work shifts. Probationary employees may be assigned to rotating or different work shifts during their probationary period, depending upon Departmental staffing requirements. The Chief of Police will limit the number of short-term changes or adjustments to a non-probationary employee's assigned work shift to a maximum of two (2) shift changes per officer per contract year, non-inclusive of shift changes necessitated by a bona fide emergency situation.

Section 6.1.1 Overtime Posting and Assignment Procedure

The Chief of Police shall maintain an Overtime Posting and Assignment Procedure, which will be developed and changed by mutual agreement of the Labor Council Representative(s) and the Chief of Police or his designee.

Section 6.2 Hours of Work

An employee's normal work week shall consist of forty (40) hours of work. Each employee shall be entitled to two (2) fifteen (15) minute paid break periods each day, which shall be taken at the officer's election, and a thirty (30) minute paid lunch break, except that officers assigned a twelve (12) hour shift will receive an additional fifteen (15) minutes break. Employees shall use their best efforts to schedule lunch breaks to ensure proper staffing and adequate coverage of the College's public safety requirements. Officers shall not be required to work more than sixteen (16) consecutive hours in any 24-hour period.

Section 6.3 Compensatory Time

In lieu of payment for overtime, compensatory time may be granted. If an employee does not elect compensatory time in lieu of overtime pay, overtime will be paid on the pay day for the pay period in which the wages were earned. At any time, an employee who is granted compensatory time in lieu of overtime

pay may request that the compensatory time be paid out as overtime according to the College's normal payroll schedule. Compensatory time will be treated in the following manner:

- It must be approved in advance by the supervisor, unless the work was required due to emergency or unusual circumstances.
- The amount of extra work must be no less than 30 minutes.
- No more than a sixty (60) hour accumulation of compensatory time will be carried during the year and no more than forty (40) hours of compensatory time may be carried over into the next fiscal year.
- Compensatory time received by an employee in lieu of pay must be at the rate of not less than one and one-half hours of compensatory time for each hour of overtime worked.
- Compensatory time will be paid as overtime pay if the employee terminates employment with the College.
- Compensatory time is not offered to temporary employees.

Section 6.4 Trading Shifts

Subject to prior written approval of the Chief of Police, employees shall be allowed to trade work shifts with other employees, provided the employee submits a signed written request. The traded shift cannot be more than fourteen (14) days from the date of the written request.

Section 6.5 Overtime Pay

Overtime work assignments must be approved in advance by the Chief of Police to entitle the employee to the payment of overtime compensation. Overtime work shall be paid at the rate of one and one-half (1½) times the employee's regular hourly rate of pay for hours actually worked in excess of forty (40) hours per week. The employee must work their regularly assigned hours during the work week in order to qualify for overtime compensation. Any paid time off, except compensatory time, shall count as hours worked for purposes of determining an officer's eligibility for overtime.

Section 6.6 No Pyramiding

Compensation shall not be paid, or compensatory time taken more than once for the same hours worked under any provision of this Agreement.

Section 6.7 Overtime Work

Whenever practicable, overtime will be scheduled on a voluntary basis. The Chief of Police will inform employees of the available overtime work assignment and allow employees an opportunity to request the overtime assignment. If the overtime assignment cannot be filled on a voluntary basis, the Chief will assign the overtime work to the employee with the least seniority as defined by Section 10.1, who is working the shift immediately prior to the overtime shift.

Section 6.8 Court Time

If an employee is required by the Chief of Police, state or federal court, or the State's Attorney to attend court proceedings related to the employee's duties as a full-time police officer, the employee shall receive compensation at their regular hourly wage rate for a minimum of two (2) hours or for the actual hours spent attending the court proceeding, whichever is greater.

Section 6.9 Call Back

The term "call back" is defined as an official assignment of work which does not immediately precede or follow any employee's regularly scheduled working hours. Employees reporting back to work under the definition of "call back" shall be compensated for a minimum of two (2) hours or for the actual hours worked, whichever is greater. No call back shall be compensated unless such call back has been approved by a supervisor. Employees will not be entitled to call back pay when they are required to return to work to correct their own errors. Call back time will be compensated at the rate of one and one half (1 ½) times the employee's regular hourly rate of pay, except for Sundays, Holidays and campus closures. Sunday call

backs and campus closure call backs will be compensated at two (2) times the employee's regular hourly rate of pay.

Employees who volunteer to work on a Sunday in the place of an employee scheduled to be on approved time off will be compensated at two (2) times the employee's regular rate of pay.

Section 6.10 Campus Closure

A Campus Closure will be defined as any time the President or their designee closes the College and prohibits employees from being on campus, with the exception of emergency personnel, including police officers. The President or their designee will decide when to resume normal operations. Administration retains the right to determine the date and duration of any Campus Closure.

In the event of a Campus Closure, any employee who is regularly scheduled to work on the Campus Closure day but is notified by the Chief of Police or their designee not to report to work or the situation requires the employee to leave work shall receive their regular pay for their scheduled hours that day. Any employee who works during a Campus Closure day shall be paid time-and-one-half (1 ½) their regular rate of pay for their hours worked the portion of the day that the campus was closed.

The parties agree that a Remote Work/Learning Day that exceeds two (2) days is not a Campus Closure as defined above.

ARTICLE VII EMPLOYEE SECURITY

Section 7.1 Just Cause

No non-probationary employee shall be disciplined or suspended without pay or discharged from employment without just cause.

Section 7.2 Corrective Discipline

The College agrees to use its best efforts to follow corrective progressive discipline standards. The College reserves the right to impose discipline, which is commensurate with the type and severity of the employee's offense, and to suspend or discharge an employee as the initial disciplinary sanction if the severity of the employee's misconduct warrants significant disciplinary action or discharge. Once the measure of discipline is imposed, it shall not be increased.

Section 7.3 Pre-Disciplinary Meeting

Except when detrimental to the general welfare of the College, any non-probationary employee shall have the opportunity prior to discharge or suspension without pay to request Labor Council representation at a pre-disciplinary conference with the Chief of Police. At the pre-disciplinary conference, the employee shall be apprised of the reasons for dismissal or suspension without pay and shall have an opportunity to respond to the reasons provided by the Chief of Police.

Section 7.4 Personnel Files

An employee shall have the right to examine his personnel file in the College's personnel office in accordance with College policy and the Illinois Personnel Records Review Act. Such request shall be made in writing and shall be honored without undue delay if made during normal business hours. A designee of the College Administration may be present during such review and inspection of the personnel file. The employee may request copies of documents in his personnel file at the employee's expense, consistent with College policy.

Section 7.5 Personal Assets

No employee shall be required or requested to disclose any item of his property, income, assets, source of income, assets, debts or personal or domestic expenditures (including those of any member of his family or

household) unless such information is necessary in investigating a possible conflict of interest with respect to the performance of his official duties, in an internal investigation with regards to the employee's assets, or as required by Federal, State or County Law or court order or subpoena.

Section 7.6 Document Review

The Labor Council or a representative shall have the right to examine time sheets and other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the employee pertaining to a specific grievance, at reasonable times with the employee's consent, in accordance with applicable state and federal law.

Section 7.7 Release of Information

No photograph or personal information about an employee will be disclosed by the College to the media or general public at any time during the term of this contract, unless the employee approves of such disclosure in advance of its release. Such disclosures will also include an employee's home address and home telephone number. This section does not prohibit photographs taken for publicity purposes and does not prohibit disclosures as required by state and federal law.

ARTICLE VIII GRIEVANCE PROCEDURE

Section 8.1 Purpose

It is the purpose of this Grievance Procedure to resolve as promptly and as expeditiously as possible any allegations by an employee or the Labor Council of misinterpretation of this Agreement.

Section 8.2 Definitions

- (1) A "grievance" shall mean an allegation by an affected employee or the Labor Council that there has been a violation, misinterpretation or misapplication of any provision of this Agreement.
- (2) As used in this Article, "days" shall mean days the College's Administrative Offices are open.

Section 8.3 Labor Council Representation

An employee may have Labor Council representation at any meeting, hearing or appeal related to a grievance which has been formally presented.

Section 8.4 Time Limits

The failure of the grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal within the grievance procedure or otherwise. If the designated representative of the College shall neglect to proceed or render a decision within the time limits, the grievance may be advanced to the next step of the grievance procedure. Time limits may, however, be extended by mutual written agreement.

Section 8.5 Procedures

The party asserting a grievance shall attempt to resolve the problem through informal communication with the immediate supervisor.

- Step 1.** If the informal process shall fail to resolve the problem, the grievant(s) may formally present the grievance in writing to the Sergeant who will arrange for a meeting to be held within seven (7) days to review the grievance. The formal written grievance shall clearly identify the grievant(s), summarize all relevant facts, identify all provisions of the Agreement allegedly violated, and describe the remedy which is being requested. The filing of the formal written grievance at this step must be within seven (7) days of the date of the occurrence giving rise to the grievance or from the date when the grievant might reasonably have become aware of the occurrence. The Sergeant shall provide a written response to the grievant with a copy to the Labor Council within seven (7) days of the meeting.

- Step 2.** If the grievance is not resolved at the preceding step, the Labor Council and/or the grievant may refer it to the Chief of Police by filing the Step 2 grievance appeal in writing within seven (7) days of receipt of the response from Step 1. The Chief of Police will arrange for a meeting to be held within seven (7) days of such referral to review the grievance. Each party shall have the right to include in its presentation of facts such witnesses as it deems necessary to develop facts pertinent to the grievance. A written response shall be provided to the grievant with a copy to the Labor Council within seven (7) days of the Step 2 meeting.
- Step 3.** If the grievance is not resolved at the preceding step, the Labor Council may refer it to the appropriate Vice President or designee by filing the Step 3 grievance appeal in writing within seven (7) days of receipt of the response from the Chief of Police. The Vice President of Operations or designee will arrange for a meeting to be held within seven (7) days of such referral to review the grievance. Each party shall have the right to include in its presentation such witnesses as it deems necessary to develop facts pertinent to the grievance. A written response shall be provided to the grievant with a copy to the Labor Council within seven (7) days of the Step 3 meeting.
- Step 4.** If the grievance is not resolved at the Vice President of Operations' level, the Labor Council may submit it to binding arbitration, provided written notice of the arbitration appeal is filed with the President within fifteen (15) days of the Step 3 response, or if no Step 3 response was filed, within fifteen (15) days of the last day on which the Step 3 response was due. The College and Labor Council representative shall jointly select an arbitrator who is mutually agreeable to both parties. In the event the parties are unable to agree upon the arbitrator within said fifteen (15) day period, the parties shall jointly request a panel of seven (7) National Academy Arbitrators from Federal Mediation and Conciliation Service. The College and the Union shall alternate striking names from the panel list until one (1) name remains and that remaining name shall be the chosen arbitrator. The order of alternate striking shall be determined by a coin toss. Prior to the initiation of the striking process for each grievance, either party may request one (1) replacement panel of seven (7) National Academy Arbitrators from the Federal Mediation and Conciliation Service.

The Arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him by the College and the Labor Council, and his decision must be based solely upon his interpretation of the meaning or application of the express language of this Agreement.

The fees and expenses of the Arbitrator and the Federal Mediation and Conciliation Service shall be shared equally by the College and the Labor Council. The parties likewise shall share the expense of any transcript, which they may jointly request, but all other expenses which may be incurred by either party shall be borne by that party.

Section 8.6 Verbal and Written Warning Appeal Process

The parties agree that although there shall be no grievances filed by the Union or employees when they pertain to verbal or written warnings, the parties also agree that in an effort to have them reversed, verbal or written warnings shall be appealed in the following manner:

Verbal Warnings: If an employee is issued a verbal warning, the employee and/or Union Representative may appeal it by scheduling a meeting with his Immediate Supervisor within five (5) days. If the matter is not resolved at the Immediate Supervisor level, the employee and/or Union Representative may appeal it with the Chief of Police, within five (5) days. If the matter is not resolved at the Chief of Police level, there shall be no further appeal.

Written Warning: If an employee is issued a written warning, the employee and/or Union Representative may appeal it by scheduling a meeting with his Immediate Supervisor within five (5) days in an attempt to resolve the matter. If the matter is not resolved at the Immediate Supervisor level, the employee and/or Union Representative may appeal it with the Chief of Police within five (5) days. If the matter is still not resolved at the Chief of Police level the employee and/or Union Representative may appeal it with the Director of Human Resources within five (5) days. If the matter cannot be resolved at the Human Resources level, there shall be no further appeal.

After one (1) year, and barring no similar problems occur, an employee may request the Director of Human Resources to remove the verbal warning from their file.

After two (2) years, and barring no similar problems occur, an employee may request the Director of Human Resources to remove the written warning from their file.

ARTICLE IX NO STRIKE OR LOCKOUT

Section 9.1 No Strike

Neither the Labor Council nor any officers, agents or employees covered by this Agreement will instigate, promote, sponsor, engage in, or condone any strike, slowdown, sit-down, concerted stoppage of work, concerted refusal to perform overtime, mass absenteeism, or any other intentional interruption or disruption of the operations of the College during the term of this Agreement. Any employee who violates this provision may be discharged or otherwise disciplined by the College. In addition, Labor Council officers and representatives will use their best efforts to ensure and compel employees' compliance with this provision by informing the employees of their contractual obligations and directing them to return to work in the event of violation of this no strike clause. The only matter which may be made the subject of a grievance concerning disciplinary action imposed for an alleged violation of Section 9.1 is whether the employee actually engaged in such prohibited conduct or whether the Employer violated Section 9.1 of this Article.

Section 9.2 No Lock Out

The College will not lock out any employee during the term of this Agreement as a result of an actual or anticipated labor dispute with the Labor Council.

ARTICLE X SENIORITY, LAYOFF AND RECALL

Section 10.1 Definition of Seniority

Seniority shall be defined as the length of continuous uninterrupted employment at the College as a full-time police officer from date of hire.

Section 10.2 Layoff

If the College determines that a reduction-in-force of full-time police officers is necessary, resulting in a decrease in the number of employees covered by this Agreement, the sequence of layoffs due to the reduction-in-force shall be based upon seniority. Employees with the least seniority as defined in Section 10.1 above shall be subject to layoff first. Employees on layoff status shall not accrue additional seniority during the period of any layoff. If it is determined that layoffs are necessary, all part-time/temporary auxiliary Officers will be laid off first, then probationary full-time Officers prior to any full-time non-probationary Officers being laid-off. The College will notify the Labor Council of the employees subject to layoff at least thirty (30) days prior to approval of the reduction-in-force decision by the College's Board of Trustees in order to afford the Labor Council an opportunity to propose alternatives to the layoff. The College will not hire additional police officers without first informing any officers on layoff of their right to recall pursuant to Section 10.3 below.

Section 10.3 Recall

If the College reinstates any of the full-time police officer positions which were previously subject to layoff pursuant to reduction-in-force within twelve (12) months of the effective date of the layoffs, any such positions shall first be offered to employees who are subject to layoff from such positions in reverse order of layoff. Any employee who is reinstated pursuant to recall shall not accrue additional seniority until the employee recommences work upon reinstatement after the reduction-in-force. Any such offers of recall shall be transmitted in writing and delivered by certified mail to the employee's last known mailing address. If the employee subject to recall rejects the offer of reinstatement or does not respond to such offer of reinstatement within ten (10) calendar days of the date of mailing, the College's recall obligation shall be terminated and the employee removed from the recall list.

ARTICLE XI SICK LEAVE

Section 11.1 Sick Leave

A regular full-time employee shall be entitled to one hundred twenty (120) hours of paid leave each contract year for sick leave and personal leave. Full-time employees who work less than a twelve (12) month contract year shall be granted a pro-rated amount of paid sick leave based upon the duration of their employment during the contract year. Sick leave may be utilized in cases of an employee's or immediate family members' personal illness or injury, serious health condition, quarantine at home, or death in the immediate family or household. "Immediate family" is defined as the employee's spouse, child, brother, sister, or parent, wherever they may reside, or other person living in the same dwelling unit. The employee may be required, at the College's expense, to provide medical certification from a health care provider for any sick leave absence which extends at least three (3) consecutive scheduled work days, or as a result of a serious health condition of a member of the employee's immediate family or household, or as the College may deem reasonably necessary in other instances. Sick leave may be utilized in minimum increments of fifteen (15) minutes. Sick leave accrues indefinitely during employment at RVC. Unused sick leave may be used to purchase additional service time with the State University Retirement System (SURS).

Section 11.2 Personal Leave

A full-time employee shall be granted twenty-four (24) hours of the one hundred twenty (120) hours each contract year for personal leave. Full-time employees who work less than a twelve (12) month contract year shall be granted a pro-rated allotment of personal leave hours based upon the duration of their contracted work year. Personal leave may be utilized only for urgent personal matters which the employee cannot otherwise attend to during non-working hours or for bona fide religious holidays or observances. Personal leave will not be approved for any work day immediately before or after a holiday or vacation period. An employee requesting personal leave must obtain prior approval from the Chief of Police except in the event of a personal emergency when such approval shall be requested as soon as practicable thereafter. Any unused personal leave in excess of seventy-two (72) hours shall be added to the employee's accumulated sick leave. Personal leave may be utilized in minimum increments of fifteen (15) minutes.

Section 11.3 Officer Pregnancy

The College shall follow the applicable State Statutes, specifically Section 775 ILCS 5/2-102(I), (J), as amended, and any applicable Federal Statutes with regards to officers that become pregnant. If an officer wishes to use the benefits under those Statutes, she shall notify the Chief of Police in writing.

ARTICLE XII ADDITIONAL LEAVE OF ABSENCE

Section 12.1 Unpaid Discretionary Leave

The College may grant a long-term leave of absence without pay for a period of up to one (1) year based upon the College's discretionary determination that there is good and sufficient reason for granting the leave of absence request. Each employee's request for a long-term discretionary leave of absence shall be

decided on its own merits and any such leave of absence approval shall be entirely non-precedential. The employee must submit written application for the long-term unpaid leave of absence to the Chief of Police at least ninety (90) days prior to commencement of the leave of absence. An employee on a long-term leave of absence shall not accrue additional seniority but shall be allowed to participate in the College's group insurance plan provided the employee shall make timely advance payments of the full cost (employee and employer portions) due for such insurance to the designated College office. Upon written confirmation that the employee desires to return to his position after expiration of the leave of absence, the employee shall be reinstated in the same or substantially similar position, if such position becomes available within sixty (60) calendar days from termination of the leave.

Section 12.2 Military Leave

An employee, who is a member of an Armed Forces Reserve or National Guard Unit, when ordered to annual reserve drill, any training, or active duty for deployment of forces, shall receive pay and benefits in accordance with all current applicable state and federal laws.

Section 12.3 Benefits While On Leave

During the approved leave of absence except for military leave, or layoff under this Agreement, the employee shall be entitled to coverage under applicable group and life insurance plans to the extent provided in such plan(s), provided the employee makes arrangements for the change and arrangements to pay the entire insurance premium involved, including the amount of premium previously paid by the Employer.

Section 12.4 Family and Medical Leave Act

Qualified employees shall be eligible for a 12-week leave of absence based upon any qualifying event as defined by the Family and Medical Leave Act ("FMLA"). During the FMLA leave period, the College shall maintain the employee's group health insurance benefits under the same conditions as if the employee were actively employed by the College. The employee may elect the sequence of accrued leave time used from the employee's accumulated leave time (e.g., sick leave, vacation leave, personal leave, etc.).

ARTICLE XIII HOLIDAYS/VACATIONS

Section 13.1 Holidays

A regular full-time employee shall be entitled to the following twelve (12) paid holidays:

1. New Year's Eve
2. New Year's Day
3. Martin Luther King Day
4. Good Friday
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Eve
12. Christmas Day

The College reserves the right to change the dates these twelve (12) holidays will be observed by the College.

Section 13.2 Holiday Compensation

Regular work shifts and minimum staffing will be maintained during all holidays. A regular full-time employee required to work on a holiday will be paid two (2) times their regular rate of pay for the hours

worked provided, however, the employee will not be paid overtime compensation in addition to the holiday premium pay.

Section 13.3 Injury Leave

Any officer who sustains an injury in the line of duty which renders him unable to perform his assigned duties shall be entitled to continuation of their regular wages without loss of benefits in accordance with the Continuation of Compensation for Law Enforcement Officers Act (5 ILCS 345-1).

Section 13.4 Light Duty

When employees are injured off the job and will be unable to perform their regular duties for a lengthy period of time, the Police Department, at its discretion, will provide light duty to employees.

Employees who are injured off the job must submit a Return to Work Authorization form completed by their doctor certified health care provider before returning to work. If the doctor has not released the employee completely from care, but has light duty for his or her work within specified guidelines, the Chief may assign light duty subject to management approval and light duty will not be unreasonably denied under the following specifications:

The availability of light duty is dependent upon the availability of a task to perform and is assigned at the discretion of the Chief.

The work the employee performs must be within the physical limitations prescribed by the employee's and/or College's physician.

The light duty normally shall not exceed a period of six (6) weeks. If at the end of that time, the employee is still not released for regular duty, he or she must resume the use of sick leave or other leave provision or be re-evaluated by his and/or the College's physician for a determination as to when he will be able to return to work. Continued assignment to light duty beyond six (6) weeks is the exception rather than the rule and shall be made after consideration of all the circumstances, including the physician's re-evaluation and prognosis and these specifications.

The College will make the determination as to whether the employee will be required to submit to an examination by a physician of the College's choice.

Employees must realize the light duty assignment may be available at sometimes and not at others. The College will only attempt such assignments when the work exists, and the employee's skills are appropriate to the work to be done. If light duty work is available and if the employee is capable of performing the light duty work, the college reserves the right to assign the employee to a light duty assignment.

Section 13.5 Welfare and Death Benefit

The College shall be responsible for providing full-time police officers with any vaccinations required by law and shall pay the cost of the vaccinations of the officer's family or household members who are subject to exposure to a contagious disease as a result of the officer's involvement in an occurrence or incident. The College shall pay the reasonable funeral and burial expenses of a police officer who is killed while acting within the scope of their duties for the College.

Section 13.6 Vacations

Regular full-time employees shall be entitled to the following vacation leave allotment according to their service with the College:

Year of Employment	Hours of Paid Vacation
0-1	40 hours
1-5	80 hours
6-10	120 hours
11+	160 hours

If the College closes for the Christmas to New Year’s holiday period, the College will designate a number of days in this period as vacation days. Employees who are required to work during the period the College is closed between Christmas and New Year's Day shall be permitted to adjust their regularly assigned work schedule with other employees subject to approval of the Chief of Police. Vacation leave may be utilized in minimum increments of fifteen (15) minutes.

A maximum of one hundred sixty (160) hours of accrued unused vacation can be accumulated and carried over until the end of the calendar year. Any accrued vacation time in excess of one hundred sixty (160) hours shall be forfeited.

Section 13.7 Vacation Scheduling

Written requests for vacation leave must be submitted to and approved by the Chief of Police. Vacations will be scheduled to avoid multiple employees taking vacation at the same time and to ensure a reasonable staffing level to meet operational requirements of the College's Police Department. In determining priority for approval of vacation requests, employees with the greater seniority as defined in Section 10.1 will be granted preference provided, they submit their vacation requests within the first thirty (30) days (by July 31) of each contract year. Vacation requests submitted after July 31 shall be prioritized based upon the order submitted with the earliest requests granted preference.

Section 13.8 Jury Duty

Employees who serve on jury duty or serve as a subpoenaed witness shall be paid their regular salaries. Mileage paid to those serving on jury duty or subpoenaed as a witness can be retained by the employee. Appearance fees payable by the court, may be kept by the employee.

**ARTICLE XIV
UNIFORM ALLOWANCE**

Section 14.1 Uniform Allowance

The College will provide all newly hired full-time police officers with new uniforms, bulletproof vests, vest carriers and weapons, including duty gear. The College will designate a local cleaning service for the police officers to send their uniforms for cleaning at the College's expense. The College will replace uniforms which are damaged while in the performance of assigned duties. Damage to uniforms or duty gear will be documented by the officer in a memorandum to their sergeant, explaining the nature in which the damage occurred. The sergeant will approve all uniform replacement requests that are determined to be valid.

Each officer will receive in an account with the department approved vendor \$1,000 for the purpose of purchasing and maintaining their uniform, duty gear, and duty footwear in accordance with department standards. The minor repair and maintenance of uniform items resulting from normal wear and tear shall be the responsibility of the officer utilizing this account. This account will be established on July 1st of each contract year. Unused funds from one year will not be carried over to the next year.

Newly hired full-time officers will not receive a clothing allowance for the initial twelve (12) months of employment. Upon completion of the twelve (12) month initial period of employment, the officer will receive a prorated sum from the amounts listed above (computed using number of full months between the officer’s anniversary date and the next June 30th).

Bulletproof vests will be replaced by the department in accordance with manufacturer warranty.

All uniforms and equipment provided by this department in accordance with this section remain the property of Rock Valley College, are subject to inspection, and shall be returned to Rock Valley College upon termination of employment.

Section 14.2 – Uniform and Equipment Review

The College and the Labor Council mutually agree to meet semi-annually or as needed in accordance with Article III to review approved vendors and locations and to discuss modification of police uniforms, equipment and cleaning services with department standards.

ARTICLE XV INSURANCE

Section 15.1 Health/Dental Insurance

The Board shall provide employee, employee plus spouse, employee plus child(ren), and family coverage of prescription drugs, medical, vision care, and dental benefits as defined by the Rock Valley College Benefit Plan (RVCBP). Spouses or domestic partners of employees may not take insurance through the College's plan if they may obtain (or are offered) health insurance through the spouse's or domestic partner's employer. Employees whose spouse or domestic partner seeks coverage under the College plan must complete an affidavit attesting under oath that they do not have and have not been offered or cannot obtain health insurance under their employer plan said affidavit is set forth in Appendix A.

Employees have the right to refuse participation in the RVCBP and/or the dental benefits as provided by RVCBP. Refusal must be in writing.

New employees will be eligible for participation in the RVCBP on the 1st day of the month after the hire date of full-time employment. Eligibility requirements and an explanation of benefits are contained in the booklet titled "The Rock Valley College Benefits Plan" as modified in accordance with Appendix A.

Cost associated with the RVCBP is determined by the College's Health Insurance Consultant.

For all health and dental insurance plans offered by the College, the premium costs shall be divided between the College and FOP employee. The College shall contribute 77.5% (employee share 22.5%) of premium cost for Individual plans and 75% (employee share 25%) premium cost for dependent/spousal plans. If FOP employees enroll in a corresponding wellness program, the College shall increase its premium contribution to 80% for individual plans and 77.5% for dependent/spousal plans.

Section 15.2 Insurance Committee

A joint administration, bargaining unit and non-bargaining unit employee committee shall be maintained to make recommendations to the Board and the RVCFA regarding methods to improve College insurance program plan design and to monitor all insurance issues as they occur. The committee will be comprised of equal representation from the administration, each bargaining unit and other employees. The Board will have final approval authority over any recommendations arising from the Insurance Committee. The Board shall not implement any change(s) to the College's health insurance program without a recommendation from the Insurance Committee unless otherwise negotiated and agreed to by the parties and except in cases where changes to the College's insurance program are required by law.

Section 15.3 Life Insurance

The Board shall provide term life, accidental death and dismemberment insurance in the amount of two times each employee's annual salary rounded to the next highest \$1,000 - up to a maximum of \$100,000 for each employee. There is a ninety (90)-day waiting period from the date of employment before the insurance becomes effective.

**ARTICLE XVI
COMPENSATION**

Section 16.1. Wages

The established base for new hires will be \$57,000 effective upon ratification. The base for new hires will increase by \$1,000 on July 1 of each year of this Agreement.

On July 1 of each year of this Agreement, employees will receive the following wage increases:

Year 1 (July 1, 2023)	Year 2 (July 1, 2024)	Year 3 (July 1, 2025)	Year 4 (July 1, 2026)
6.0%	4.0%	3.75%	3.25%

Longevity Bonus: Existing FOP members, as of the date of ratification of this Agreement, shall receive a longevity bonus paid in Year 1 in the amount of \$2,000. Existing FOP members as of July 1, 2024 shall receive a longevity bonus of \$1,500. Existing FOP members as of July 1, 2025 shall receive a longevity bonus of \$1,250. Existing FOP members as of July 1, 2026 shall receive a longevity bonus of \$750. These bonuses will not be added to the employees' base salary amount. These bonuses will be paid in the second pay period of each new fiscal year.

Section 16.2 Lateral Transfers

New full-time officers hired with at least three (3) years of full-time police service without a break in such service greater than two (2) years, shall be hired at a rate of pay that does not exceed the lowest paid existing lateral transfer. These placements shall be for wages only and not for seniority, or any other accrued benefits.

Section 16.3 Field Training Officer Pay

Officers designated as a Field Training Officer (FTO) shall receive a stipend equal to one (1) additional hour of pay at time and one-half (1 ½) their regular rate of pay for each full day (consisting of one-half (1/2) or more of the officer's shift) of training. An officer who serves for less than one-half (1/2) of the shift shall receive one-half (1/2) of the stipend equal to an additional hour of pay at time and one-half (1 ½) their regular rate of pay for FTO duties.

This pay shall also apply to officers assigned as instructors while they are conducting training at the request or direction of the Chief.

Officers performing FTO duties while at the same time providing other instruction at the request or direction of the Chief shall receive a stipend equal to one (1) additional hour of pay at double time (2x) their regular rate of pay for each full day (consisting of one-half (1/2) or more of the officer's shift) for dual instructional training. An officer who serves for less than one-half (1/2) of the shift shall receive a stipend equal to one-half (1/2) an additional hour of pay at double time (2x) their regular rate of pay for dual instructional duties.

Section 16.4 Shift Differential Pay

Employees working hours between 6:00 p.m. and 6:00 a.m. shall receive \$2.00 per hour in additional pay.

Section 16.5 Officer in Charge Pay

Any employee assigned as an officer in charge (OIC) for all, or any part, of a shift shall be compensated at the rate of \$2.50 for each hour the employee acts in that capacity. The senior officer working any patrol shift in which there is no sergeant, deputy chief or chief of police working shall be designated as the officer in charge (OIC) until relieved by command, a more Senior Officer or supervisory personnel. The OIC shall be expected to perform all duties assigned to patrol officers, in addition to duties as prescribed by department procedures.

Section 16.6 Education Stipend

Any full-time officer achieving the completion of a higher education degree shall receive a one-time stipend, which will not be added to the officer's base salary, of \$400 for an Associate's degree and \$800 for a Bachelor's degree.

Officers previously compensated by earlier CBA shall receive an adjusted dollar amount equal to the current stipend within ninety (90) days of the CBA ratification.

Section 16.7 Community Services Officers

Employees who are hired as Community Services Officers (CSO's) by the College Police Department, but have not received training at a State of Illinois Police Training Academy (the "Academy") will work as CSO's while they await Academy training.

The parties understand and agree that the CSO's are civilian positions and do not have any rights or authority as a police officer. Further, CSO's are not a union position. It is a temporary position, until the individual becomes admitted to the Academy. A CSO who does not become admitted to the Academy will not remain employed by the College.

ARTICLE XVII DRUG AND ALCOHOL TESTING

The parties agree that all new Rock Valley College Police Department officers must satisfactorily pass a pre-employment drug screening.

ARTICLE XVIII MISCELLANEOUS

Section 18.1 Training

Every reasonable effort will be made to schedule each officer for a minimum of twenty (20) hours of training each year and to equally distribute such training. All training completed during time which the officer is being paid by the College shall be counted toward the above minimum hours.

Section 18.2 Travel Expenses and Training

Officers assigned to attend training will be reimbursed for travel related expenses in accordance with the Internal Revenue Service guidelines. When using a personal vehicle, the distance that qualifies as reimbursable would be the portion that exceeds the normal daily commute (home to work or work to home). When using personal vehicles, assigned training sites shall be considered the reporting place for the day, unless otherwise approved by the Chief or his designee. Officers will be paid for time spent travelling when departing from and returning to a College location.

Officers assigned to training during their normal scheduled duty shift shall work the number of hours of their assigned shift, even if the training time is less than the number of hours of the shift. The remaining hours may be taken off as vacation, comp, or personal time if approved by the Chief or his designee. For example, if an officer is normally assigned to work a ten (10) hour shift and training and travel time, if applicable, during that shift totals six (6) hours, the officer is required to work the remaining four (4) hours.

Section 18.3 Safety Working Conditions

The College shall make reasonable provisions for the safety in the workplace. The employees will abide by the health and safety rules of the College. The Labor Council shall designate one (1) Council representative to serve the College's Risk Management Committee. The College's Risk Management Committee will meet periodically, in order to assist management in maintaining a safe workplace. Employees shall ensure employee cooperation with safety rules.

Section 18.4 Voluntary Physical Fitness Program

Officers may continue to participate in the Voluntary Physical Fitness Program, as it has been previously and currently practiced. Any change to the program will be developed with input from representative(s) from the Labor Council.

Section 18.5 Secondary Employment

All employees holding or seeking to hold secondary employment in the law enforcement related field shall notify the Chief of Police of the place of employment.

The parties recognize that it is in the best interest of everyone at the College to have an alert work force. More specifically, employees may engage in secondary employment or self-employment subject to the following conditions.

The employer's uniform, badge, issued weapons, or equipment may not be utilized unless specifically approved by the Chief.

An employee may not engage in any secondary or self-employment which results in a conflict of interest with his/her job duties for the College.

An employee may not engage in any secondary or self-employment which is prohibited by law or negatively reflects on the College.

ARTICLE XIX ENTIRE AGREEMENT

This Agreement constitutes the complete and entire agreement between the parties. This Agreement supersedes and cancels all prior practices and agreements, whether written or oral, which conflict with the express terms of this Agreement. The parties acknowledge that during the term of the contract Rock Valley Community College retains the right to make changes that are not specifically addressed in this contract, and the Union retains the right to bargain the impact of those changes.

The terms and conditions set forth in this Agreement may be altered, changed, added to, deleted from, or modified only through voluntary, mutual consent of the parties and a written amendment to this Agreement.

ARTICLE XX SAVINGS CLAUSE

In the event that any article, paragraph, section, or sub-section of this Agreement shall be held invalid and unenforceable by the Illinois Educational Labor Relations Board (IELRB) or any court of competent jurisdiction, or by any change in any subsequently enacted federal or state legislation which would prohibit or nullify any section, subsection or portion of this Agreement, such decision or enactment shall apply only to the specific section, subsection or portion thereof specified by the IELRB or court decision, or change in law, and the remaining parts and portions of this Agreement shall remain in full force and effect. Upon issuance of such a decision, the Employer and the Labor Council agree immediately to begin negotiation on a substitute for the invalidated Article, Section or portion thereof.

ARTICLE XXI DURATION

Section 21.1 Term of Agreement

This Agreement shall be effective from the date of its execution by both parties or as otherwise specifically indicated in this Agreement and shall remain in full force and effect until June 30, 2027. Any party desiring to modify this agreement at its expiration shall provide the other party with such notice at least one hundred twenty (120) days prior to the expiration of the Collective Bargaining Agreement.

Section 21.2 Continuing Effect

Notwithstanding any provision of this Article or Agreement to the contrary, the terms and conditions shall remain in full force and effect after any expiration date while negotiations are continuing for a new Agreement.

**Board of Trustees, Rock Valley College
District 511**

Board Chair Date

Secretary Date

**Illinois Fraternal Order of Police,
Labor Council**

Pete Balderas 7.6. 8/9/23

Pete Balderas Date

FOP Labor Council

Marc Rubert 8/9/23

Marc Rubert Date
Unit Steward

APPENDIX A

ROCK VALLEY COLLEGE GROUP HEALTH AND DENTAL PLAN Working Spouse Rule

Spouses or domestic partners of employees may not take insurance through the College's plan if they may obtain (or are offered) health insurance through the spouse's or domestic partner's employer. Employees whose spouse or domestic partner seeks coverage under the College plan must complete an affidavit attesting under oath that they do not have and have not been offered or cannot obtain health insurance under their employer plan.

APPENDIX A

ROCK VALLEY COLLEGE GROUP HEALTH AND DENTAL PLAN Domestic Partnership Affidavit

DECLARATION

We, _____ and _____
(Member - PRINT NAME) (Domestic Partner – PRINT NAME)

certify and declare that we are domestic partners in accordance with the following criteria and that we, and our dependent children, are eligible for Medical, Vision, Pharmacy, and Dental benefits under the Rock Valley College Health Insurance Plan.

DOMESTIC PARTNER CRITERIA

We are each other's sole domestic partner and intend to remain so indefinitely.

We understand that if the Domestic Partner's coverage is terminated due to non-payment of premium, the Member cannot re-enroll the Domestic Partner until the next Open Enrollment

Neither of us is currently married or legally separated.

We are at least nineteen (19) years of age and mentally competent to consent to this affidavit.

We have continuously resided together in the same residence for at least twelve (12) months and intend to do so indefinitely.

We are unrelated and share a committed and mutually dependent relationship with each other that is consistent with that of a married couple.

We are jointly responsible for each other's common welfare and share financial obligations.

TAX CONSEQUENCES OF DOMESTIC PARTNER AS A DEPENDENT

We understand that it is our responsibility to consult a tax advisor before certifying that the Domestic Partner is a dependent as defined by the Internal Revenue Code. We understand that by answering "YES, my Domestic Partner qualified as my dependent for Federal income tax purposes" on the Domestic Partner Enrollment form, contributions made for the Domestic Partner's coverage will be on a pre-tax basis and will not be reported as imputed income on the Member's W2. We understand that by answering "NO, my Domestic Partner does not qualify as my dependent for Federal income tax purposes," contributions made for the Domestic Partner's coverage will be on a post-tax basis and will be reported as imputed income on the Member's W2.

CHANGE IN DOMESTIC PARTNERSHIP

We understand that we are required to notify Rock Valley College within thirty-one (31) days of a change in our status as domestic partners as required by submitting a Termination of Group Insurance Coverage for Domestic Partner form to the agency Group Insurance Representative (GIR).

We understand that if we elect to terminate the Domestic Partner's coverage for such reasons as the Domestic Partner becoming eligible for other coverage, or the Domestic Partner becomes ineligible for the Rock Valley College Group Insurance Program (for example, relationship terminates, either partner marries, etc.), coverage under the Program will be terminated as of the signature date on the Termination of Group Insurance Coverage for Domestic Partner form.

DOMESTIC PARTNER DOCUMENTATION

To qualify for eligibility, the following documentation must be provided to Rock Valley College:

- Signed Affidavit of Domestic Partnership
- Designation of domestic partner as a beneficiary for RVC life insurance and SURS retirement contract.

ACKNOWLEDGEMENTS

We understand that any person/employer/insurer/claims administrator who suffers any loss due to false statements contained in this Affidavit may bring civil action against either or both of us to recover their losses, including reasonable attorney's fees.

We have provided the information in this Affidavit for use by Rock Valley College for the sole purpose of determining eligibility for domestic partner benefits. We understand that this information will be held confidential and will be subject to disclosure only upon our express written authorization, pursuant to a court order or if there is a compelling business need to have access to the information.

We understand that this Affidavit may have legal implications relating to, for example, our ownership of property or taxability of benefits provided, and that before signing this Affidavit, it is our responsibility to seek competent legal and accounting advice concerning such matters.

We agree to reimburse Rock Valley College for any and all liability including, without limitation, taxes, penalties or losses (including reasonable attorney's fees), that Rock Valley College may incur arising out of its reliance on this affidavit if it is untrue in any respect or if the required notice of termination is not filed.

APPENDIX A

**ROCK VALLEY COLLEGE GROUP HEALTH AND DENTAL PLAN
Domestic Partnership Affidavit**

We declare, under penalty of perjury under the laws of the State of Illinois that the assertions in this affidavit are true to the best of our knowledge

Member and Domestic Partner Address:

Member Signature: _____ Date: _____

Member Date of Birth: _____ Member SSN: _____

Domestic Partner Signature: _____ Date: _____

BENEFITS STAFF USE ONLY

Date: _____

Birth Certificate attached or Driver's License/State ID attached

Documentation Meets Requirements Yes No

If documentation does not meet requirements, indicate reason on lines below:

Signature: _____ Approval Date: _____

APPENDIX A

**ROCK VALLEY COLLEGE GROUP HEALTH AND DENTAL PLAN
WORKING SPOUSE/DOMESTIC PARTNER
CARVE-OUT FORM**

The Working Spouse/Domestic Partner rule requires employed spouses and registered domestic partners of covered employees to join their employer's group health and dental plan (for at least "single" coverage) if credible coverage is available. Your spouse/domestic partner's eligibility for plan coverage will not be considered until this form is fully accomplished and returned.

Complete this questionnaire if you wish to enroll your spouse/domestic partner for coverage under a RVC Group Health and Dental Plan.

Employee Name _____ Employee # _____

Spouse/Domestic Partner Name _____ SSN# _____ - ____ - _____

Name of Spouse/Domestic Partner's Employer _____

Please answer questions 1-4 below. (If you answer "No" to all questions, proceed to questions 4-5 below):

- Yes No My spouse/domestic partner is currently unemployed.
- Yes No My spouse/domestic partner is retired and is not actively employed.
- Yes No My spouse/domestic partner is self-employed and does not have access to a group health plan.

If you answered "Yes" to any of the above questions: Your spouse/domestic partner will be eligible for coverage under RVC Group Health and Dental Plan as long as the condition applies.

If you answered "No" to Question 1, 2, or 3, please answer the following question:

- Yes No My spouse/domestic partner is employed but does not currently have access to a group health plan.
- Yes No My spouse/domestic partner is employed, but does not currently have access to a group dental plan.

If you answered "Yes" to question 4 and/or 5: Page 2 of this form must be completed by a representative of your spouse/domestic partner's employer and returned to your Rock Valley College Human Resources Department before your spouse/domestic partner plan coverage will be considered.

Employee Acknowledgment:

If my spouse/domestic partner's employment status changes in the future, I understand that I am responsible for completing a new enrollment form and the Questionnaire for Health and Dental Coverage of a Spousal/Domestic Partner within 31 days of the employment status change. In addition, by my spouse/domestic partner's signature below, authorization is given to his/her employer to release the required dependent information indicated on Page 2 of this form. I understand that failure to notify Rock Valley College of my spouse/domestic partner's employment change or falsifying his/her employment status is fraud and could result in financial penalty, loss of coverage and/or possible termination of employment.

Employee Signature

Date

Contact Phone Number

Spouse/Domestic Partner's Signature

Date

Return completed form to your HR Department (forwarding information on Page 2)

APPENDIX A

**ROCK VALLEY COLLEGE GROUP HEALTH AND DENTAL PLAN
WORKING SPOUSE/DOMESTIC PARTNER
CARVE-OUT FORM**

Name of Rock Valley College Employee _____ Employee # _____

BELOW TO BE COMPLETED BY EMPLOYER OF SPOUSE/DOMESTIC PARTNER

Rock Valley College (RVC) Group Health and Dental Plan requires spouses/domestic partners of covered employees to join their employer's group health plan where such availability to coverage exists.

Spouse/Domestic Partner Name _____

Date of Birth: _____ Last Four of SS#: _____

PLEASE CHECK THE APPROPRIATE BOX BELOW:

Is your employee eligible for employer-sponsored health coverage that meets the minimum ACA requirement?

Yes No

Is your employee eligible for employer-sponsored dental coverage?

Yes No

Name of Employer

Employer Representative Signature

Date

Phone

Number

Printed Name & Title of Employer Representative

Direct inquiries and return completed form to:

Rock Valley College
Human Resources Department
3301 N. Mulford Road
Rockford, IL 61114-5699

Fax: 815-921-4769

APPENDIX B



GRIEVANCE

(use additional sheets where necessary)

Date Filed: _____
Department: _____

Grievant's Name: _____
Last First M.I.

STEP ONE

Date of Incident or Date Knew of Facts Giving Rise to Grievance: _____

Article(s)/Sections(s) violated: _____

Briefly state the facts: _____

Remedy Sought: _____

Given To: _____ Date: _____

Grievant's Signature FOP Representative Signature

EMPLOYER'S RESPONSE

Employer Representative Signature Position

Person to Whom Response Given Date

STEP TWO

Reasons for Advancing Grievance: _____

Given To: _____ Date: _____

Grievant's Signature FOP Representative Signature

EMPLOYER'S RESPONSE

Employer Representative Signature Position

Person to Whom Response Given Date

Lodge/Unit No. / Year / Grievance No.

STEP THREE

Reasons for Advancing Grievance: _____

Given To: _____ Date: _____

Grievant's Signature

FOP Representative Signature

EMPLOYER'S RESPONSE

Employer Representative Signature

Position

Person to Whom Response Given

Date

Lodge/Unit No. / Year / Grievance No.

STEP FOUR

Given To: _____ Date: _____

Grievant's Signature

FOP Representative Signature

EMPLOYER'S RESPONSE

Employer Representative Signature

Position

Person to Whom Response Given

Date

REFERRAL TO ARBITRATION by Illinois FOP Labor Council

Person to Whom Referral Given

Date

FOP Labor Council Representative



APPENDIX C

Dues Authorization Form

I, _____, understand that under the U.S. Constitution I have a right not to belong to a union. By my signature I hereby waive this right and opt to join the IL FOP Labor Council. I, _____ hereby authorize my Employer, The Rock Valley College of Trustees, Community College District 511, to deduct from my wages the uniform amount of monthly dues set by the Illinois Fraternal Order of Police Labor Council, for expenses connected with the cost of negotiating and maintaining the collective bargaining agreement between the parties and to remit such dues to the Illinois Fraternal Order of Police Labor Council as it may from time to time direct. In addition, I authorize my employer named hereinabove to deduct from wages any back dues owed to the Illinois Fraternal Order of Police Labor Council from the date of my employment, in such manner as it so directs.

Date: _____ Signed: _____
Address: _____
City: _____
State: _____ Zip: _____
Telephone: _____
Personal E-mail: _____
Employment Start Date: _____
Title: _____

Employer, please remit all dues deductions to:

Illinois Fraternal Order of Police Labor Council
Attn: Accounting
974 Clock Tower Drive
Springfield, Illinois 62704

(217) 698-9433

Dues remitted to the Illinois Fraternal Order of Police Labor Council are not tax deductible as charitable contributions for federal income tax purposes; however, they may be deductible on Schedule A of Form 1040 as a miscellaneous deduction. Please check with your tax preparer regarding deductibility.

APPENDIX D

MEMORANDUM OF UNDERSTANDING

SUMMER FLEX HOURS PILOT PROGRAM

This Memorandum of Understanding (“MOU”) is entered into between Rock Valley College (the “College”) and the Illinois Fraternal Order of Police Labor Council (the “Union”). This MOU is made to pilot a program for Summer Flex Hours during the life of the 2023-2027 collective bargaining agreement. The terms of this MOU are as outlined below.

1. Effective January 2024 and thereafter, if approved by the College Board, regular full-time employees shall be granted Summer Flex Hours each year of this Agreement to be used according to approved College Board policies.
2. Summer Flex Hours shall not create overtime opportunities for any officer and shall not count towards hours worked for overtime calculations.
3. Management reserves the right to approve or deny requests for Summer Flex Hours and the right to alter other officers’ schedules to accommodate requests for Summer Flex Hours.
4. At the end of the 2023-2027 collective bargaining agreement, the Chief of Police will make a recommendation to the Management Bargaining Team as to whether Summer Flex Hours should be included in the successor collective bargaining agreement.
5. Terms of this MOU are entirely non-precedential and will not constitute binding precedent or evidence of the status quo for purposes of bargaining any successor contracts or with respect to either party’s interpretation of the CBA.

College Representative

Union Representative

Rock Valley College Student Trustee Report
Juan Nogueta, Student Trustee
Board of Trustee Meeting, August 22, 2023

1. The start of an RVC semester also marks the start of many recreational and educational activities for RVC students. The welcome week hosted by the student life department consists of recreational and engaging activities for students, as well as a community/club fair and leadership training for all RVC clubs.
2. The Student Government Association is currently planning a speaker series to support the growth of leadership skills within the student body. The goal of this speaker series is to provide students with the opportunity to develop important skills that are needed for leadership roles. There would be a total of three sessions, each consisting of a different speaker and a different topic. The three sessions would be distributed evenly amongst September, October, and November.
3. RVC student, Massimo Chiarelli, has won the 2023 Gustafson Award. This prestigious award is given on an annual basis to an RVC student who demonstrates outstanding academic achievement within the mathematical field.
4. On August 7th, the college had its first RVC Aspire Event. RVC Aspire is an event whose focus is to provide support to minority students at the start of their college journey. This event consisted of presentations given by departments of the college, a campus tour, and a student panel, amongst other activities that will ensure student success. The four individuals who participated in the student panel were Jazmine Nathan, Lilly Hudson Opengo, Donavon Golden, and Juan Nogueta.
5. On August 11th, the TRIO department hosted an orientation for students within the program. This orientation provided TRIO students to get an insight into important student-related topics. As a part of the orientation, DEI Specialist, Tekkamah Curry presented on the topic of “sense of belonging.” This presentation encouraged students not only to find but create a sense of belonging within the college. This presentation also consisted of a student panel composed of Lilly Hudson Opengo, Jazmine Nathan, and Juan Nogueta.
6. From August 15th to August 18th, the RVC Foundation opened a “last chance” scholarship application period. Although shorter in length of time (when compared to the “best chance” application period), this still graciously provides an opportunity for a scholarship for applicants.

**Rock Valley College Board of Trustees
Freedom of Information Act Report
July 15 – August 15, 2023**

Date Received	FOIA#	Requestor	Request	Response Date
7/1/2023	2024-03	Bo Kim, Union Bids	Bid Results/Tabulations or Award for: 06/22/2023 Rock Valley College - Fire Pump Panel Replacement (Winnebago County) Bid Number: 23-15 Architect's Project Number: 26302002 This information is being requested for Commercial purposes.	completed 8/7/2023
8/1/2023	2024-04	Krista Swahn, NSLS	Currently enrolled students who have a GPA of 3.0 and higher. They request two lists: <ul style="list-style-type: none"> • Those with a gpa of 3.0 – 3.3 • Those with a gpa of 3.4 and higher They are requesting: <ul style="list-style-type: none"> • First name • Last name • Email address • Permanent address* • Year in School 	commercial request; due 8/30/2023
8/14/2023	2024-05	Sgt Alexis Miller, Army Recruiter	Fall 2023 currently enrolled students, Fall 2023 stopouts: first & last name, phone number, addresses	due 8/21/2023