

Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING
Educational Resource Center, Performing Arts Room, Room 0214
5:15 p.m. Tuesday, September 9, 2025

Livestreaming Link: https://www.youtube.com/channel/UCwa3Fs6l4pWAR_4iDZPTNZA

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

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Board Member Attendance by Means Other than Physical Presence**
- D. Communications and Petitions (Public Comment)**
- E. Recognition of Visitors**
- F. Review of Minutes:** Committee of the Whole, August 12, 2025
- G. General Presentation**
- H. Teaching, Learning & Communications Discussion: Board Liaison Trustee Goldsmith**
 - 1. Enrollment Update
 - 2. Strategic Plan Update: Caring Campus Rollout Plan
 - 3. Dual and Articulated Credit Memoranda of Understanding (MOU)
 - a. Keith Country Day School
 - b. Rockford Public Schools District #205
 - 4. Running Start Intergovernmental Agreement (IGA)
 - a. Rockford Public Schools District #205
- I. Finance Discussion: Board Liaison Trustee Cardenas Cudia**
 - 1. Purchase Reports (A and B)
 - 2. Cash and Investment Report
- J. Operations Discussion: Board Liaison Trustee Trojan**
 - 1. Board Policy Manual Update: Article 2-Operations (First Reading)
 - 2. Rock Valley College Events Calendar
 - 3. Personnel Report
- K. Other Business: Unfinished Business/New Business**
- L. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act.
- M. Reconvene Open Session**
- N. Next Regular Board of Trustees Meeting:** September 23, 2025, 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.
- O. Next Committee of the Whole Meeting:** October 14, 2025, at 5:15 p.m. The meeting will be held at the Advanced Technology Center (ATC), Room 1300, 1400 Big Thunder Blvd., Belvidere, IL 61008.
The location has changed for this meeting only.
- P. Adjourn**

Paul Gorski, Board Chair

**Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, August 12, 2025
MINUTES**

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, August 12, 2025, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Chairman Paul Gorski.

Roll Call

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

Mr. Paul Gorski

Mr. Robert Trojan

Dr. Jenna Goldsmith

Mr. John Nelson joined the meeting at 5:30 p.m.

Ms. Kristen Simpson

Mr. Isiah Blake, Student Trustee

Ms. Gloria Cardenas Cudia

The following Trustee was absent at roll call: Mr. John Nelson. Trustee Nelson joined the Committee of the Whole meeting at 5:30 p.m.

Also present: Dr. Howard J. Spearman, President; Dr. Keith Barnes, Vice President of Cultural Excellence; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Terrica Huntley, Vice President of Human Resources; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Hansen Stewart, Vice President of Career and Technical Education and Workforce Development; Mr. Rick Jenks, Vice President of Operations; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ellen Olson, Vice President of Finance; Ms. Ann Kerwitz, Assistant to the President; Ms. Carly Huotari, Assistant to the President; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations, Attorney Thomas C. Garretson, Robbins Schwartz.

Board Member Attendance by Means Other than Physical Presence

There were no Board Members attending by any other means.

Communications and Petitions

There were no public comments, communications, or petitions to be recognized.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the July 8, 2025, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Goldsmith

1. FY2025 Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2026 Enrollment Update. Ms. Snider stated that the Fall semester is fast approaching, with weekend classes starting Saturday, August 16, 2025, and all other classes beginning on August 18, 2025, resulting in significant enrollment fluctuations. As of August 12, 2025, Fall enrollment was 8.6% ahead of FY2024, and RVC is at 98% of the budget and 94% of the goal. Ms. Snider said that with Summer II and Fall semester combined, RVC is at 101% of the budget and 97% of the stretch goal. Discussion ensued.

2. Strategic Plan Update: Workforce Development Non-Credit Metrics Report Update

Dr. Hansen Stewart, vice president of career and technology education and workforce development, presented the Workforce Development Non-Credit Metrics Report Update. Dr. Stewart explained that, effective 2024, RVC began a comparative analysis of the non-credit and Workforce Development programs for FY2024 and FY2025. Dr. Stewart said that the Non-Credit Workforce Development consists of Truck Driver Training, Collision Repair, CNC Machining, TechWorks, Customized Training and Development, Continuing Education, HCCTP (Highway Construction Careers Training Program), and Massage Therapy. Dr. Stewart reported the enrollment figures, completion figures, and revenues of the programs, along with the businesses that engaged in Customized Training for FY2024 and FY2025. Discussion ensued.

3. Adult Education Federal Funding Update

Dr. Amanda Smith, vice president of academic affairs, explained that Adult Education offers programming leading to a high school equivalency, as well as in English as a Second Language. Students in upper-level education are encouraged to consider transitioning to further education, either through credit or non-credit programming at RVC. Currently, the Adult Education program is funded primarily through grant funding, which has decreased year-over-year. The College is adjusting to the decreases by restructuring the program, utilizing state, federal, and institutional funds, which will allow RVC to respond quickly to community needs. Discussion ensued.

4. *Informational Only / Rock Valley College Music Program Update

Dr. Smith prepared a presentation on RVC's music program, highlighting its importance to the College and that the music program contributes to the broader mission of the College by fostering creativity, teamwork, and critical thinking, skills that are valuable not only in music but also in a wide range of other disciplines and future careers. The report also highlighted the Music Department faculty, programming, enrollment trends, and projections, and student engagement.

Finance Discussion: Board Liaison Trustee Cardenas Cudia

1. Purchase Reports

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

Purchase Report A – FY2026 Purchases

A. Grounds – (Capital Expense)

1.	Team REIL	Union, IL	\$ 837,971.04*(1)
			Not to Exceed

B. Grounds – (Capital Expense)

2.	Fieldturf USA	Chicago, IL	\$ 555,052.30*(2)
			Not to Exceed

C. Professional Services – (Other Contractual Services – Board of Trustees)

3.	Studer Education	Littleton, CO	\$ 129,390.00*(3)
			Not to Exceed

D. Automotive Lifts – (Capital – Downtown West New Facilities)

4.	Standard Industrial Inc.	Hanover Park, IL	\$ 742,500.00*(4)
			Not to Exceed
	Midwest Millwright Services	Rockford, IL	\$ 1,098,394.00

E. Computer Equipment – (Information Technology – Office Computer Equipment)

5.	TBD	TBD	\$ TBD
			Not to Exceed

F. Grant Expense – (Other Contractual Services – SCC4)

6.	McHenry Community College	Crystal Lake, IL	\$ 1,061,468.00*(6)
			Not to Exceed

G. Grant Expense – (Other Contractual Services – SCC4)

7.	Highland Community College	Freeport, IL	\$ 1,060,899.00*(7)
			Not to Exceed

H. Professional Services – (Other Contractual Services – Starlight Theatre)

8.	Associated Controls + Design	Indianapolis, IN	\$ 72,768.00*(8)
			Not to Exceed

Trustee Simpson requested that Item C, Studer Education, be separated from Purchase Report A. She will still vote no, but does not want to reject all of Purchase Report A.

Vice President Olson explained that for Item E, Computer Equipment, the bid was opened August 8, and the lowest responsible bidder was Entre Computer Solutions. Eight vendors submitted bids, and two were disqualified.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through July 31, 2025. Total operating cash is \$38,525,314. Total operating cash and investments are \$106,278,443. The operating cash and investments have changed by <\$672,064> since June 30, 2025. Total capital funds are \$82,185,396. Since June 30, 2025, the change in capital funds has been \$1,384,281. Ms. Olson stated that the total operating cash and investment funds were 99.54% of the FY2025 operating budget. Discussion ensued.

3. *Informational Only / Quarterly Report: Purchase Orders \$10,000 - \$25,000

There were no comments or questions regarding the Quarterly Purchase Activity Report for items between \$10,000 to \$25,000.

Operations Discussion: Board Liaison Trustee Trojan

1. Amendment to Board Policy 3:20.010; Job Posting and Hiring (Second Reading)

Vice President Rick Jenks introduced the second reading of the Amendment to Board Policy 3:20.010, Job Posting and Hiring. The policy, as it stands, gives the President the authority to approve new hires and assign employee start dates; however, the policy also states that the Board is to approve such reports, which creates inconsistency. The amendment will remove the Board's approval, and will be strictly informational reports presented to the Board at future meetings.

2. Leasing of Advanced Technology Center (ATC) Farmland

Vice President Jenks explained that RVC owns eight acres of field next to the ATC. Several farmers in the Belvidere, IL area had reached out to RVC to see if the land would be farmed, so RVC issued a request for information, and Mr. Mark Huntington, a Belvidere, IL farmer, was interested in farming the field. RVC's attorneys drew up a lease where Mr. Huntington will pay RVC \$800 annually. Mr. Huntington will be responsible for all costs associated with the farming of the field. Discussion ensued.

3. Personnel Report

Vice President Jenks presented the August Personnel Report. Mr. Jenks stated that if the Amendment to Board Policy 3:20.010, Job Posting and Hiring, passes, the recommendation will be removed from the Personnel Reports, which will then be informational only. The Board will no longer vote on the Personnel Report. Mr. Jenks stated that there was one placeholder for the Director of Nursing and one departure. Discussion ensued.

4. Annual Employee Personnel Report

Vice President Huntley reviewed the Annual Personnel Update. Ms. Huntley stated that as of June 30, 2025, the College had a total of 391 full-time employees, and that was a 3.46% decrease from the past fiscal year. RVC documented a total of 93 full-time employee appointments, indicating a 12.3% decrease from the past fiscal year, and RVC promotions remained the same from FY2024 to FY2025 at 25. Ms. Huntley said that the College had a total of 57 separations, 18 of which were retirements. Ms. Huntley reminded the Board that the College continues to evaluate each position individually to best meet the needs of students and the College as a whole. Ms. Huntley stated that the turnover rate was 14.6% for FY2025, which included the 18 retirees. Discussion ensued.

5. Downtown West Update

Mr. Jenks provided an update on the Downtown West construction project, including pictures and an aerial presentation of the progress. Mr. Jenks discussed the five change orders totaling \$16,076.62. There were four purchases and one credit. Trustee Nelson wanted to know if the project was on track and when it would be completed. Mr. Jenks responded, "Yes, the project is on track and the Downtown West campus opening is scheduled for the Fall semester, August 16, 2026." Trustee Cudia stated that she was at a function and commented that the community is excited for the campus to be completed.

6. Change Order Update

Mr. Jenks reported on the Change Order Update. He stated that there was one additional change order for the Health Sciences Center (HSC). A new hollow metal frame with a sidelite and a new wood door were purchased for \$2,984.00. Trustee Nelson asked for clarification on the amount remaining for the contingency. Mr. Jenks stated that the amount of the contingency is \$200,111.00. Mr. Jenks said that \$3,489.00 has been spent to date on change orders for the HSC.

7. Rock Valley College Events Calendar

Vice President Jenks reviewed the RVC Events Calendar, highlighting the Downtown West Last Beam Ceremony scheduled for August 15, 2025, at 1:00 p.m. at the Downtown West Campus. Additionally, Mr. Jenks mentioned the Student Welcome Week activities. Discussion ensued.

New Business/Unfinished Business

1. New Business:

Dr. Spearman explained the Kevin Rice Memorial Bike Ride. Kevin Rice was a Rockford police officer who was killed in the line of duty 24 years ago. This year's ride spanned 157 miles from Wisconsin to Rockford, with Dr. Spearman participating in the final 15.7 miles representing Kevin's badge number. Dr. Spearman stated that the stop at RVC included bicycle riders, a police escort, and several Rockford Police Officers. Elmer Rice, Kevin's brother, continues to serve as the driving force behind the memorial ride and the Kevin Rice Memorial Scholarship at RVC.

Dr. Spearman invited Trustees to volunteer as greeters for Welcome Week for a time slot of their choice for the week of August 18, 2025. It is a great way to engage with the students coming to RVC. Dr. Spearman stated that a staff member would be paired with the Trustees in the event students ask questions that the Trustees are not able to answer.

Dr. Spearman talked about the Professional Development Day (PDD) activities and invited the Trustees to attend the event to be held on September 2, 2025.

Invitations to the Growth Dimensions reception to be held August 28, 2025, were emailed this afternoon. He asked to please respond to Ann Kerwitz regarding a reservation and the Trustee's preferred dinner option no later than August 15, 2025. Trustee Trojan stated that the keynote speaker for the Growth Dimensions reception was Janyce Fadden, who was the very best economic development leader this region has ever had. She was a true marketing person, and Trustee Trojan encouraged Trustees to attend the reception to listen to her speak.

Vice President Jenks informed the Trustees that a situation had developed in the Jacobs Center for Science and Math (JCSM). After troubleshooting the air handler system, it was discovered that the desiccant wheel, which controls the temperature and humidity in the JCSM, has failed. RVC received a few quotes, and the lowest amount quoted was approximately \$120,000.00. Because of issues with ordering the part along with the cost, Mr. Jenks asked the Board to consider the option of bypassing the bidding process and using the emergency exemption that is allowed under ICCB to purchase the part and fix the air handling unit. The Board agreed that Mr. Jenks will order the part. The decision would still be voted on at the Regular Board Meeting on August 26, 2025, and six votes would be needed by Trustees for the emergency exemption and to approve the spending.

Dr. Spearman asked Trustees to save the date of January 31, 2026, for the Trustee Retreat.

2. Unfinished Business:

There was no unfinished business.

Adjourn to Closed Session

At 6:43 p.m., Trustee Nelson made a motion, 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) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open meetings Act.

The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 7:20 p.m., a motion was made by Trustee Nelson, seconded by Trustee Trojan, to adjourn the closed session and return to open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on Tuesday, August 26, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on Tuesday, September 9, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

Adjourn

At 7:23 p.m., a motion was made by Trustee Nelson, seconded by Trustee Cardenas Cudia, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Dr. Jenna Goldsmith, Secretary

Paul Gorski, Chairman

FY2026 Enrollment Update
Board of Trustees Committee of the Whole – September 9, 2025

Term	Unduplicated Headcount				Credit Hours				Budget		Stretch	
	FY2025	FY2026	Change	% Change	FY2025	FY2026	Change	% Change	Budget	% to Budget	Goal	% to Goal
Summer II	1,857	2,180	323	17.39%	8,236	9,561.5	1,325.5	16.09%	7,900	121%	8,200	117%
Fall	5,406	5,954	548	10.14%	52,371.5	55,247	2,875.5	5.49%	52,400	105%	54,600	101%
Subtotal (Summer II + Fall)	7,263	8,134	871	11.99%	60,607.5	64,808.5	4,201	6.93%	60,300	107%	62,800	103%
Winterim									1,400		1,500	
Spring									48,800		51,000	
Subtotal (Summer II + Fall + Winterim + Spring)									110,500		115,300	
Summer I									4,500		4,700	
Total									115,000		120,000	

Sources: Final FY2026 Summer II Ticker (08/05/25) and FY2026 Fall Enrollment Ticker (09/02/2025)

Important Dates:

- Summer II (8-Week & First 4-week) classes began, Monday June 16. Second 4-week session began Monday, July 14.
- Summer II classes ended Tuesday, August 5.
- Fall tuition payment deadline was Tuesday, July 29.
- Fall weekend classes began Saturday, August 16.
- Fall weekday classes began Monday, August 18.
- 14th Day (Fall Census) is Wednesday, September 3.

Strategic Plan Update: Caring Campus Rollout Plan



Board of Trustees Committee of the Whole Meeting
September 9, 2025

Amanda Smith, Ed.D., Vice President of Academic Affairs

Executive Summary

Students who feel connected to their college are more likely to persist and complete their academic goals. *Caring Campus* is an initiative that identifies commitments to common behaviors that faculty and adjuncts can employ in their classrooms to foster a sense of connectedness.

Moving from transactional to relational, specific activities were identified for each of the six behavioral commitments. As this is rolled out to faculty at the Fall Professional Development Day, these activities can be replicated in their classes as a means of fostering a sense of belonging in our students.

Implementation of Caring Campus will continue throughout the year, with faculty adding to the repository of activities that demonstrate the Caring Campus behavioral commitments.

RVC Caring Campus Team

Lucas Greenlee (Engineering)

Dr. George Hernandez (Psychology)

Bill Isham (Welding)

Dr. Jenni Roloff Welch (Composition & Literature)

Chad Roth (Fire Science)

Dr. Rob Srygler (Biology)

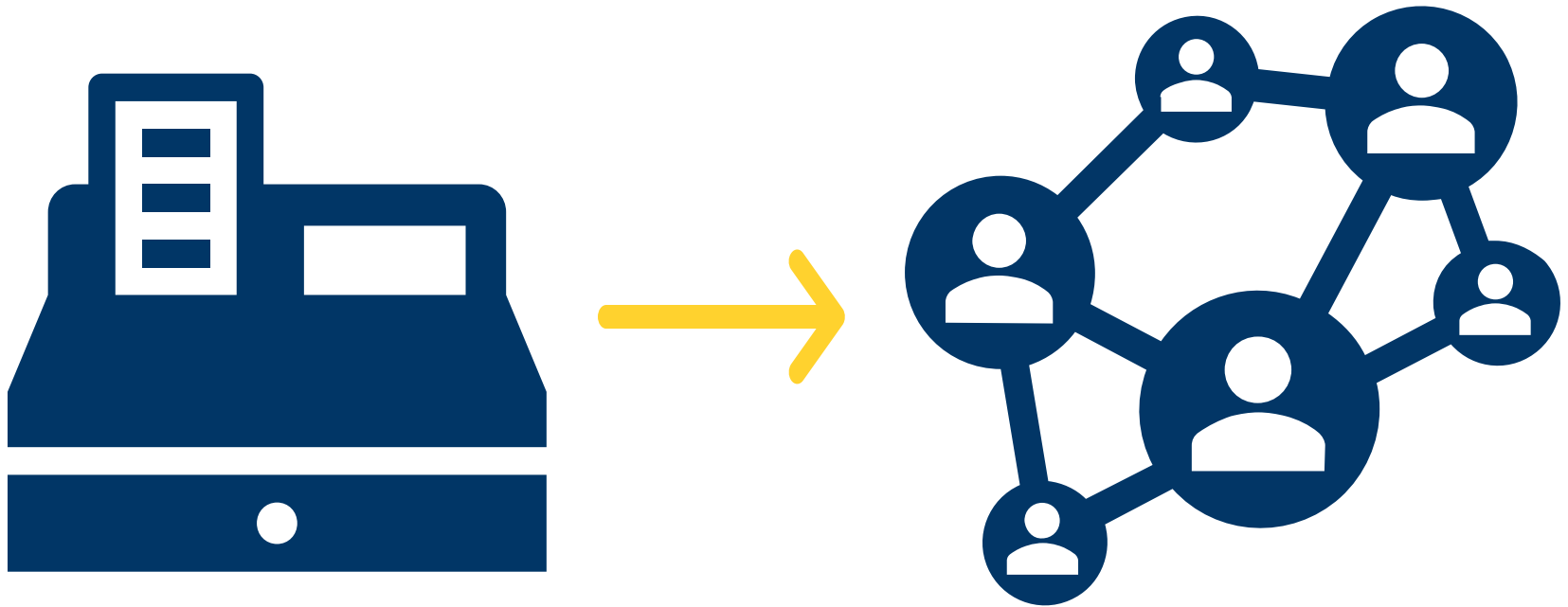
Dr. Mathew Oakes, *Facilitator*

What Is *Caring Campus*?

The Institute for Evidence-Based Change (IEBC) has developed the Caring Campus initiative based on research that demonstrates students who feel more connected to their college are more likely to be retained, persist from semester to semester, and achieve their academic goals.

Students come where they are welcome and stay where they feel cared about. If students do not feel connected to the college they attend, they are far less likely to persist and succeed, regardless of the academic interventions and support services the college provides.

From Transactional To Relational



<https://youtu.be/jlKS8slhE8Y>

Commitment 1

Begin By Building Community



What does this mean?

Early in the course, faculty engage in a series of community-building activities to connect students with the instructor and with one another.

How do we implement this?

Example: Connect the class to your and your students' educational journeys by creating a brief presentation that incorporates maps, pictures, or other visual elements to illustrate your educational journey. Focus on how the current class connects to your past, present, and future.

Why does this matter?

When faculty tell their story, we offer students the opportunity to relate to our experiences. We show students that we were once at the same point in this "journey." Being humble and vulnerable shows students that we all face struggles, but we all can persevere and succeed.

Commitment 2

Use Students' Preferred Names



What does this mean?

Early in the course, faculty learn each student's name/preferred name, if applicable, and encourage students to learn each other's preferred names, using them regularly.

How do we implement this?

Example: Students create name cards that they bring to every class period. The students have written positive and encouraging comments on these cards, which their peers will be reminded of during every class period.

Why does this matter?

Students take pride in creating and sharing their name cards, placing them in front of them for every class. Instructors can quickly learn their names, and when they work in groups, they bring their name cards so that they are also learning their peers' names.

Commitment 3

Clearly Communicate Expectations



What does this mean?

Early in the course, faculty clearly explain the course content, expectations, and grading framework using the course syllabus and LMS.

How do we implement this?

Example: Co-create and simplify expectations by creating a one-pager that summarizes the most important expectations of the course and that refers students to fuller explanations elsewhere. Refer to it regularly.

Why does this matter?

It's less important that students remember all the salient details about the course than if they remember where to find all the salient details of the course. We live in a culture awash in information, so we must find ways to direct our students to the information that matters most.

Commitment 4

Create Meaningful Moments



What does this mean?

Throughout the course, faculty members engage students as individuals first and create opportunities for genuine interaction.

How do we implement this?

Example: Use simple techniques to connect with students individually by sending individual check-in emails to online students. Begin with a template and then customize based on individual information. Create a rolling schedule and check in with each student once every set number of weeks.

Why does this matter?

We like to feel important. Individual communications between instructor and student can create a sense of belonging in a place that can feel big and intimidating. Whether it's a planned check-in email or a chance encounter, each contact strengthens connections.

Commitment 5

Provide Feedback Early and Often



What does this mean?

Throughout the course, faculty provide regular feedback to support learning and improvement.

How do we implement this?

Example: Discuss common pitfalls by sharing an exemplar of a successful student assignment and including an earlier version of that assignment with your feedback attached to highlight improvement over time.

Why does this matter?

Like all of us, students seek affirmation. Most of us want to know whether we are successfully completing the activities conducted inside and outside of the class/lab. Early and frequent feedback allows us to determine if path correction is required.

Commitment 6

Practice Situational Fairness



What does this mean?

Throughout the course, faculty treat the challenges that affect a student's learning and success on a case-by-case basis with understanding and compassion.

How do we implement this?

Example: Expect the unexpected by creating class structures that anticipate unavoidable obstacles to learning. For example, students could earn PTO for class attendance or participation and use it to excuse absences or remove late penalties.

Why does this matter?

Our expectations, as educators, should also take into account the situations of our students. We expect regular attendance, attentiveness, and grace when "things happen" to us. That should be mirrored in our treatment of our students.

Resources



RVC is a Caring Campus

If students don't feel connected to the college they attend, they are far less likely to persist and succeed, regardless of the academic interventions and support services the college has provided.

Students come where they are welcome and stay where they feel cared about.

RVC already has a proven track record of caring for our students; as an initiative, Caring Campus gives us the opportunity to strengthen our commitment, share our best practices, and introduce new educators into RVC's culture of care through the Behavioral Commitments.



 What is Caring Campus?

 Behavioral Commitments

 Resource Bank





Resource Bank

Caring Campus Resource Bank

 Add to the Resource Bank

[See all](#)

Title		Submitted By	Commitment	Modality	Picture	Description	Link
						to live in Florida but hates the humidity!").	
Create a Collaborative Playlist		Mathew Oakes	Begin by building community.	All		Build a collaborate Spotify playlist of the class's favorite music to listen to while studying.	YouTube Collaborative Playlists
Connect to Your Educational Journey		Rob Srygler	Begin by building community.	All		Create a brief presentation or video with maps, pictures, or other elements to explain your education journey. Focus on how the current	

Rollout Plan

September 2, 2025: Professional Development Day (PDD)

Launched Caring Campus to RVC faculty & community

Shared & collected best practices

January 9, 2026: Faculty Development Day (FDD)



Needed: Faculty Support

We ask all faculty and adjuncts for their support this year:

- 1. Explore the Behavior Commitments (BC)**

- Post BCs somewhere visible in your workspace
- Connect BCs to your existing practices
- Share your existing practice in the Resource Bank

- 2. Discuss the Behavioral Commitments**

- *Formal:* PDD (Sept), Division Meeting (Oct), FDD (Jan)
- *Informal:* Chat with your colleagues

**2025–2026 Dual and Articulated Credit Memorandum of Understanding
Between
Keith Country Day School and Rock Valley College**

Background:

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

Dual and articulated credit offerings have increased annually with the further development of the Dual Credit Quality Act. These initiatives, and their continued development and implementation, remain at the forefront of Rock Valley College partnerships 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. The school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Keith Country Day School as dual credit for the 2025–2026 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 Keith Country Day School, effective August 1, 2025, and ending June 30, 2026. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Keith Country Day School Dual and Articulated Credit Memorandum of Understanding

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 25th day of August, 2025 between Keith Country Day School ("School District"), located at 1 Jacoby Pl, Rockford, IL 61107 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
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, unless otherwise noted in Appendix A.
4. It is further agreed upon by the Parties that the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet 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 second week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- 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 2025-2026 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
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, 2025 and end on June 30, 2026.

Charo Chapoy 8/13/2025
High School Superintendent Date

Rock Valley College President Date

[Signature] 8/25/2025
Board of Education Date

Rock Valley College Board of Trustees Date

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Keith Country Day School as dual credit effective during this Agreement:

Dual Credit Courses
BIO 103 – Introductory Life Science
BIO 104 – Introductory Life Science Laboratory
SPN 101 -- Beginning Spanish
SPN 102 – Continuation of Beginning Spanish
SPN 203 – Intermediate Spanish
SPN 204 – Continuation of Intermediate Spanish

Appendix B

Curriculum Development, Feedback, and Approval

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

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

Appendix C

Dual Credit Roster & Grading Procedures for Dual Credit Instructors

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

Appendix D

Articulated Credit Policy & Procedures

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

**2025–2026 Dual and Articulated Credit Memorandum of Understanding
Between
Rockford Public Schools District #205 and Rock Valley College**

Background:

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

Dual and articulated credit offerings have increased annually with the further development of the Dual Credit Quality Act. These initiatives, and their continued development and implementation, remain at the forefront of Rock Valley College partnerships 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. The school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Rockford Public Schools District #205 as dual credit for the 2025–2026 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 the Board of Education of Rockford Public Schools District #205, effective August 1, 2025, and ending June 30, 2026. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Rockford Public Schools District #205 Dual and Articulated Credit Memorandum of Understanding

BOARD APPROVED

AUG 19 2025

Rockford Public Schools

**Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Rockford Public School District 205**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ____ day of _____, 2025 between Board of Education of the Rockford Public Schools, District No. 205, Winnebago and Boone Counties, Illinois ("School District"), located at 501 7th Street, Rockford, Illinois 61104 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

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

3. All dual credit and articulated credit courses shall be taught at the School District's campuses unless otherwise noted in Appendix A.
4. It is further agreed upon by the Parties that the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Illinois Community College Board (ICCB) Administrative Rules including, but not limited to, Section 1501.313, and Rock Valley College's minimum qualifications to teach including:
 - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
 - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;
 - e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
 - f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in August 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), or samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for

each course as agreed upon by School District and Rock Valley College;

- j. Ensure that the instructor receives necessary information to provide academic support to students that require modifications and/or accommodations as contained in an IEP or 504 plan;
- k. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the second week of high school classes each semester;
- l. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- m. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- n. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- o. Distribute on the first day of class, the course syllabus to each student registered in a Dual Credit course section;
- p. Ensure that School District Dual Credit Instructors assign letter grades following Rock Valley College's grading scale;
- q. Ensure that School District Dual Credit Instructors report instances of academic dishonesty to the Parties.
- r. Ensure that the total class contact time meets or exceeds Rock Valley College's requirements;
- s. Review this MOU annually for accuracy and pricing;
- t. Attend bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.
- u. Provide associated instructional costs such as instructional materials and supplies, as needed;
- v. Provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at

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

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

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

- a. Provide course credits 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 in accordance with EdSystems. 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. Take appropriate steps to ensure that Dual Credit Courses are equivalent to those courses offered by Rock Valley College in quality and rigor.
- k. Establish a mechanism for evaluating and documenting, on a regular basis, performance of students who complete dual credit courses and share this data with the School District on the performance of students who complete dual credit courses;
- l. Review this MOU annually for accuracy and pricing; and

- m. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.
6. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2025-2026 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement. Total student enrollment fees shall not exceed \$95,000. Payment shall be made to Rock Valley College within forty-five (45) days of receipt of an invoice.
7. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
8. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
9. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
10. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
11. The Parties will work collaboratively to:
 - a. Annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance, to the extent feasible, pursuant to the Dual Credit Quality Act.
12. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its eligible students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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

13. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.

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

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

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

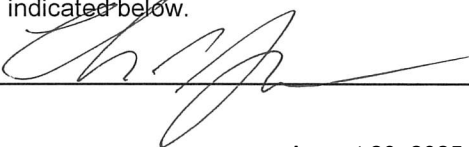
15. Rock Valley College and the School District each agree to mutually indemnify, defend, and hold harmless the other party and their respective board members, employees, and agents from all claims, causes of action, damages, and losses (collectively "Loss") to the extent the loss arises out of the negligent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


16. This Memorandum will be governed by and interpreted in accordance with the laws of the State of Illinois. Both

Parties will comply with all applicable laws, rules, and regulations.

17. No provision of this Memorandum, or act of either Party, will be construed as creating the relationship of principal and agent, or as creating a partnership, joint venture, or other enterprise. This Memorandum is not intended to benefit any third parties.
18. No provision of this Memorandum, or act of either Party, will be construed as a waiver of any rights or immunities.
19. Should any clause or paragraph of this Memorandum be held to be unenforceable, void, or unconstitutional, it is the intent of the parties that all remaining clauses of this Agreement shall survive and be deemed enforceable despite such occurrence.
20. This Agreement will be in effect August 1, 2025 and end on June 30, 2026.

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

	_____
Ehren R. Jarrett	August 20, 2025
High School Superintendent	Date
_____	_____
_____	_____
_____	_____
_____	_____

	8/22/2025 4:21 PM CDT
Board of Education	Date
_____	_____
_____	_____
_____	_____
_____	_____

BOARD APPROVED
AUG 19 2025
Rockford Public Schools

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Rockford Public School District as dual credit effective during this Agreement:

Dual Credit Courses
BIO 103 – Introductory Life Science
BIO 104 – Introductory Life Science Lab
CRM 120 – Criminal Investigation
ECE 100 – Intro to Early Childhood Education: Roosevelt
ECE 101 – The Developing Child: Roosevelt
ECE 103 – Nutrition & Health of Young Children: Roosevelt
ECO 101 – Introduction to Economics*
ENG 101 – Composition I
ENG 103 – Composition II
GAT 101 – Introduction to Graphics Arts Technology: Roosevelt
GAT 110 – Introduction to Photoshop: Roosevelt
GAT 115 – Introduction to Illustrator: Roosevelt
HLT 110 – Medical Terminology
HST 142 – History of the United States to 1865
HST 143 – History of the United States Since 1865
HST 193 – History of the World Since 1750*
LIT 101 – Introduction to Literature
LIT 139 – Mythology*
LIT 141 – Film as Literature*
MET 110 – Manufacturing Processes I: Roosevelt
MTH 115 – General Education Mathematics*
MTH 135 – Calculus with Analytic Geometry I
NAD 101 – Nursing Aide
PCT 110 – Network Essentials
PCT 262 – A+ Essentials
PCT 270 – Introduction to UNIX/Linux*
PSC 160 – American National Government*
STU 101 – Career Planning: Roosevelt
STU 103 – Workplace Ethics: Roosevelt
STU 299 – Service Learning: Roosevelt

(*) indicates course is pending approval at time of MOU submission

The following Rockford Public School District courses are eligible for Rock Valley College articulated credit:

RVC Course Eligible for Articulated Credit	Student Earns Articulated Credit by:
CIS 102 – Intro to Computers	Successful Completion of 3 credits in any CIS OR PCT course
CRM 101 – Intro to Criminal Justice	Successful Completion of 3 credits in any CRM course
MET 100 – Intro to Drafting	Successful Completion of MET 110

Appendix B

Curriculum Development, Feedback, and Approval

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

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



MEETING DATE: August 5, 2025

SUBJECT: Dual credit agreement with Rock Valley College

ABSOLUTE DATE: August 19, 2025

FISCAL IMPACT: Yes

DOLLAR AMOUNT: \$95,000

BUDGETED: Yes

BUDGET SOURCE: 10-400-1400-56700-0000-00

ADMINISTRATION'S RECOMMENDATION: Administration recommends the Board of Education approve the Memorandum of Understanding with Rock Valley College to offer dual credit courses on campus at all five high schools.

SUBMITTED BY: Bridget French, Executive Director, College & Career Readiness

BOARD APPROVED
AUG 19 2025
Rockford Public Schools

A. PROBLEM/OPPORTUNITIES

There is an opportunity to continue to expand our dual credit offerings to students at all five high schools. Dual credit allows students to earn high school and college credit concurrently.

B. BACKGROUND

Dual credit is an academic program where academically qualified high school students can enroll in college-level courses and, upon successful completion, earn both high school and college credit simultaneously. These courses are offered through partnerships between high schools and local colleges or universities, taking place on the high school campus.

By earning college credits in high school, students can potentially reduce the number of courses they need to take in college, leading to earlier graduation and substantial savings on tuition costs. Dual credit courses are offered at no cost to our students, further alleviating financial burdens.

RPS offers dual credit coursework in pathway/Career and Technical Education and core content courses. The cost increase over last year is due to the increase in course offerings. We pay Rock Valley College \$50 per course per student. Students earn college credit when they receive a grade of C or higher in a dual credit course.

C. ALTERNATIVE CHOICES

If we do not approve this agreement with Rock Valley, we will not be able to offer these courses to our students. We currently have 67 dual credit courses scheduled for the 25-26 school year.

D. SOLUTION

Approve the MOU with Rock Valley College to allow us to offer dual credit courses on our high school campuses to high school students.

E. TOTAL COST

\$95,000

F. ASSESSING THE SITUATION

We monitor credit attainment through course passing rates.

G. RETURN ON INVESTMENT OR OPPORTUNITY COST

If we do not approve this MOU, we will not offer dual credit courses to students.

H. REPORTING BACK:

We will report back in our annual CCR plan.

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

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

Appendix D Articulated Credit Policy & Procedures

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

**2025–2026 Running Start Intergovernmental Agreement (IGA)
Rockford Public Schools District #205**

Background: Running Start is a formal program that allows qualified students from Rockford Public Schools District #205 to attend Rock Valley College (RVC) for their junior and senior years of high school. Students will enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate's Degree simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Rockford Public Schools District #205.

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 with additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The financial arrangement between Rock Valley College and Rockford Public Schools District #205 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, not to exceed \$192,000 during the term of this agreement. 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 Rockford Public Schools District #205, effective as of the date both parties approve and execute the Agreement, for classes beginning Summer 2025, and automatically expiring on June 30, 2026. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Rockford Public Schools District #205 Running Start Intergovernmental Agreement

BOARD APPROVED

**INTERGOVERNMENTAL AGREEMENT BETWEEN Board of
Education of the Rockford Public Schools, District No.
205, Winnebago and Boone Counties, ILLINOIS
AND**

AUG 19 2025

Rockford Public Schools

**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 the Rockford Public Schools, District No. 205, Winnebago and Boone Counties, IL ("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.*), the Public Community College Act (110 ILCS 805/1-1 *et seq.*), and the Dual Credit Quality Act (110 ILCS 27/1 *et seq.*); and

WHEREAS, Running Start is a program that allows select, qualified, academically motivated students enrolled in the COLLEGE and the DISTRICT an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and 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 the COLLEGE and the 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 demonstrates readiness for college-level work as determined by placement procedures consistent with those that would be used with college level students, and 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.
- 1) 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, not to exceed \$192,000 during the term of this Agreement, and also not to exceed a total for 40 enrolled students at one time over a one year period for said instruction. The cap established by this Section may be adjusted as provided in Section 3.M, below.
 - 2) 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.
- D. 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 Executive Director of COLLEGE and Career Readiness (ED of CCR) 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.
- E. At semester end, COLLEGE will provide the ED of CCR 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 five (5) and maximum of twenty (20) eligible students to participate in Running Start per school year.
- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline. Specifically, DISTRICT shall collaborate with 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.
- 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. ED of CCR) 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 205 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 student and pay the COLLEGE the cost associated with this tuition and fees calculation. Total student tuition and fees shall not exceed \$192,000. Payment shall be made to COLLEGE within forty-

five (45) days of receipt of an invoice. Subject to COLLEGE availability, the DISTRICT will make final determination on the number of students enrolled in the Running Start program and their course

selections, not to exceed the annual limitations set forth herein, 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 Running Start students who have an IEP or 504 plan annually and ensure that the COLLEGE receives necessary information to provide academic support to said students. DISTRICT may provide its own accommodations or will be responsible for any additional costs, subject to DISTRICT approval and the parties collaborative process and communication as required by 110 ILCS 27/16(8.5), incurred by the COLLEGE related to the accommodations. Running Start students shall have access to COLLEGE'S disability services. 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.
- O. DISTRICT agrees to review this IGA annually for accuracy and pricing.
- P. DISTRICT agrees to provide associated instructional costs such as instructional materials and supplies, as needed, which are not otherwise covered by the COLLEGE.
- Q. DISTRICT agrees to attend bi-annual meetings in the fall and spring semesters between the DISTRICT and COLLEGE to discuss dual credit matters and renewal of agreements, as well as to assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance, to the extent feasible, pursuant to the Dual Credit Quality Act.
- R. DISTRICT agrees to provide high school-level coursework credit for students enrolled in and completing the program.

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 access to 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.

1) The courses' letter grades shall follow the COLLEGE's grading scale.

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 may approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors, which the COLLEGE approves, 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.

1) The courses' total class contact time shall meet or exceed the COLLEGE'S requirements.

2) Students shall be evaluated using the COLLEGE's mechanisms and procedures based on performance of the students.

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 205 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.

L. COLLEGE agrees to report instances of academic dishonesty to the Parties, and may handle the instances in accordance with its policies.

M. COLLEGE agrees to work with students who have a known IEP or 504 plan annually and ensure that the COLLEGE provides academic support and accommodations to said

students.

N. COLLEGE agrees to review this IGA annually for accuracy and pricing;

O. COLLEGE agrees to attend bi-annual meetings in the fall and spring semesters between the DISTRICT and COLLEGE to discuss dual credit matters and renewal of agreements, as well as to assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance, to the extent feasible, pursuant to the Dual Credit Quality Act.

P. COLLEGE agrees to provide college-level coursework credit for students enrolled in and completing the program.

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. COLLEGE and the DISTRICT each agree to mutually indemnify, defend, and hold harmless the other party and their respective board members, employees, and agents from all claims, causes of action, damages, and losses (collectively "Loss") to the extent the loss arises out of the negligent or willful acts or omissions of the indemnifying party, and/or the indemnifying party's breach of this Agreement.
- E. 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.
- F. 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, 2026. This agreement is applicable for the Running Start Class who begins Summer 2025 and for program applicants and participants who begin the Running Start program in Summer 2026. 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:

Rockford Public School District No. 205
Att'n: Superintendent
501 7th St.
Rockford, IL 61104
Facsimile: (815) 972-3404

with a copy to counsel;

Yashekia Goldsmith
Rockford Public Schools
501 7th St.
Rockford, IL 61104
Facsimile: (815) 966-3905
Email: Yashekia.Goldsmith@rps205.com

If to COLLEGE:

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

with a copy to counsel:

Joseph J. Perkoski
Robbins Schwartz
190 S. LaSalle St. – Ste. 2550
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.
- J. No provision of this IGA, or act of either Party, will be construed as creating the relationship of principal and agent, or as creating a partnership, joint venture, or other enterprise. This Memorandum is not intended to benefit any third parties.
- K. No provision of this IGA, or act of either Party, will be construed as a waiver of any rights or immunities.
- L. Should any clause or paragraph of this IGA be held to be unenforceable, void, or unconstitutional, it is the intent of the parties that all remaining clauses of this Agreement shall survive and be deemed enforceable despite such occurrence.


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

**Board of Education
Rockford Public School
District No. 205
Boone-Winnebago
Counties, Illinois**

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


President

President


Secretary

Secretary

8/22/2025 | 8:13 PM CDT

Date

Date

BOARD APPROVED

AUG 19 2025

Rockford Public Schools

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.
1. 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. Two years of Algebra completed with a grade of "B" or higher is preferred.
5. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
6. 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.
7. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
8. Have the permission of a parent or legal guardian.
9. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
10. 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. "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 ED of CCR.
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. ED of CCR submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to ED of CCR to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, ED of CCR 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 ED of CCR and/or staff manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT ED of CCR will send 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 ED of CCR 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 ED of CCR for each semester completed by participating students within two weeks of final grades posting.

APPENDIX C

Running Start Student Academic Conduct Policies

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

ADVISING & COMMUNICATION

Running Start students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)

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

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

DISMISSAL FROM PROGRAM

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

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

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

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

Appendix D

Running Start Program Course Offerings 2025-2026

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			
FWS-116	Step Aerobics	1			
FWS-119	Cardio Kickboxing	1			
FWS-121	Cardio Fitness & Conditioning	1	16021U	Cardio Fitness & Conditioning	1
FWS-126	Beginning Weight Lifting	1	16399U	Beginning Weightlifting	1
FWS-127	Advanced Weight Lifting	2			
FWS-128	Sports Performance Fitness	1			
FWS-131	Basketball & Touch Football	1			
FWS-133	Power Volleyball	1	16018U	Power Volleyball	1
FWS-151	Tae Kwon Do	1	16019U	Tae Kwon Do	1
FWS-220	Intro Career Opportunity in PE	3			
FWS-231	Contemporary Health Issues	3			
FWS-233	Community Health	3			
FWS-235	Alcohol and Drug Education	3			
FWS-236	Human Sexuality	3			
FWS-237	Nutrition for Optimum Living	3	16020U	Nutrition for Optimum Living	1
FWS-243	First Aid/Gen Safety/CPR/AED	3	16015U	First Aid and General Safety	1
FWS-250	Introduction Sport Management	3	0668U	Intro to Sports Management	1
FWS-253	Introduction to Coaching	3			
FWS-254	ASEP Sport First Aid and CPR	3			
FWS-255	Sociology of Sport	3			
FWS-256	History of Phy Ed & Sport	3			
FWS-258	Sport & Exercise Psychology	3			
FWS-260	Intro to Exercise Science	3			
FWS-261	Nutrition for Fitness&Sport	3			
FWS-263	Nutrit, Exercise & Weight Cntr	3			
FWS-265	Personal Fitness and Wellness	3			

FWS-266	Personal Trng I-Concepts&Appl	3			
FWS-267	Persnl Trng II-Concepts&Appl.	3			
HLT-110	Medical Terminology	2	21513U	Medical Terminology	2
HLT-110	Medical Terminology	2	50111U	Medical Terminology	1

Business

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATG-110	Financial Accounting	4	13467U	Calc for Bus & Social Studies	1
ATG-111	Managerial Accounting	4			
BUS-101	Introduction to Business	3	21150U	Introduction to Business	1
BUS-103	Business Mathematics	3			
BUS-105	Consumer Econ and Prsnl Fin	3			
BUS-130	Entrepreneurship Principles	3			
BUS-131	Entrepreneurship Planning	3			
BUS-170	Intro Organizational Behavior	3	12414U	Intro Organizational Behavior	1
BUS-200	Legal Environment in Bus	3			
BUS-223	Business Statistics	3			
BUS-230	Entrepreneurship Capstone	3			
BUS-279	Principles of Finance	3			
BUS-282	International Business	3			
MGT-170	Business Communications	3			
MGT-270	Principles of Management	3			
MGT-271	Human Resource Manage	3			
MGT-274	Leadership	3			
MKT-260	Principles of Marketing	3	21145U	Principles of Marketing	1
MKT-265	Salesmanship	3			
MKT-266	Principles of Advertising	3			
MKT-288	Customer Relations	3			
OFF-118	Computer Keyboarding	1	21120U	Keyboarding	1

Communications

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
COM-113	Intro to Public Relations	3			

COM-119	News Writing	3			
COM-120	News Editing	3			

COM-130	Intro to Mass Communication	3	10672U	Intro to Mass Communication	1
COM-140	Writing for Multimedia	3			
COM-156	Audio Production I	3	15183U	Audio Production I	1
COM-157	Video Production I	3	15184U	Visual Production I	1
COM-208	Screenwriting	3			
COM-218	Broadcast Performance	3			
COM-221	Photojournalism	3			
COM-251	Film History and Appreciation	3	15113U	Fim History and Appreciation	1
COM-252	International History of Film	3	15430U	International History of Film	1
COM-256	Advanced Audio Production	3	15185U	Advanced Audio Production	1
COM-257	Advanced Video Production	3	15186U	Advanced Video Production	1
COM-260	Advanced Post-Production	3			
COM-296	Documentary Production	3			
COM-297	Motion Picture Production	3			
ENG-101	Composition I	3	10300U	English 11	2,2
ENG-101	Composition I	3	10400U	English 12	2,2
ENG-103	Composition II	3	10420U	Composition II	2
ENG-108	Intro Creative Writing	3			
ENG-109	Creative Writing II	3			
ENG-110	Intro to Technical Writing	3			
ENG-200	Language, Power & Public Life	3			
LIT-101	Introduction to Literature	3	10124U	Intro to Literature	1
LIT-139	Mythology	3	10120U	Mythology	2
LIT-140	The Bible As Literature	3	10310U	The Bible as Literature	1
LIT-141	Film and Literature	3			
LIT-142	Exploring Literature: Poetry	3	10676U	Exploring Literature - Poetry	1
LIT-144	Exploring Literature: Fiction	3	10119U	Exploring Literature - Fiction	1
LIT-152	Multicultural American Lit	3			
LIT-154	Intro Non-Western Literature	3	10123U	Intro to NonWestern Literature	1
LIT-201	American Lit Before 1865	3	10118U	Amer Lit Col Days to Civil War	2

LIT-202	American Literature Since 1865	3			
SPH-131	Fundamentals of Communication	3	10676U	Fundamentals of Communication	1
SPH-201	Interpersonal Communication	3			
SPH-202	Intercultural Communication	3			
SPH-211	Group Leadership	3			
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	13447U	Intro Computers & Info Systems	1
CIS-120	Intro to Microsoft Word	1			
CIS-121	Introduction to Excel	1			
CIS-124	Introduction to Powerpoint	1			
CIS-130	Introduction to Access	2			
CIS-170	Programming Logic & Design	3	13445U	Programming Logic & Design	1
CIS-180	Intro to Visual Basic Prgrmg.	4	13444U	Intro to Visual Basic Prgrmg	1
CIS-240	Intro to Java Programming	4	13448U	Computer Science A	2
CIS-245	Program Android-Mobile Devices	4			
CIS-254	Database Programming	4			
CIS-276	Intro to C/C++ Programming	4	13449U	Intro to C/C++ Programming	2
CIS-277	Advanced C/C++ Programming	4			
CIS-279	Visual C# Programming	4			
CIS-280	Program iOS Apple Mobile Dev	4			
CIS-290	Special Topics in CIS	1			
CIS-291	Internship Field Project	1			
GAT-101	Intro to Graphic Arts Tech	4	51102U	Graphic Arts Technology	2
GAT-110	Introduction to Photoshop	2	15181U	Introduction to Photoshop	1
GAT-115	Introduction to Illustrator	2	15182U	Introduction to Illustrator	1
GAT-150	Typography	2			
GAT-178	Fundamentals of Desktop Publis	3			
GAT-190	Image Generation and Output	2			
GAT-215	Advanced Illustrator	2			
GAT-220	Adv Photoshop Grap Arts Indus.	3			
PCT-110	Networking Essentials	3			

PCT-111	Windows Active Directory	3			
PCT-112	Windows Server Fundamentals	3			
PCT-113	Microsoft Win Infrastructure	3			
PCT-120	Cisco Networking I	4	21223U	Cisco Networking I	
PCT-122	Cisco Networking II	4	21224U	Cisco Networking II	
PCT-124	Cisco Networking III	4	21225U	Cisco Networking III	
PCT-126	Cisco Networking IV	4	21226U	Cisco Networking IV	
PCT-130	Intro Network Security Fndmntl	3			
PCT-132	Advanced Network Security	3			
PCT-140	IP Telephony I	4			
PCT-142	IP Telephony II	4			
PCT-211	VMWare vSphere: Install/Config	3			
PCT-262	A+ Essentials	3			
PCT-270	Introduction to Unix/Linux	3			
PCT-275	Cisco Firewall Design	4			
PCT-290	Special Topic in PC Tech	1			
WEB-101	Programming Related-Internet	4	15159U	Fundamentals of Web Design	2
WEB-102	Adv Program Related - Internet	4			
WEB-111	Introduction to Multimedia	3			
WEB-225	Digital Photography	3			
WEB-233	Introduction to Javascript	4			
WEB-234	PHP Programming	4			

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	12551U	Introduction to Engineering	1
EGR-135	Engineering Graphics/CAD	4	21553U	Engineering Graphics/CAD	1
EGR-206	Statics	3	12554U	Statics (Engineering)	1
EGR-207	Dynamics	3	12555U	Dynamics (Engineering)	1
EGR-221	Elem Mech of Defmabl Bodies	3			
EGR-231	Engineering Circuit Analysis	4	12556U	Engineering Circuit Analysis	1

EGR-250	Digital Electronics	4			
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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	15118U	Drawing and Composition 1	1
ART-102	Drawing and Composition II	3			
ART-103	Design I	3			
ART-111	Painting I	3			
ART-121	Ceramics I	3	15170U	Ceramics	1
ART-122	Ceramics II	3			
ART-131	Introduction to Visual Art	3	15117U	Intro to Visual Arts	2
ART-141	Intro Non-Western Visual Art	3	15111U	Intro to NonWestern Visual Art	1
ART-201	Life Drawing	3			
ART-203	Design II	3			
ART-212	Painting II	3			
ART-216	Relief Printmaking	3			
ART-251	History of Art I	3	15112U	History of Art I	1
ART-252	History of Art II	3	15116U	History of Art II	1
CRM-101	Intro to Criminal Justice	3		Intro to Criminal Justice	2
CRM-102	Intro to Probation & Parole	3			
CRM-103	Intro to Corrections	3			
CRM-104	Intro to Private Security	3			
CRM-105	Police Report Writing	3			
CRM-120	Criminal Investigation	3	17209U	Criminal Investigation	1
CRM-120	Criminal Investigation	3		Criminal Investigation	2
CRM-125	Criminal Proced & Civil Rights	3			
CRM-127	Ethics in Law Enforcement	3			
CRM-210	Criminal Law	3			
CRM-225	Juvenile Procedures	3			
CRM-260	Police Organization & Admin	3			
CRM-271	Patrol Procedures	3			
CRM-281	Rules of Evidence	3			
CRM-282	Interviews & Interrogations	3			
ECE-100	Intro to Early Childhood Ed.	3	21323U	The Child Care Worker	2
ECE-101	The Developing Child	3	21315U	The Developing Child	

ECE-103	Health, Safety & Nutrition of Young Child	3	21322U	Health. Safety Nutri Child Ed	1
ECE-105	Observation and Assessment of Young Children	3			
ECE-113	Infant and Toddler Curriculum	3			
ECE-201	Language Development	3			
ECE-202	Child, Family & Community	3			
ECE-203	Curriculum Plan-Young Child	3			
ECE-205	Org & Superv-Early Child Facil	3			
EDU-202	Children's Literature	3	21316U	Children's Literature	1
EDU-224	Introduction to Education	3	12480U	Intro to Education	1
EDU-234	Intro Technology for Teachers	3			
EDU-244	Students With Disabilities	3			
FRN-101	Beginning French	4			
FRN-102	Continuatn of Begng French	4			
GRM-101	Beginning German	4			
GRM-102	Continuatn of Begng German	4	11203U	German 2	2
HUM-111	Intro to Humanities I	3	12409U	Intro to Humanities I	2
HUM-112	Intro to Humanities II	3	12413U	Intro to Humanities II	2
HUM-114	Intro Hum III:Contem West Wrl	3			
HUM-125	Intro Non-Western Humanities	3	12420U	Intro Non-Western Humanities	1
HUM-211	War & West Hum Thru Mid Ages	3	12421U	War & Western Hum thru Mid Age	2
HUM-212	War & W.Hum-Renaiss to Present	3	12422U	War & W. Hum-Renaiss to Present	1
HUM-250	Leadership Development Stud	3			
MUS-101	Fundamentals of Music	3			
MUS-102	Intro to Music Literature	3	15245U	Intro to Music Literature	1
MUS-104	Intro to American Music	3	15244U	Intro to American Music	2
MUS-106	Intro to Non-Western Music	3	15110U	Intro to NonWestern Music	1
MUS-131	Class Piano I	2	15248U	Class Piano I	1
MUS-132	Class Piano II	2			
MUS-191	Chorus I	1			
MUS-194	Instrumental Ensemble I	1			
MUS-195	Band I	1	15247U	Band I	1
MUS-198	Orchestra I	1			

MUS-294	Instrumental Ensemble II	1			
MUS-295	Band II	1			
MUS-298	Orchestra II	1			
PHL-150	Intro to Philosophy	3	12430U	Intro to Philosophy	1
PHL-151	Intro Non-Western Philosophy	3			
PHL-152	Environmental Ethics	3	10685U	Environmental Ethics	1
PHL-152	Environmental Ethics	3	12454U	Environmental Ethics	1
PHL-153	Medical Ethics	3			
PHL-154	Introduction to Religion	3			
PHL-155	World Religions	3	12138U	World Religions	1
PHL-156	Religion in American Society	3	12433U	Religion in American Society	1
PHL-157	Foundational Religious Texts	3			
PHL-255	Logic	3	12432U	Logic	1
PHL-256	Contemporary Moral Issues	3	12431U	Contemporary Moral Issues	1
PHL-260	Philosophy of Religion	3			
SPN-101	Beginning Spanish	4	11102U	Beginning Spanish	1
SPN-102	Continuation Beginning Spanish	4			
SPN-203	Intermediate Spanish	3			
SPN-204	Continue Intermediate Spanish	3			
THE-133	Introduction to the Theater	3	15423U	Introduction to Theater	1
THE-134	Stagecraft & Theater Lighting	3			
THE-135	Acting I	3	15100U	Acting I	1
THE-235	Acting II	3	15440U	Acting II	1

Life Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
BIO-100	Introductory Human Biology	3	14210U	Intro to Human Biology	1
BIO-103	Introductory Life Science	3	14220U	Introductory Life Sciences	2
BIO-104	Intro Life Science Lab	1	14221U	Introductory Life Sciences Lab	1
BIO-106	Environmental Science	3	14203U	Environmental Biology	1
BIO-107	Environmental Biology Lab	1	14204U	Environmental Biology Lab	0.5
BIO-113	Plants and Society	4	14225U	Plants and Society	1

BIO-140	Introduction to Evolution	3			
BIO-150	Microbes and Society	3	14213U	Microbes and Society	1

BIO-152	Microbes & Society Laboratory	1	14223U	Microbes & Society Lab	1
BIO-162	Human Heredity	3	14293U	Human Heredity	1
BIO-171	Biology of Human Disease	3	14215U	Biology of Human Disease	1
BIO-185	Foundations Anat & Physiol	5	14214U	Foundations Anat and Physical	2
BIO-201	Fundamentals of Biology I	4	14211U	Fundamentals of Biology I	1
BIO-202	Fundamentals of Biology II	4	14212U	Fundamentals of Biology II	1
BIO-274	Microbiology	4	14227U	Microbiology	1
BIO-281	Anatomy and Physiology I	4			
BIO-282	Anatomy and Physiology II	4	14620U	Human Anat & Physiology II	1

Mathematics

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
MTH-115	General Education Math	3	13459U	General Math Education	2
MTH-120	College Algebra	3			
MTH-125	Plane Trigonometry	3	13412U	Trigonometry	2
MTH-132	College Algebra & Trigonometry	5			
MTH-135	Calculus W/Analytic Geom I	5	13460U	Calculus 1	1
MTH-135	Calculus W/Analytic Geom I	5	13462U	Calculus I	2
MTH-164	Computer in Mathematics C/C++	4			
MTH-211	Calc for Business & Soc Scienc	4			
MTH-216	Math for Elem Teachers I	3	13466U	Math for Elementary Teachers	1
MTH-217	Math for Elem Teachers II	3	13468U	Math for Elem Teachers II	2
MTH-220	Elements of Statistics	3			
MTH-235	Calculus W/Analytic Geom II	4	13463U	Calculus II	2
MTH-236	Calculus W/Analyt Geom III	4	13464U	Calculus III	2
MTH-240	Differential Equations	3	13465U	Differential Equations	1
MTH-250	Modern Linear Algebra	4			

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	14525U	Intro to Atmospheric Science	1
CHM-110	General Organic & BioChem I	4	14333U	General Organic & Biochem I	1

CHM-120	General Chemistry I	4	14320U	General Chemistry I	2
CHM-130	General Chemistry II	4	14335U	General Chemistry II	2
CHM-210	General, Organic & BioChem II	4	14336U	General Organic & Biochem II	1
CHM-220	Organic Chemistry I	5	14334U	Organic Chemistry I	2
CHM-230	Organic Chemistry II	5			
CHM-240	General Biological Chemistry	3			
GEL-101	Introduction to Geology	4	14530U	Introduction to Geology	1
GEL-107	Geology of the Solar System	3	14531U	Geology of the Solar System	1
GEL-206	Environmental Geology	3			
PGE-100	Physical Geography	3			
PGE-102	Physical Geography With Lab	4	14110U	Physical Geography with Lab	1
PGE-240	Global Climate Change	3			
PHY-201	Mechanics and Heat	5	14422U	Mechanics and Heat	2
PHY-202	Waves/Elec/Light & Modrn Phys	5	14423U	Waves Elect. & Modern Physics	2
PHY-215	Mechanics, Wave Motion, Thermo	5	14420U	Mechanics. Wave Motion. Thermo	
PHY-225	Electr, Magnetism, Light, Phys	5	14421U	Elect Mag Light & Modern Physics	2

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	12460U	Intro Biological Anth & Arch	1
ANP-103	Intro to Cultural Anthro	3	12461U	Intro to Cultural Anthropology	1
ECO-101	Introduction to Economics	3	12220U	Introduction to Economics	2
ECO-110	Principles of Economics:Macro	3	12235U	Principles of Macroeconomics	1
ECO-111	Principles of Economics:Micro	3	12236U	Principles of Microeconomics	1
GEO-130	World Geography	3			
HST-140	History of Western Civ I	3	12154U	History of Western Civ I	
HST-141	History of Western Civ II	3	12153U	History of Western Civ II	
HST-142	History of U S to 1865	3	12150U	US Pre 1865	2
HST-143	History of U S Since 1865	3	12139U	US Post 1865	2
HST-144	Current Hist 1945 to Present	3			
HST-151	African History Survey to 1600	3			

HST-152	African Hist Survey Since 1600	3	112306U	African History Survey Since 1600	1
HST-162	History of Latin America I	3			
HST-163	History of Latin America II	3			
HST-172	History of Middle East to 1453	3			
HST-173	History Middle East Since 1453	3			
HST-182	Hist of Eastern Civ to 1500	3			
HST-183	Hist of East Civ Since 1500	3	12155U	History Eastern Civ Since 1500	1
HST-192	History of World Until 1750	3			
HST-193	Hist of the World Since 1750	3	12165U	History of the World Since 1750	1
HST-210	History of Women of the U.S.	3	12152U	History of Women of the US	1
PSC-150	Intro to Political Science	3	12209U	Intro to Political Science	1
PSC-160	American National Government	3	12219U	Government	2
PSC-161	State and Local Government	3			
PSC-210	Intro to Legal System	3			
PSC-211	The American Presidency	3			
PSC-269	International Relations	3			
SOC-190	Introduction to Sociology	3	12410U	Sociology	2
SOC-290	Social Problems	3			
SOC-291	Criminology	3			
SOC-292	Sociology of Deviance	3			
SOC-294	Urban Sociology	3			
SOC-295	Racial and Ethnic Relations	3	12411U	Racial and Ethnic Relations	1
SOC-298	Sociology of Sex and Gender	3			
SOC-299	Sociology of the Family	3	12414U	Marriage and the Family	1
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	17210U	Planning for Success	0.5
STU-101	Career Planning	2			
STU-103	Workplace Ethics	1			



AUG 19 2025

Rockford Public Schools

MEETING DATE: August 5, 2025

SUBJECT: Running Start agreement with Rock Valley College

ABSOLUTE DATE: August 19, 2025

FISCAL IMPACT: Yes

DOLLAR AMOUNT: \$192,000

BUDGETED: Yes

BUDGET SOURCE: 10-400-1400-56700-0000-00

ADMINISTRATION'S RECOMMENDATION: Administration recommends the Board of Education approves the Intergovernmental Agreement between Rockford Public Schools and Rock Valley College.

SUBMITTED BY: Bridget French, Executive Director, College & Career Readiness

A. PROBLEM/OPPORTUNITIES:

Running Start is a program that allows 11th and 12th graders to obtain their high school diploma and associate's degree concurrently while attending Rock Valley College full time during high school.

B. BACKGROUND:

In past years, students were chosen through a lottery system. Students who were interested in participating had to meet minimum qualifications, take a college entrance exam, and were then entered in the lottery. Data shows that not all students are ready to be on a college campus or participate in a self-directed education. As a result, some students dropped out of the program and returned to their home high school.

To ensure students are ready and provide equitable access to the program, we have shifted to a merit-based system. The system will award points based on an unweighted GPA, an essay, and an interview with the Running Start Task Force. The Task Force serves as a selection committee to review essays and interview students to participate in this district-funded program.

This program funds 40 seats –20 juniors and 20 seniors—to participate in the Running Start program.

C. ALTERNATIVE CHOICES

The alternative choice is to fund less seats or no seats at all. If we did not fund this program, students could still participate, but they would have to pay the tuition themselves. This would limit the pool of students who would be able to participate.

D. SOLUTION

Approve the IGA with Rock Valley College to fund 40 seats for students to participate in Running Start.

E. TOTAL COST

\$192,000

F. ASSESSING THE SITUATION

We monitor the progress of students in the program via continuous communication between counselors and RVC advisors.

G. RETURN ON INVESTMENT OR OPPORTUNITY COST

If we do not fund the program, only students who can afford this opportunity would be able to participate in it.

H. REPORTING BACK

We report back in our annual CCR report.

Purchase Report-A - FY2026 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Accounting Services – (Other Contractual Services – ISBE State Performance)

John Morrissey Accountants Inc Rockford, IL \$4,000.00*(1)

1. This expense is for accounting services that support the Adult Education Program. John Morrissey Accountants have been supporting the needs of Adult Education since 2022, and this increase is to cover the annual cost increase for the continued services. The expense will be paid for by the Illinois State Board of Education (ISBE) State Performance grant. This is a not to exceed.

Original approved amount	\$30,000.00
Increase requested	\$ 4,000.00
New total expenditure	\$34,000.00 Not to Exceed

FY2026 Grant Expense
Original Board Report BR #8287-B-2

B. Software – (Maintenance Services Software Support – IT Administration)

Ellucian Company, LLC Reston, VA \$53,000.00*(2)

2. Ellucian Colleague is the College's campus-wide Enterprise Resource Planning (ERP) system, and we are in the second (2nd) year of a five-year contract. As part of the contract, there are time and labor charges for work being done to update the system to a SaaS platform. Ellucian initially advised that they would complete this portion of the work in FY2025. They did not complete all the work, so RVC is transferring the remaining FY2025 funds to FY2026 for the work to be completed. This is a not to exceed price.

Original approved amount	\$1,300,000.00
Increase requested	\$ 53,000.00
New total expenditure	\$1,353,000.00 Not to Exceed

FY2026 Budgeted Expense
Original Board Report BR #8287-D

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B – FY2026 Purchases

Recommendation: Board approval for items marked with an asterisk.

A. Fire Science Equipment – (Capital Instructional Equipment – Perkins Grant)

Air One Equipment Inc.	South Elgin, IL	\$43,800.00*(1)
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1. This expense is for five (5) Mine Safety Appliance (MSA) Self-Contained Breathing Apparatuses (SCBA) and accessories for the Fire Science Department. Each SCBA will include the facepiece, harness, air cylinder, and regulator. The majority of fire departments in Rock Valley College's jurisdiction use MSA SCBAs, and our students will benefit from training with this equipment. Air One Equipment, Inc. is the sole-source authorized dealer for MSA SCBAs in our region.

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

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

FY2026 Grant Expense

B. Robotic System – (Capital Instructional Equipment – SCC4 Adv Manufacturing Grant)

Airgas USA	Rockford, IL	\$78,600.43*(2)
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2. This is for the ClassMate CRX-10iA collaborative robotic welding system manufactured by Lincoln Electric. The system features a FANUC CRX-10iA robotic arm, Lincoln Electric's Power Wave R450 power source, and the Cooper App, which enables intuitive programming through a tablet-based interface. Designed for educational environments, the system will support hands-on training for students in the Welding Program. FANUC robotic systems are only procurable through regional distributors based on their specialization. Airgas USA is the College's regional distributor specializing in the welding configuration of the system.

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

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

FY2026 Grant Expense

Purchase Report-B – FY2026 Purchases**C. Furniture – (Instructional Equipment/Furniture – HSC Buildout & Elevator)**

Atmosphere Commercial Interiors	Minneapolis, MN	\$110,000.00*(3)
		Not to exceed

3. This expense is for office furniture, marker boards, privacy pathway walls, and media furniture for the Health Sciences Center (HSC). These items will furnish newly remodeled areas on the third floor, including Communications & Marketing, Massage Therapy, and the Refugee Program (RVCD). Additional items include walls for the Stenstrom Student Center (SSC) to accommodate two new offices, and a podcast studio table and chairs for Mass Communications. Atmosphere Commercial Interiors is the College's standard office furniture provider and is the sole source for this configuration. This is a not to exceed.

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

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

FY2026 Budgeted Expense

D. Furniture – (Instructional Equipment/Furniture – HSC Buildout & Elevator)

Krueger International	Green Bay, WI	\$27,000.00*(4)
		Not to exceed

4. This expense is for furniture for the third-floor remodel of the Health Sciences Center (HSC), including the Massage Therapy classroom, lounge area, and Mother's Room. These are newly created spaces as part of the HSC build-out project. The order also includes portable power/USB-C charging stations to complement furniture previously purchased for the student lounge areas in the Stenstrom Student Center (SSC). Krueger International is the College's standard provider for classroom, lab, and lounge furniture and is the sole source for this configuration. This is a not to exceed.

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

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

FY2026 Budgeted Expense

Purchase Report-B – FY2026 Purchases**E. Lighting System Upgrade – (Other Capital Outlay – Starlight Theatre)**

Helm Electric	Freeport, IL	\$1,567,500.00*(5)
		Not to exceed

5. This expense is for the second and third phases of the three-phase project to replace the entirety of the architectural lighting system in the Bengt Sjostrom Theatre (BST). Bid #25-19 BST LED Lighting Upgrade, Phases 2 & 3, received one submittal, which was opened on August 26, 2025. Helm Electric previously served as the subcontractor for electrical work during Phase 1 of the project. This expense includes a 10% contingency and is a not to exceed.

FY2026 Budgeted Expense

F. Consultant Services – (Other Contractual Services – General Institutional Expense)

Sheridan Wealth Advisors	Miami, FL	\$592,096.68*(6)
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6. This expense is for a consulting fee. Upon request of the Board of Trustees, the College engaged Sheridan Wealth Advisors to pursue the opportunity for the Employee Retention Credit in October 2023. The College filed for the credit with the Internal Revenue Service for quarters 1 (Q1) and 2 (Q2) for calendar year 2021. The College received the Q1 2021 payment in May 2025 and is now receiving the payment for Q2 2021 in the amount of \$2.96 million plus interest for a total of \$3.83 million. The consulting fee due to Sheridan Wealth Advisors is twenty percent (20%) of the claim amount filed.

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

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

FY2026 Budgeted Expense

G. Vehicle – (Automotive – RVC Police Department)

Sutton Ford	Matteson, IL	\$58,708.00*(7)
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7. This expense is for a white 2025 Ford Police Interceptor for the Rock Valley College Police Department. The vehicle will replace a 2013 Ford Police Interceptor with extremely high mileage. This purchase is made against State Bid Solicitation #22-416CMS-BOSS4-B-27256 for Police Pursuit & Special Service Vehicles, which was awarded to Sutton Ford.

FY2026 Budgeted Expense

Purchase Report-B – FY2026 Purchases**H. Site Testing – (Site Improvements - Professional Services - Downtown West Project)**

Testing Service Corporation	Carol Stream, IL	\$40,000.00*(8)
		Not to exceed

8. This expense is for testing services for the Downtown West Campus site. The work includes observation and testing of soils, concrete, and other associated structural and construction monitoring testing. Testing Service Corporation will provide fieldwork, laboratory services, consultation, and report preparation throughout the construction. This is a not to exceed.

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

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

FY2026 Budgeted Expense

I. Software – (Subscriptions – Web Applications – Business Services)

Euna Solutions	Chicago, IL	\$25,594.00*(9)
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9. This expense is for Bonfire, an online bid portal web application. This subscription will improve efficiency, vendor engagement, and contract management processes. Bonfire will streamline how the College manages solicitations, evaluations, and awards, while also providing centralized access to bid documentation and audit trails. This is the first (1) year of a three-year contract.

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

Exemption F: Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services, and telecommunications and inter-connect equipment, software, and services

FY2026 Budgeted Expense

Purchase Report-B – FY2026 PurchasesJ. Software – (Administrative Software – IT Administration)**CDW-G****Chicago, IL****\$170,206.25*(10)**

10. This expense is for a software subscription to CrowdStrike, a managed detection and response (MDR) solution. The service will assign 7–10 Security Operations Center analysts to constantly monitor and protect Rock Valley College’s network, computers, and servers. This cybersecurity investment will help safeguard the College against ransomware and other cyber threats.

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

Exemption F: Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services, and telecommunications and inter-connect equipment, software, and services

FY2026 Budgeted Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Cash and Investment Report
August 31, 2025

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	4,906,870
PMA Operating Cash	11,578,559
Petty Cash	7,665
ISDLAF*	18,086,746
Total Operating Cash:	<u>34,579,840</u>
<u>Operating Investments Accounts</u>	
PMA Operating	43,902
ISDLAF*	220,611
CD's and CDARS	47,238,564
Treasuries	13,188,781
ISDLAF Term Series	7,250,000
Total Operating Investments:	<u>67,941,857</u>
Total Operating Cash & Investments:	<u>102,521,697</u>

Total Operating Cash and Investments on July 31, 2025	<u>106,278,443</u>
Total Operating Cash and Investments on August 31, 2025	<u>102,521,697</u>
Total Operating Cash and Investments on August 31, 2024	<u>81,392,300</u>
% of Operating Budget	<u>95.42%</u>
Change in Operating Cash and Investments since July 31, 2025	<u>(3,756,746)</u>

*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Working Cash Accounts</u>	
ISDLAF*	1,830,893
Total Working Fund Cash:	<u>1,830,893</u>

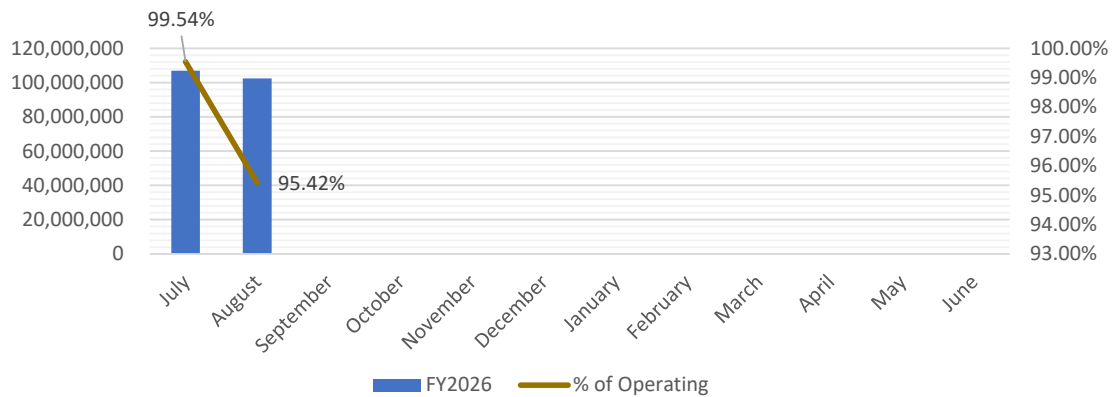
Total Working Cash Funds on July 31 , 2025	<u>1,859,621</u>
Total Working Cash Funds on August 31 , 2025	<u>1,830,893</u>
Change in Working Cash Funds since July 31, 2025	<u>(28,728)</u>

*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	9,639,043
Life Safety	3,963,826
CDB Escrow	19,976,591
Building Funds	50,943,059
Total Capital Funds:	<u>84,522,519</u>

Total Capital Funds on July 31, 2025	<u>82,185,396</u>
Total Capital Funds on August 31, 2025	<u>84,522,519</u>
Change in Capital Funds since July 31, 2025	<u>2,337,122</u>

Operating Cash Balance and % Coverage of FY'26 Operating Budget



Month / Year	Cash & Investments	Capital	Total
August 2025	102,521,697	84,522,519	187,044,216
August 2024	81,392,300	31,630,251	113,022,551
July 2025	106,278,443	82,185,396	188,463,840
July 2024	94,170,928	18,966,575	113,137,503
June 2025	106,950,507	80,801,115	187,751,622
June 2024	95,190,321	18,733,561	113,923,882
May 2025	103,733,777	73,618,424	177,352,201
May 2024	87,363,344	13,008,319	100,371,663
April 2025	99,245,776	70,778,111	170,023,887
April 2024	86,332,941	12,124,823	98,457,764
March 2025	95,499,192	23,655,986	119,155,178
March 2024	86,836,088	12,144,016	98,980,104
February 2025	93,595,008	23,564,036	117,159,044
February 2024	88,191,264	12,055,291	100,246,555
January 2025	97,793,062	23,489,305	121,282,367
January 2024	89,622,418	12,080,229	101,702,648
December 2024	97,836,468	22,888,518	120,724,986
December 2023	86,619,649	12,022,984	98,642,633
November 2024	86,593,948	34,956,285	121,550,233
November 2023	87,396,331	20,349,393	107,745,724
October 2024	86,909,426	36,439,132	123,348,557
October 2023	86,279,617	20,962,436	107,242,052
September 2024	88,096,984	36,073,771	124,170,755
September 2023	88,021,757	19,753,543	107,775,300
August 2024	81,392,300	31,630,251	113,022,551
August 2023	85,365,989	18,758,217	104,124,206

Rock Valley College Board Policy Manual

Article 2-Operations Review



Board of Trustees Committee of the Whole Meeting
September 9, 2025

Dr. Terrica Huntley, Vice President of Human Resources

Process Overview

1. Robbins Schwartz attorneys perform an initial review to ensure all policies are in compliance with current legal standards.
2. The Assistant to the President and the Vice President of Human Resources will review the amended document to ensure institutional congruity in consultation with appropriate leaders from respective functional areas.
3. Recommended changes are presented to the Board of Trustees for a first reading. Board members will receive both a redlined version of the article with proposed changes and a clean version with changes applied for ease of comparison.
4. Trustees are encouraged to provide their feedback, questions, and comments to the Office of the President to ensure all facets of the College are in alignment.
5. If there are no lingering concerns, a second reading is presented to the Board of Trustees for review prior to voting on applicable changes.
6. Any existing/continuing concerns or changes will be reviewed by all parties prior to final board approval.
7. If approved, Human Resources and Marketing and Communications work together to update the article of the Board Policy Manual on the College's website.

Executive Summary

- Article 2-Operations of the Rock Valley College Board Policy Manual addresses operations of the College.
- Many of the policies are being updated in conjunction with legal acts, state law enforcement policies, and ICCB guidelines for general safety operations, procurement, and technology.
- In this section, we focused on confirming the following in each policy:
 - Congruent Board Report numbers
 - Usage of titles and descriptors that align with functions of the College
 - Implementation of programs/committees/initiatives/plans to support Board Policy and relevant acts and legal guidelines
 - The requirement of procedural manuals and administrative procedures is mentioned in Board Policy
 - Consistent messaging in college-issued documents such as the Employee Handbook and Student Handbook
 - Addition of three policies from Article 3 Human Resources and two brand new policies (based on guidance from Robbins Schwartz) that apply to the entire campus community (employees, students, volunteers, contractors)

Article 2 Board Policies Requiring Administrative Procedures/Guidelines/Plans

2:10.010 Internal/External Communications and Marketing	2:20.070 Weapons/Concealed Carry
2:10.020 Compliance with the Illinois Freedom of Information Act	2:20.080 Communicable Diseases
2:10.030 Abused and Neglected Child Reporting; Minors on Campus	2:20.090 Hazardous Materials / Hazardous Communications
2:10.040 Registered Sex Offenders Compliance Policy	2:20.100 Communicable Diseases
2:10.060 Identity Theft Protection	2:20.110 Campus Trespass Policy
2:10.070 Records Retention	2:30.010 Conducting Institutional Research
2:10.080 Alcohol Served at Events	2:30.020 Acceptable Use Policy for Information Technology Systems
2:10.090 Smoking Compliance Policy	2:30.030 Computer Equipment
2:10.100 Acceptance of Contributions	2:30.040 Grants Policy
2:10.120 Americans With Disability Act (ADA)	2:30.050 Rock Valley College Donations and Foundation
2:20.010 Health and Safety Standard	2:30.060 Cyber and Information Security Policy
2:20.020 Rock Valley College Police Department	2:40.010 Facilities and Grounds Rental
2:20.030 Emergency Closing of Campus Plan)	2:40.030 Fleet Management
2:20.050 Campus Traffic Code	2:40.040 Shipping and Receiving
	2:40.060 Disposal of Assets

Recommended Board Policies to be added to Article 2 Operations

<u>Policy Name</u>	<u>Previous Location</u>	<u>Recommended Location</u>
Prohibiting Sex Based Misconduct	3:10.020	2:10.035
Violence and Disruptive Behavior	3:10.070	2:10.015
Drug Free Schools and Communities Act Policy	Newly created per Robbins Schwartz recommendation	2:10.095
Service and Other Animals Policy	3:10.270	2:20.120
Non-Discrimination and Anti-Harassment	Newly created per Robbins Schwartz recommendation	2:10.130

Next Steps

1. Conduct primary and secondary reading at the September and October Board meetings of Board Policy Article 2-Operations.
2. Apply and present any requested changes from board members for discussion.
3. Present to trustees for final approval.
4. Communicate and highlight the presence of updated Board Policies and Administrative Procedures to the College campus for Article 2-Operations.
5. Begin reviewing Board Policy Article 3-Human Resources with appropriate RVC cabinet members and leaders to ensure institutional congruence.

Notable Changes For Existing Policies In Article 2

Notable Changes

2:10.010 - The title has been changed to include “marketing” to highlight the efforts the College makes to promote and/or market information that is communicated internally and externally.

<p>RockValleyCollege</p> <p>RVC Board Policy 2:10.010</p> <p>Internal/External Communications <u>and Marketing</u></p> <p>The Administration is authorized to implement guidelines for internal/external communications and marketing initiatives <u>to increase accuracy, clarity, and timelines of communication processes.</u></p> <p>Reference: Board Report <u>BR223</u> Implemented: January 25, 2005 Revised: April 8, 2014</p>	
	<p>Ann Kerwitz BR223 and date ▼</p>
<p><small>RVC is an equal opportunity educator and employer.</small></p>	

Notable Changes

2.10.030 - Inclusion of students participating in educational opportunities not on campus. An example of this is residents/interns who engage in educational instruction off campus.

2:10.030 - Updates of how exceptions are granted.

Rock Valley College

RVC Board Policy 2:10.030

Abused and Neglected Child Reporting; Minors on Campus

The Board of Trustees recognizes the obligations set forth in Rock Valley College shall fully comply with the Abused and Neglected Child Reporting Act ("ANCR") (325 ILCS 5/1 et seq.) and Article II of the Juvenile Court Act of 1987 ("JCA") (705 ILCS 405/2-1 et seq.).

Mandated Reporters: ANCR provides that all personnel of institutions of higher education are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services ("DCFS") whenever there is reasonable cause to believe that a child with whom they have contact in their professional capacity may be abused or neglected.

Students enrolled in an academic program leading to a position as a child care worker, school service personnel, and/or education degree, as well as medical personnel, including but not limited to residents and interns, are also mandated reporters pursuant to ANCR.

In addition to the mandated reporting requirements under ANCR, under the requirements of Article II of the JCA, which addresses the responsibilities of supervision of a minor and their welfare, if a mandated reporter has reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, as those terms are defined under Article II of the JCA, that mandated reporter must immediately report to DCFS.

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to ANCR.

Immunity for Good Faith Reports: ANCR provides immunity for anyone who makes a report in good faith.

No Retaliation: Retaliation against any employee, student, volunteer, or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ANCR is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion, and/or other sanctions.

Procedures to implement this policy will be published through the College's Human Resources Department and made available in that office, the Student Development Affairs office, and the College's website.

Minors on Campus: The College recognizes that minors may accompany adults during visits to campus. Rock Valley College's practice is to be respectful and supportive of the families and children of students, employees, and visitors. As an institution of higher education, the College provides educational and support

RVC is an equal opportunity educator and employer.

Lagan Sweeney @AK/TH: can you please ▾

| Ann Kerwitz YES, this has been ▾

services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students and the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

In general, the College does not supervise minors outside of officially sanctioned programs and activities, and neither the College, nor its employees, agents, or students may accept responsibility to do so on behalf of the College. It is the position of the College that non-enrolled minors represent a potential disruption to the learning environment. The College accepts neither responsibility, nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus. Responsibility and liability lie completely with the minor's parent or responsible adult.

Non-enrolled minors are not permitted in classrooms or other student work areas. Minors shall not be routinely present at an employee's workplace or accompany a student to his/her classes (e.g., office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the employee's supervisor or a faculty member on an emergency basis and for a specified period of time. If such an exception is granted, the parent or accompanying adult shall be solely responsible for the minor while the minor is present on campus. Exceptions may be granted by the College President or appropriate vice president for College planned special events.

No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the College, in campus buildings, on campus grounds, or in a vehicle.

Unattended minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g., child's age, address, behavior, etc.).

Reference: Board Report 6926, 7988

Implemented: August 28, 2012

Revised: April 6, 2014, October 25, 2022

Ann Kerwitz BRs and dates are correct

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Notable Changes

2:10.060 - Update to the Fair and Accurate Credit Transactions Act and Red Flag Rules have been reflected in these changes.

Rock Valley College

RVC Board Policy 2:10.060

Identity Theft Protection

Rock Valley College Board of Trustees authorizes the Administration to implement an Identity Theft Prevention Program in compliance with the Fair and Accurate Credit Transactions Act of 2003: 16 C.F.R. Part 681 (Federal Trade Commission Rule) and to implement policies to comply with the Safeguards Rule: 16 CFR Part 314-Identity Protection Act, 54 USC 17821 et seq.

The purpose of this Identity Theft Prevention Program is to detect the warning signs - or "red flags" - of identity theft in our day-to-day operations, take steps to prevent the crime, and mitigate the damage it inflicts. This Program establishes reasonable policies and procedures to facilitate the identification, detection, prevention, and mitigation-response of identity theft in connection with new and established Covered Accounts.

The Federal Trade Commission's Red Flags Rules apply to creditors, including the College based on the College's offering of institutional loans to students and a plan for payment of tuition, who are subject to administrative enforcement of the Fair Credit Reporting Act by the Federal Trade Commission, and the Red Flag Rules impose obligation on those creditors that maintain Covered Accounts, specifically the obligation to maintain a written Identity Theft Prevention Program. A Covered Account, under the Red Flags Rule, is basically a consumer account that involves multiple payments or transactions, such as a loan that is billed or payable monthly. The term Covered Account is also other accounts where there is a reasonably foreseeable risk to consumers or the safety and soundness of the credit, from identity theft.

The Program applies to the creation, modification and access to identifying information of customers to the College. This Program does not replace or repeal any previously existing policies or programs addressing some or all of the activities that are the subject of this Program. This Program acts as a supplement to existing policies and programs.

Reference: Board Report 6594

Implemented: April 28, 2009

Revised: April 8, 2014

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Notable Changes

2:10.090 - Updated Language to reflect Changes of Smoke Free Illinois Act.

<p style="text-align: center;">Rock Valley College</p> <p style="text-align: center;">RVC Board Policy 2:10.090</p> <p style="text-align: center;">Smoking Compliance Policy</p> <p>The Smoke Free Illinois Act, <u>410 ILCS 82/1 et seq., (01/01/2008)</u> requires that each public entity enforce NO SMOKING within a prohibits smoking within prescribed number of 15 feet of any public entrances and ventilation intake place as defined by the Smoke Free Illinois Act which includes the College.</p> <p>The Smoke-Free Campus Act, <u>110 ILCS 64/1 et seq., (08/18/2014)</u> requires that smoking on Illinois campuses be restricted to inside personal vehicles prohibits smoking on campuses of a State-supported institution of higher education.</p> <p>Rock Valley College will establish procedures which inform occupants of campus of the restrictions and provide for adequate enforcement. Violators may be fined in accordance with the Smoke Free Illinois Act, the Smoke-Free Campus Act, and Rock Valley College Administrative Procedures.</p> <p>Reference: Board Report 6485, and 6942; Attorney Report 343 Implemented: December 18, 2007; October 23, 2012; September 12, 2000 June 23, 2015 Revised: July 1, 2015</p>	
	<p>Logan Sweeney 110 ILCS 64/15(d) require</p> <p>Ann Karwitz Formatted: Font: Not Bold</p>
<p style="text-align: center;"><i>RVC is an equal opportunity educator and employer.</i></p>	

Notable Changes

2:10.120 - Align language to reflect language used in the ADA Act.

2:10.120 - Adjust phrasing to reflect requested changes in United States President Executive Orders.

Rock Valley College

RVC Board Policy 2:10.120

Americans With Disability Act (ADA)

Reference: Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, Section 504 of the Rehabilitation Act of 1973; 28 Code of Federal Regulations Part 35, and other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities. The ADA requires that people with disabilities be provided equal the same opportunities as everyone else to engage in everyday activities public accommodations, employment, transportation, telecommunications, such as employment opportunities and participation in educational programs as those available to others. Rock Valley College is committed to complying with all relevant and applicable state and federal laws. appreciates its commitment to all its stakeholders with disabilities and will comply with all relevant and applicable state and federal laws.

It is, therefore, the policy of Rock Valley College that discrimination on the basis of a disability is prohibited. Ensuring that all stakeholders of the college community have access to necessary facilities, information, and information technology (including websites) associated with administration and services, coursework, and instruction programs, and college-sponsored activities is critical to the College's educational mission and is among its highest priorities.

Non-discrimination includes making reasonable accommodations in accordance with applicable College procedures. Rock Valley College will endeavor, in compliance with state and federal law, to make such reasonable accommodations, unless those accommodations fundamentally alter the nature of the service, program, or activity, or would place an undue burden/hardship on the College.

Rock Valley College prohibits retaliation against any individual who reports concerns regarding discrimination on the basis of disability, who cooperates with or participates in any investigation of allegations of disability discrimination, or any individual who is perceived to have engaged in any of these actions.

Rock Valley College understands that a welcoming environment for students, employees, and the community diversity, equity, and inclusion (DEI) are fundamental to achieving its mission. Therefore, Rock Valley College is committed to building and maintaining a community that reflects diversity and improves opportunities for all, including all qualified individuals with disabilities. This commitment is an expectation of our College's shared values, consistent with an intellectual community that celebrates individual differences and diversity.

Rock Valley College will establish procedures for employees, students, facilities, and technology regarding compliance with the ADA and other applicable state and federal laws, including information on submitting requests for

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Ann Kerwitz RVC's ADA Coordinator ▾
| Logan Sweeney We would ▾

Ann Kerwitz
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Logan Sweeney @RVC: please advise ▾
| Ann Kerwitz Yes, RVC wants to ▾
Ann Kerwitz In light of current situation ▾
| Logan Sweeney In considering both ▾

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accommodations.

Reference: Board Report 8129
Implemented: January 30, 2024
Revised:

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Notable Changes

2:20.050 - This policy was overlooked in the process of transitioning our Board Policy Handbook document from the quarry to the Intranet SharePoint website. We are proposing to add the board policy back into the current document.

<p>Rock Valley College</p> <p><u>RVC Board Policy 2:20.050</u></p> <p><u>Campus Traffic Code</u></p> <p><u>The Administration Administration is authorized to adopt and maintain procedures on vehicle registration, parking, moving regulations regulations, and appeals.</u></p> <p><u>Reference: Board Report 34246</u></p> <p><u>Implemented: July 21, 1980</u></p> <p><u>Revised: April 8, 2014</u></p>	<p>Ann Kerwitz Need to add 2:20.050 ▼</p>
	<p>Ann Kerwitz Formatted: Condensed by 02 pt</p>

Notable Changes

2:20.060 - Adjust approval of any variation or exception to policy to the divisional vice president.

RockValleyCollege

RVC Board Policy 2:20.060

Office Doors / Windows

The purpose of this policy is to allow visibility into offices to promote the safety of Rock Valley College faculty, staff and students.

- I. Office doors with a single glass pane and/or upper glass pane in doors with two panes and/or walls with a door-length pane glass within three feet of the door must remain clear in accordance with the following:
 - A. Four-inch strip (or width of glass if less than 4 inches wide), from top to bottom, shall be clear of coverings of any type.
 - B. Remainder of upper glass pane may be covered with posters, curtains, etc., providing the covering is approved by the Divisional ~~Chairperson/Director or supervisor~~ Vice President.
- II. Lower glass pane in two-pane doors: no coverings of any type shall be permitted.
- III. Any variation must allow clear view into an office and must be approved by the Divisional ~~Chairperson/Director or supervisor~~ Vice President.
- IV. No coverings of any type shall be permitted on exterior glass panes of offices.

Reference: ~~Board Report~~ Administrative Policy 231

Implemented: ~~May 23~~ July 1, 1988

Revised: April 8, 2014

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Notable Changes

2:20.070 – The Illinois Firearm Concealed Carry Act (IFCCA) is established as the governing legal act.

Rock Valley College

RVC Board Policy 2:20.070

Weapons / Concealed Carry

I. Statement of Purpose

Rock Valley College hereby establishes this Concealed Carry Policy (hereafter referred to as the "Policy") pursuant to the 2013 Illinois Firearm Concealed Carry Act, 430 ILCS 66/51 et seq. (the "[Act/IFCCA](#)"). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry firearms or weapons on the College campus in accordance with the College's authority to promulgate rules and regulations under the [Act/IFCCA](#).

II. Implementation

Rock Valley College will have procedures to implement this policy regarding the 2013 Illinois Firearm Concealed Carry Act, 430 ILCS 66/51 et seq., and in ~~conformance~~ conformance with any federal or state law.

II. Persons Covered by this Policy

~~This Policy applies to all employees, students, persons conducting business, or individuals visiting the College campus, as the term "campus" is defined in this Policy. Visitors include, but are not limited to, prospective students, former students, and their representatives. All persons on the College's campus are covered by this Policy.~~

III. Prohibited Activities

A. Weapons or Firearms

The College maintains a weapons and firearms-free Campus. "Campus" means the College's campus at 3301 N. Mulford Road, Rockford, Illinois and includes all sites, whether owned, leased or controlled by the College where College programs, activities and classes are held. No person covered by this Policy, unless authorized by law or specifically exempted by federal or state law or College regulation, is authorized to possess a weapon or firearm while engaged in College-related business or activities.

It is the Policy of the College to prohibit:

Any person covered by this Policy from possessing a weapon or firearm on property owned, leased or controlled by the College, even if that person has a valid federal or state license to possess a weapon or firearm. Property owned, leased or controlled by the College includes any vehicle, building, classroom, laboratory, medical clinic,

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Ann Kerwitz
Logan, COO Rick Jenks, a 30-year law enforcement officer, changed this. It is 430 ILCS 66/1 or 66/58. Rick also moved the previous verbiage to the administrative procedures for this policy.

Logan K. Sweeney
When you use "et seq," the citation continues beyond the cited section through the rest of the statute. Here, citing to 66/1 allows us to include the title of the Act in addition to everything after in the Act, rather than just the definitional section in 66/5.

As Rick says, this is really "legal beagle," but I switched to 66/1 for consistency and to include the title.

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~~hospital, artistic venue, or entertainment venue whether owned, leased or operated by the College, and any real property, including parking areas, sidewalks, and common areas under the control of the College. This policy also applies to all College-related organization property whether leased or owned by the College and all College-officially-recognized organization property whether leased or owned by the College.~~

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Notable Changes

2:20.070 (continued) - The Board, President, and Illinois Department of State Police may assist in the placement of signage.

<p>Rock Valley College</p> <p>organization property whether leased or owned by the College and all College-affiliated, recognized organization property whether leased or owned by the College.</p> <p>(i) —(g). Any person covered by this Policy from displaying, brandishing, discharging, or otherwise using any and all weapons or firearms, including concealed weapons or firearms.</p> <p>B.—Exceptions</p> <p>The provisions of this Policy do not apply to the possession of weapons or firearms in College vehicles, College buildings, on College grounds, or at any College-sponsored activity if the possession of weapons or firearms is related to one of the following exceptions:</p> <p>a. The weapon or firearm is used in connection with a weapons safety course, weapons education course, military science or law enforcement training course offered by the College and/or approved and authorized by the College.</p> <p>b. The weapon or firearm is carried by a full-time law enforcement officer required to carry a weapon or firearm as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at the College; the weapon or firearm is carried by a retired law enforcement officer qualified under the Law Enforcement Officer's Safety Act (Public Act 108-277); or for any other exception deemed necessary or determined by the Chief of the College Police Department.</p> <p>c. The weapon or firearm is used in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments or events on Campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols and archery).</p> <p>d. The use of simulated weapons or firearms in connection with College-related theatrical productions.</p> <p>The exceptions to the prohibitions of concealed carry do not apply to off-duty law enforcement officers on Campus, including off-duty law enforcement officers attending classes at students.</p> <p>IV.—Signage that Concealed Firearms are Prohibited</p> <p>The College's Facilities Department in consultation with the College's Police Department, the College President, and Board of Trustees shall assist in the determination of the placement of clearly and conspicuously posted signs at all building entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois Department of State Police and shall be posted:</p> <p><i>RVC is an equal opportunity educator and employer.</i></p>	<p>Logan Sweeney Formatted: Normal, Left, Indent: Left: 0.11", No bullets or numbering</p> <p>Ann Kerwitz Formatted: Indent Left: 0.08", No bullets or numbering</p> <p>Logan Sweeney @AK - please confirm Ann Kerwitz RVC is in</p>	<p>Rock Valley College</p> <p>in accordance with any other signage regulations as may be promulgated from time to time by the Illinois Department of State Police.</p> <p>The College's Facilities Department in consultation with the College's Police Department shall be responsible for the placement and maintenance of signage at building entrances.</p> <p>V.—Parking and Firearm Storage</p> <p>A weapon or firearm may be transported into a parking area within a vehicle if the weapon or firearm and its ammunition remain locked in a case Case out of plain view within the parked vehicle. "Case" is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle, or a weapon or firearm carrying box, shipping box or other container. The weapon or firearm may only be removed from a vehicle for the limited purpose of storage or retrieval from within the trunk of the vehicle. A weapon or firearm must first be unloaded before removal from the vehicle.</p> <p>The primary place of storage for a weapon or firearm is within a locked case out of plain view within a parked vehicle in an unrestricted parking area.</p> <p>VI.—Firearms in Rights of Way</p> <p>Notwithstanding any other provision in this Weapons / Concealed Carry Policy, a person licensed to carry concealed firearms may carry concealed firearms while he or she is traveling along a public right of way that touches or crosses the College's Campus if the concealed firearm is carried on the person of the licensee in accordance with the provisions of the Act the FOCA or is being transported in a vehicle by the licensee in accordance with the FOCA Act and all other applicable provisions of law.</p> <p>VII.—Enforcement</p> <p>Any individual visiting or conducting business on the property of the College found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from the College Campus.</p> <p>Any student found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or found to be carrying or have carried a weapon under circumstances in which the student should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from the College.</p> <p>Any employee found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or be carrying or have carried a weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, termination from employment.</p> <p><i>RVC is an equal opportunity educator and employer.</i></p>	<p>Ann Kerwitz Formatted: Indent Left: 0.08", No bullets or numbering</p> <p>Ann Kerwitz Formatted: Indent Left: 0.08", No bullets or numbering</p> <p>Ann Kerwitz Formatted: Indent Left: 0.08", No bullets or numbering</p>
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Notable Changes

2:20.070 (continued) - The definition of “clear and present danger” was expanded upon

2:20.070 (continued) - The Police Chief is the newly established designee for reporting students or visitors who pose a clear and present danger

Rock Valley College

including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.

Any individual found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or found to be carrying or have carried a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be subject to administrative action by the College and possible arrest and prosecution. Violations of this policy may result in referrals to external law enforcement agencies.

VIII. Definitions

A. The term “firearm” is defined as a “loaded or unloaded handgun.” A “handgun” is defined as any “device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.” 430 ILCS 66/5.

B. The term “weapon” is defined as:

Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO₂. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearms, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, laser or gas gun, and any ammunition for any such device. Any replica of the foregoing is also prohibited.

Any explosive device including, but not limited to, firecrackers and black powder.

Any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives and daggers.

C. The term “clear and present danger” means a person who:

“(1) communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself, or another person as determined by a physician, clinical psychologist, or qualified examiner; or

(2) “A person who demonstrates threatening physical or verbal behavior, such as violent, suicidal or assaultive threats, actions, or other behavior as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.” 430 ILCS 66/105 citing 430 ILCS 66/111.

IX. College Police Department

The College Police Department, in consultation with the College President and Board of Trustees, shall be responsible for the development and promulgation of procedures and protocols for storage and confiscation of weapons.

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Ann Kerwitz Do we need to cite both?
Logan Sweeney Yes.

Ann Kerwitz
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The College Police Department, in consultation with the College President and Board of Trustees, shall be responsible for determining the clear and conspicuous posting of signage at all building entrances, stating that concealed firearms are prohibited, and signs shall be in accordance with the design approved by the Illinois Department of State Police and posting shall comply with any other administrative rules or procedures that may be promulgated from time to time by the Illinois Department of State Police.

X. College Dean of Students

Pursuant to the Firearm Concealed Carry Act, the College President or designee is required to report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 4-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/4-103.3. “Clear and present danger” is defined in this policy.

The College Dean of Students shall be the designee of the College President responsible for reporting to the Department of State Police any student or visitor who is determined to pose a clear and present danger.

XI. Delegation

The College’s Board of Trustees hereby delegates to the President of the College the authority to promulgate additional policies, regulations and procedures related to and consistent with this policy, the 2013 Illinois Firearm Concealed Carry Act and other relevant laws and regulations.

The President of the College shall from time to time report to the College’s Board of Trustees any additional policies, regulations or procedures needed and the status of implementation of this policy.

Reference: Attorney Resolution 314 Board Policy Implemented: April 6, 2014 Adopted: April 8, 2014 Revised:

Ann Kerwitz Logan, why is this verbiage
Logan Sweeney section IV on?

Logan Sweeney @AK - based on our
Ann Kerwitz Yes, Tom Yeh, RVC

Ann Kerwitz
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Logan Sweeney For sake of
Ann Kerwitz Confirmed approval

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Notable Changes

2:20.110 - Specific guidance is being developed to guide expectations for the conduct of visitors and guests

Rock Valley College

RVC Board Policy 2:20.110

Campus Trespass Policy

Rock Valley College is a public institution of higher education that is generally open to the public. At the same time, the College is committed to safeguarding its students, employees and visitors, to ensuring the safe operation of College programs and activities, and to protecting College assets. In that regard, the College reserves the right to establish expectations and parameters governing visitors' presence on College property. The College further reserves the right to restrict a visitor's access to some or all College property, where a determination has been made that the visitor engaged in, or is reasonably likely to engage in: (a) criminal activity; (b) a violation of College policy; and/or (c) conduct that may reasonably be deemed to be threatening, disruptive and/or violent, the visitor fails to refrain from any conduct that may adversely affect the College's educational function or disrupt or interfere with the rights of others to pursue their education, conduct their College duties and responsibilities, or participate in the College's activities.

The Administration, in consultation with the College Police Department, shall develop procedures outlining the circumstances under which a visitor's access to or presence on College property may be restricted, and the process for issuing a no-trespass order to such visitor for a definite period of time, to be determined on a case-by-case basis.

Nothing in this Policy precludes the College from issuing a no trespass directive to a currently enrolled student pursuant to the College's existing policies and procedures governing students, including but not limited to the Student Code of Conduct and the Code of Conduct for Visitors and Guests.

Reference: Board Report 7673

Adopted/implemented: December 17, 2019

Revised:

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Notable Changes

2:40.040 - Incorporate language from 2:40.050 on establishing central locations for processing mail

2:40.050 - Delete this policy as it overlaps with the intent and language of 2:40.040.

Rock Valley College

RVC Board Policy 2:40.040

Shipping and Receiving

The purpose of the Rock Valley College campus-wide policy on shipping and receiving is to acknowledge that the establishment of central locations for Shipping and Receiving will best meet the requirements of the College. Rock Valley College aims to establish central locations for the processing of inter-campus and external mailings related to the College's official business following Federal mailing guidelines. The central locations provide a safe environment as trucks are diverted away from students and staff.

Rock Valley College aims to establish central locations for the processing of inter-campus and external mailings related to the College's official business following Federal mailing guidelines. The Mail Distribution Center (MDC) is a restricted service that distributes and processes the College's official mail. The College prohibits the use of MDC for personal or the private gain of employees or non-College groups.

It is the policy of the College to establish central locations for Shipping and Receiving to mitigate costs, ensure safety and meet personnel needs. Commitment to the fixed asset management policy and procedures is implemented through relationships with the Mail and Distribution Center (MDC). The MDC is a restricted service that distributes and processes the College's official mail. The College prohibits the use of MDC for personal or the private gain of employees or non-College groups. The College also prohibits the delivery of College property to any location not established by the College. Delivery and pickup by any vendor at other campus buildings is not permissible without preauthorization of the MDC.

Reference: Administrative Policy Manual § 70.020 #194, 195

Implemented: March 8, 1982; March 24, 2008

Revised: April 8, 2014

Logan Sweeney The College should ▼

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Rock Valley College

RVC Board Policy 2:40.050

Mail Service

Rock Valley College aims to establish central locations for the processing of inter-campus and external mailings related to the College's official business following Federal mailing guidelines. The Mail Distribution Center (MDC) is a restricted service that distributes and processes the College's official mail. The College prohibits the use of MDC for personal or the private gain of employees or non-College groups.

Implemented: March 24, 2008

Revised: April 8, 2014

Logan Sweeney Included in 2:40.040.

Ann Kerwitz OK to delete Policy ▼

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Notable Changes For Recommended Added Policies For Article 2

Per guidance from Robbins Schwartz, we are recommending this policy is moved from 3:10.020 to 2:10.035 as the content pertains to employees, students, and visitors to the college.

Notable Changes

Per guidance from Robbins Schwartz, we are recommending that this policy be added as 2:10.095 to ensure the emphasis that being a drug-free school is the responsibility of employees, students, and visitors to the college.

Rock Valley College

RVC Board Policy 2:10.095

Drug-Free Schools and Communities Act Policy

I. Policy Statement

Rock Valley College is committed to maintaining a safe and healthy work environment for all students, employees, and community members. In compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and the federal Drug-Free Schools and Communities Act Amendments of 1989, the College has enacted and maintains a drug-free campus policy.

It is the policy of the College that the use, possession, distribution, manufacture, or sale of, or intoxication by illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcoholic beverages (unless authorized as set forth herein) on the premises of any College building or facility, in College-owned vehicles, during work or school hours or while attending any College-related activity is hereby prohibited. Exceptions for alcoholic beverages for special events must be approved by the College's President and in accordance with the Illinois Liquor Control Act of 1934 and any applicable local ordinances.

For purposes of this policy, the terms "controlled substances" or "drugs" shall be defined as the term "controlled substances" is defined in Schedules I through V of Section 202 of the Federal Controlled Substances Act (21 USC § 812).

II. Prohibited Conduct

The use, possession, distribution, manufacture, or sale of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs or alcoholic beverages (unless authorized as set forth herein) by students and employees on College property or while participating in any of its activities is prohibited. Faculty, staff, students, and visitors are also prohibited from being under the influence of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcohol (unless authorized as set forth herein) on the premises of any College building or facility, in College-owned vehicles, while on call, or otherwise during work or school hours, regardless of when and/or where the use occurred.

III. Disciplinary Sanctions

Any student or employee who violates this Policy is subject to all applicable Rock Valley College disciplinary sanctions as outlined in the Student Code of Conduct and/or the Employee Handbook. Any community member who violates this Policy will be subject to removal from the College property or event and may be referred to the appropriate law enforcement agency.

IV. Drug and Alcohol Abuse Prevention Program

Rock Valley College shall develop and implement a program to educate students and employees on dangers associated with the use of illegal drugs, controlled substances, cannabis and its derivatives, and alcohol. Procedures shall be established to prevent the

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Ann Kerwitz
Add as a NEW policy per Robbins Schwartz attorney.

Logan K. Sweeney
QAC per our comments on Article 2, we recommend adding a Workplace Policy, a campus-wide policy.

Holly Jacobs
RVC - this program is required for all institutions of higher education by the Drug-Free Schools and Communities Act. It is possible you already have such a program in place. If so, it needs to be publicly accessible online. If you need assistance with developing this program or understanding the requirements of the DFSCA, we would be happy to assist.

use, possession, distribution, manufacture, and sale of illegal drugs, controlled substances, cannabis and its derivatives, and alcohol by students, employees, and visitors.

V. Compassionate Use of Medical Cannabis Program Act

In compliance with the Compassionate Use of Medical Cannabis Program Act, the College will not discriminate against any person based solely on their status as a registered qualifying patient. The College will enforce its drug-free workplace policies in a non-discriminatory manner. Notwithstanding the foregoing, this policy prohibits the use or possession of medically prescribed cannabis in the workplace and on campus, and/or being under the influence of cannabis, as a qualifying patient under the Illinois Compassionate Use of Medical Cannabis Program Act during the workday, on College property, in College-owned vehicles, and while participating in College-sponsored activities.

Reference:

Implemented:

Revised:

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Notable Changes

Per guidance from Robbins Schwartz, we are recommending that this policy be added as 2:10.095 to ensure the emphasis that discrimination and harassment are expressly prohibited by employees, students, and visitors to the college.

Per guidance from Robbins Schwartz, we are recommending that this policy be moved from 3:10.070 to 2:20.015 as the content pertains to employees, students, and visitors to the college.

Rock Valley College

RVC Board Policy 2:10.130

Non-Discrimination and Anti-Harassment

Rock Valley College is committed to maintaining an educational environment free from discrimination and harassment. In accordance with applicable state and federal laws, the College prohibits all forms of discrimination and harassment, including discriminatory and/or harassing conduct by or towards any of its students, employees, vendors, officers, officials, board members, volunteers, agents, or visitors on campus.

This policy's prohibitions may extend to conduct that occurs on campus, in any College-related setting, or any off-campus College event or activity, such as during trips, conferences, meetings, athletic contests, and College-related social events.

The College strongly urges the reporting of all incidents of discrimination and harassment. Reports of discrimination and harassment, other than reports of sexual harassment, will be handled pursuant to this policy.

Members of the College who violate this policy will be subject to discipline, up to and including termination, expulsion, and/or permanent removal from College property.

Reference:
Implemented:
Revised:

Ann Kerwitz
Add as a NEW board policy recommended
by Robbins Schwartz attorneys

Ann Kerwitz
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Rock Valley College

RVC Board Policy 2:20.015

Violence and Disruptive Behavior

Rock Valley College is committed to maintaining an educational environment free from violence, threats of violence, and disruptive behavior.

Violence and threats of violence include, but are not limited to, gestures or communications which a reasonable person would interpret as threatening physical harm to persons or property. Disruptive behavior is behavior which compromises the efficient and orderly operations of the College.

The College reserves the right to remove individuals from campus who are acting inconsistent with this policy. Further, individuals acting inconsistent with this policy may be subject to disciplinary action and/or criminal penalties. All members of the campus community are responsible for reporting conduct inconsistent with this Policy.

The College will take reasonable precautions to minimize the potential for workplace violence and disruptive behavior. Individuals should immediately notify the Rock Valley College Police Department of any potentially threatening, disruptive, or uncomfortable situation.

Reference: Board Report 6221
Implemented: January 25, 2005
Revised: April 6, 2014

Ann Kerwitz
Move from Board Policy 3:10.070 Human
Resources, incorporated by Robbins
Schwartz attorneys

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Notable Changes

Per guidance from Robbins Schwartz, we are recommending this policy is moved from 3:10.270 to 2:20.120 as the content pertains to employees, students, and visitors to the college.

Rock Valley College	
RVC Board Policy 2:20.120	AK Ann Kerwitz Previously published as 3:10.270, Article 3 Human Resources. Move to Article 2 recommended by Robbins Schwartz.
Service and Other Animals Policy	
<u>It is the policy of Rock Valley College to ensure that all individuals with disabilities who require the assistance of a service animal have an equal opportunity to access College property, courses, programs, and activities. The College Administration shall establish Procedures implementing this Policy.</u>	Ann Kerwitz Formatted
<u>Except as set forth in the Procedures implementing this Policy, service animals will be permitted to accompany individuals with disabilities in all public areas of the College. For purposes of this Policy, "service animal" is defined as set forth in the Americans with Disabilities Act ("ADA"). The support provided by the service animal must be directly related to the individual's disability. Service animals whose sole function is to provide comfort or emotional support do not qualify as service animals under this Policy.</u>	Ann Kerwitz Formatted
<u>Service animals must be under the control of the handler at all times. Service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents the use of these devices or unless these devices interfere with the service animal's safe and effective performance of the tasks it has been trained to perform. In such cases, the individual must still maintain control of the service animal by means of voice, signal, or other effective controls.</u>	
<u>Students in need of a service animal on campus must contact Disability Support Services to request and manage their accommodations, including the need for a service animal on campus. Employees in need of a service animal on campus must contact Human Resources to request a reasonable accommodation allowing the presence of a service animal in the workplace.</u>	
<u>Animals that do not satisfy the above criteria are strictly prohibited from all Rock Valley College property.</u>	
<u>The College reserves the right to remove and/or exclude any service animal from College property for legitimate and legally permissible public health or safety reasons.</u>	
<u>In implementing this Policy, Rock Valley College complies with the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Service Animal Access Act/White Cane Law, and all other federal and State laws pertaining to service animals and/or accommodations for individuals with disabilities.</u>	Ann Kerwitz Formatted
<u>Reference: Board Report 7788</u>	Ann Kerwitz Formatted
<u>Implemented: February 23, 2021</u>	Ann Kerwitz Formatted
<u>Revised:</u>	Ann Kerwitz Formatted: Font: Bold
RVC is an equal opportunity educator and employer.	

Questions



Update to Rock Valley College Board Policy Manual
Article 2-Operations
First Reading

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

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

As a result of discussion at the June 11, 2024, Committee of the Whole meeting, Board Report #8165 was approved at the June 25, 2024, Regular Board of Trustees meeting to adopt the current Board Policy Manual (Policies of the Board) as presented on April 23, 2024, with revisions to be made on a section-by-section basis until the Board Policy Manual is fully updated.

On September 24, 2024, Board Report #8204, Article 1-Board of Trustees Bylaws of the Board Policy Manual, as reviewed and revised by Robbins Schwartz attorneys and College Administration, was adopted by the Board of Trustees.

Since then, College personnel, including vice presidents, deans, directors, executive directors, and staff, have been working with attorneys from Robbins Schwartz to update Article 2-Operations with regard to law, safety, and policy. Proposed changes were reviewed several times by each entity, and the appropriate administrative procedures were updated or created where applicable.

Recommendation: It is recommended that the Board of Trustees approves the updates to Article 2-Operations of the Board Policy Manual. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees



Board Policy Manual

Rock Valley College District #511

Approved: April 8, 2014 - Individual policies revised as needed

Last Revision Date:

June 25, 2024 – Policies of the Board

October 22, 2024 - Article 1 – Board of Trustees Bylaws

{Insert Date} – Article 2 - Operations

RVC Board Policy 2:10.010

Internal/External Communications and Marketing

The Administration is authorized to implement guidelines for internal/external communications and marketing initiatives.

Reference: Board Report 6223

Implemented: January 25, 2005

Revised: April 8, 2014

RVC Board Policy 2:10.020

Compliance with the Illinois Freedom of Information Act

The Board of Trustees recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act ("FOIA" or the "Act") (5 ILCS 140/1 *et seq.*), and affirms that it is the policy of the College to comply with the Act.

The College President shall designate one or more officials or employees of the College to serve as its Freedom of Information Officer(s), and shall develop and implement administrative procedures to effect compliance with the Act.

Reference: Board Report 6679

Implemented: January 26, 2010

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:10.030

Abused and Neglected Child Reporting; Minors on Campus

The Board of Trustees recognizes the obligations set forth in the Abused and Neglected Child Reporting Act ("ANCRA") (325 ILCS 5/1 *et seq.*) and Article II of the Juvenile Court Act of 1987 ("JCA") (705 ILCS 405/2-1 *et seq.*).

Mandated Reporters: ANCRA provides that all personnel of institutions of higher education are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services ("DCFS") whenever there is **reasonable cause** to believe that a child with whom they have contact in their professional capacity may be **abused or neglected**.

Students enrolled in an academic program leading to a position as a child care worker, school service personnel, and/or education degree, as well as medical personnel, including but not limited to residents and interns, are also mandated reporters pursuant to ANCRA.

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to ANCRA.

Immunity for Good Faith Reports: ANCRA provides immunity for anyone who makes a report in good faith.

No Retaliation: Retaliation against any employee, student, volunteer, or other individuals who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ANCRA is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion, and/or other sanctions.

Procedures to implement this policy will be published through the College's Human Resources Department and made available in that office, the Student Affairs office, and the College's website.

Minors on Campus: The College recognizes that minors may accompany adults during visits to campus. Rock Valley College's practice is to be respectful and supportive of the families and children of students, employees, and visitors. As an institution of higher education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students and the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

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In general, the College does not supervise minors outside of officially sanctioned programs and activities, and neither the College, nor its employees, agents, or students may accept responsibility to do so on behalf of the College. The College accepts neither responsibility, nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus.

Responsibility and liability lie completely with the minor's parent or responsible adult.

Minors shall not be present at an employee's workplace or accompany a student to his/her classes (e.g., office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the College President or appropriate vice president for College planned special events.

No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the College, in campus buildings, on campus grounds, or in a vehicle.

Unattended minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g., child's age, address, behavior, etc.).

Reference: Board Report 6926, 7988

Implemented: August 28, 2012

Revised: April 8, 2014, October 25, 2022

RVC Board Policy 2:10.035

Prohibiting Sex-Based Misconduct

I. Policy Statement

Rock Valley College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation, gender-related identity and expression, pregnancy, and other protected characteristics related to sex under federal, state, or local law. The College prohibits all forms of sex-based misconduct, including, but not limited to, sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of protected characteristics under its Non-Discrimination-Students Policy and Equal Employment Opportunity Policy.

It is the policy of the College to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Employees or students found to have engaged in prohibited misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College. Contractors, visitors, and any other third parties found to have engaged in prohibited misconduct will be addressed in accordance with the authority of the College in the context of the relationship of the third-party to the College.

II. Title IX Compliance

As required under Title IX and its implementing regulations, the College does not discriminate on the basis of sex and prohibits sex discrimination in the education programs and activities that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Dean of Students and Executive Director of Human Resources as the Title IX Coordinator(s), who are responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

III. Retaliation Prohibited

Retaliation, including intimidation, threats, coercion, adverse educational or employment actions, or discrimination against any person because they have, in good faith, reported or disclosed alleged discrimination, filed a complaint, or otherwise participated or declined to participate in an investigation into allegations of discrimination, is strictly prohibited.

IV. Implementing Procedures

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

- The application and scope of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct and a definition of consent;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources;
- Rights and options for assistance by the College, law enforcement, a medical facility, or a crisis center following an incident of sex-based misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against an elected official by;
- Responsibilities of College employees with regard to reporting, forwarding, and/or keeping confidential allegations of discrimination, as applicable;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Potential sanctions that may be imposed following the implementation of the College's grievance procedures and limits on those sanctions;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator(s), Department of Human Resources, campus law enforcement, Responsible Employees and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other sex-based misconduct, or involved in the referral or provision of services to survivors.

Reference: Board Report(s) 6924, 7318, 7325, 7493, 7770

Implemented: August 29, 2012 (3:10.020) April 8, 2014 (4:10.020)

Revised: April 8, 2014 (3:10.020); August 23, 2016; March 27, 2018; November 24, 2020

RVC Board Policy 2:10.040

Registered Sex Offenders Compliance Policy

The Federal Campus Sex Crimes Prevention Act of 2000, 42 U.S.C. 14071 (j), provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education.

As of January 1, 2012, the Illinois Sex Offender Registration Act, 730 ILCS 150/1 et seq., requires that any sex offender or sexual predator that will be employed at or enrolled in classes at higher education institutions must register with the campus police.

Rock Valley College will have procedures to implement this policy regarding Registered Sex Offenders in conformance with federal, state, and other legal requirements including the Campus Sex Crimes Prevention Act and the Illinois Sex Offender Act.

Reference: Board Report 6941

Implemented: October 23, 2012

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:10.050

Official College Holidays

The following holidays are official Rock Valley College holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth National Freedom Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

The Board of Trustees reserves the right to designate additional days as days on which the College is closed.

Reference: Board Report 4510, Board Report #7897

Implemented: February 19, 1990

Revised: January 25, 2022

RVC Board Policy 2:10.060

Identity Theft Protection

Rock Valley College Board of Trustees authorizes the Administration to implement an Identity Theft Prevention Program in compliance with the Fair and Accurate Credit Transactions Act of 2003: 16 C.F.R. Part 681 (Federal Trade Commission Rule) and to implement policies to comply with the Safeguards Rule: 16 CFR Part 314.

The purpose of this Identity Theft Prevention Program is to detect the warning signs - or "red flags" - of identity theft in our day-to-day operations, take steps to prevent the crime, and mitigate the damage it inflicts. This Program establishes reasonable policies and procedures to facilitate the identification, detection, and response of identity theft in connection with new and established Covered Accounts.

The Federal Trade Commission's Red Flags Rule apply to creditors, including the College based on the College's offering of institutional loans to students and a plan for payment of tuition, , and the Red Flag Rules impose obligation on those creditors that maintain Covered Accounts, specifically the obligation to maintain a written Identity Theft Prevention Program. A Covered Account, under the Red Flags Rule, is basically a consumer account that involves multiple payments or transactions, such as a loan that is billed or payable monthly. The term Covered Account is also other accounts where there is a reasonably foreseeable risk to consumers or the safety and soundness of the credit from identity theft.

The Program applies to the creation, modification and access to Identifying Information of customers to the College. This Program does not replace or repeal any previously existing policies or programs addressing some or all of the activities that are the subject of this Program. This Program acts as a supplement to existing policies and programs.

Reference: Board Report 6594

Implemented: April 28, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:10.070

Records Retention

In accordance with the Local Records Act, 50 ILCS 205/1 et seq., Local Records Commission, Illinois State Archives, and Office of the Secretary of State, Rock Valley College shall follow, all procedures for handling and disposing of both paper and electronic files.

Reference: Attorney Resolution 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 2:10.080

Alcohol Served at Events

Rock Valley College will allow alcohol to be served only at specific events each year. Each event must be approved by the College President or their designee. Only beer and wine products will be allowed, and all procedures for proper insurance and approval will be required prior to the event.

All Local, State and Federal regulations regarding the serving of alcohol will be followed.

The Administration is authorized to adopt and maintain a procedure on the use of alcohol at College events.

Reference: Board Report 6609

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:10.090

Smoking Compliance Policy

The Smoke Free Illinois Act, 410 ILCS 82/1 et seq., prohibits smoking within 15 feet of any public place as defined by the Smoke Free Illinois Act which includes the College.

The Smoke-Free Campus Act, 110 ILCS 64/1 et seq., prohibits smoking on campuses of a State-supported institution of higher education.

Rock Valley College will establish procedures which inform occupants of campus of the restrictions and provide for adequate enforcement. Violators may be fined in accordance with the Smoke Free Illinois Act, the Smoke-Free Campus Act, and Rock Valley College Administrative Procedures.

Reference: Board Report 6485; 6942; Attorney Report 343

Implemented: December 18, 2007; October 23, 2012; June 23, 2015

Revised: July 1, 2015

Rock Valley College

RVC Board Policy 2:10.095 Drug-Free Schools and Communities Act Policy

I. Policy Statement

Rock Valley College is committed to maintaining a safe and healthy work environment for all students, employees, and community members. In compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and the federal Drug-Free Schools and Communities Act Amendments of 1989, the College has enacted and maintains a drug-free campus policy.

It is the policy of the College that the use, possession, distribution, manufacture, or sale of, or intoxication by illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcoholic beverages (unless authorized as set forth herein) on the premises of any College building or facility, in College-owned vehicles, during work or school hours or while attending any College-related activity is hereby prohibited. Exceptions for alcoholic beverages for special events must be approved by the College's President and in accordance with the Illinois Liquor Control Act of 1934 and any applicable local ordinances.

For purposes of this policy, the terms "controlled substances" or "drugs" shall be defined as the term "controlled substances" is defined in Schedules I through V of Section 202 of the Federal Controlled Substances Act (21 USC § 812).

II. Prohibited Conduct

The use, possession, distribution, manufacture, or sale of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs or alcoholic beverages (unless authorized as set forth herein) by students and employees on College property or while participating in any of its activities is prohibited. Faculty, staff, students, and visitors are also prohibited from being under the influence of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcohol (unless authorized as set forth herein) on the premises of any College building or facility, in College-owned vehicles, while on call, or otherwise during work or school hours, regardless of when and/or where the use occurred.

III. Disciplinary Sanctions

Any student or employee who violates this Policy is subject to all applicable Rock Valley College disciplinary sanctions as outlined in the Student Code of Conduct and/or the Employee Handbook. Any community member who violates this Policy will be subject to removal from the College property or event and may be referred to the appropriate law enforcement agency.

IV. Drug and Alcohol Abuse Prevention Program

Rock Valley College shall develop and implement a program to educate students and employees on dangers associated with the use of illegal drugs, controlled substances, cannabis and its derivatives, and alcohol. Procedures shall be established to prevent the

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use, possession, distribution, manufacture, and sale of illegal drugs, controlled substances, cannabis and its derivatives, and alcohol by students, employees, and visitors.

V. Compassionate Use of Medical Cannabis Program Act

In compliance with the Compassionate Use of Medical Cannabis Program Act, the College will not discriminate against any person based solely on their status as a registered qualifying patient. The College will enforce its drug -free workplace policies in a non-discriminatory manner. Notwithstanding the foregoing, this policy prohibits the use or possession of medically prescribed cannabis in the workplace and on campus, and/or being under the influence of cannabis, as a qualifying patient under the Illinois Compassionate Use of Medical Cannabis Program Act during the workday, on College property, in College-owned vehicles, and while participating in College-sponsored activities.

Reference:

Implemented:

Revised:

RVC Board Policy 2:10.100

Acceptance of Contributions

Rock Valley College may identify financial needs for special projects, program development, and other educational endeavors that cannot be met through available funding sources. The college may seek external resources to meet identified needs. In addition, in accordance with all other policies and procedures, the Board of Trustees may accept contributions to the College to meet financial, programmatic, and capital needs.

Reference: Board Report 8119

Implemented: April 8, 2014

Revised: December 19, 2023

RVC Board Policy 2:10.110

Information Technology Compliance

Rock Valley College will comply with all federal, state and local laws with regard to the use of Information Systems and electronic data transmissions, including archiving, storage, and use of said systems and data.

Reference: Board Report 6612

Implemented: May 26, 2009

Revised: April 8, 2014

RVC Board Policy 2:10.120

Americans With Disability Act (ADA)

Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, Section 504 of the Rehabilitation Act of 1973; 28 Code of Federal Regulations Part 35, and other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities. The ADA requires that people with disabilities be provided equal opportunities in public accommodations, employment, transportation, telecommunications, and participation in educational programs as those available to others. Rock Valley College is committed to complying with all relevant and applicable state and federal laws.

Non-discrimination includes making reasonable accommodations in accordance with applicable College procedures. Rock Valley College will endeavor, in compliance with state and federal law, to make such reasonable accommodations, unless those accommodations fundamentally alter the nature of the service, program, or activity, or would place an undue hardship on the College.

Rock Valley College prohibits retaliation against any individual who reports concerns regarding discrimination on the basis of disability, who cooperates with or participates in any investigation of allegations of disability discrimination, or any individual who is perceived to have engaged in any of these actions.

Rock Valley College understands that a welcoming environment for students, employees, and the community is fundamental to achieving its mission. Therefore, Rock Valley College is committed to building and maintaining a community that improves opportunities for all, including all qualified individuals with disabilities. This commitment is an expectation of our College's shared values, consistent with an intellectual community that celebrates individual differences.

Rock Valley College will establish procedures for employees, students, facilities, and technology regarding compliance with the ADA and other applicable state and federal laws, including information on submitting requests for accommodations.

Reference: Board Report 8129

Implemented: January 30, 2024

Revised:

Rock Valley College

RVC Board Policy 2:10.130

Non-Discrimination and Anti-Harassment

Rock Valley College is committed to maintaining an educational environment free from discrimination and harassment. In accordance with applicable state and federal laws, the College prohibits all forms of discrimination and harassment, including discriminatory and/or harassing conduct by or towards any of its students, employees, vendors, officers, officials, board members volunteers, agents, or visitors on campus.

This policy's prohibitions may extend to conduct that occurs on campus, in any College related setting, or any off-campus College event or activity, such as during trips, conferences, meetings, athletic contests, and College-related social events.

The College strongly urges the reporting of all incidents of discrimination and harassment. Reports of discrimination and harassment, other than reports of sexual harassment, will be handled pursuant to this policy.

Members of the College who violate this policy will be subject to discipline, up to and including termination, expulsion, and/or permanent removal from College property.

Reference:

Implemented:

Revised:

RVC Board Policy 2:20.010

Health and Safety Standard

Rock Valley College shall maintain a healthy learning and working environment by complying with federal, state, and local environmental health and safety standards.

The Board of Trustees authorizes the Administration to implement a procedure regarding health and safety standards.

Reference: Board Report 6616

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.015

Violence and Disruptive Behavior

Rock Valley College is committed to maintaining an educational environment free from violence, threats of violence, and disruptive behavior.

Violence and threats of violence include, but are not limited to, gestures or communications which a reasonable person would interpret as threatening physical harm to persons or property. Disruptive behavior is behavior which compromises the efficient and orderly operations of the College.

The College reserves the right to remove individuals from campus who are acting inconsistent with this policy. Further, individuals acting inconsistent with this policy may be subject to disciplinary action and/or criminal penalties. All members of the campus community are responsible for reporting conduct inconsistent with this Policy.

The College will take reasonable precautions to minimize the potential for workplace violence and disruptive behavior. Individuals should immediately notify the Rock Valley College Police Department of any potentially threatening, disruptive, or uncomfortable situation.

Reference: Board Report 6221

Implemented: January 25, 2005

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.020

Rock Valley College Police Department

The Rock Valley College Police Department ("Police Department") is created in accordance with the Illinois Public Community College Act, 110 ILCS 805/3-42.1. The officers of the Police Department are peace officers in accordance with the Act. Therefore, they are granted the same authority as police officers in cities and sheriffs in counties, including the power to make arrests on view or warrants of violations of State statutes and city or county ordinances.

The Police Department provides service, assistance and protection of life and property, enforces the laws of the State of Illinois, and cooperates with and assists local law enforcement agencies in accordance with applicable statutes and mutual aid agreements.

The Police Department shall maintain a procedure manual which reflects current best practices and model procedures within the law enforcement profession. Officers shall be authorized to carry weapons, including firearms. All members of the Police Department shall receive training and maintain certification in accordance with applicable statutes.

Reference: Board Report 6616

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.030

Emergency Closing of Campus Plan

The Board of Trustees of Rock Valley College authorizes the Administration to institute an Emergency Closing of Campus Plan to maintain and enhance safety and security at the College during emergency or inclement conditions and to proactively address safety and security issues that may impact the College main campus and other College-owned or operated facilities. The purpose of this plan is to present a process, which the College President or his/her designee will use to determine the need to close the College or any portion thereof. The plan shall include communication processes to notify employees and students of any closing.

Reference: Attorney Resolution 314

Implemented: April 8, 2014

Revised:

Rock Valley College

RVC Board Policy 2:20.040

Emergency Response Plan Policy

The Board of Trustees of Rock Valley College shall authorize the Administration to institute an Emergency Response Plan that will protect the interest, safety and health of all employees, students and guests in the event of an emergency.

Reference: Board Report 6457

Implemented: August 28, 2007

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.050

Campus Traffic Code

The Administration is authorized to adopt and maintain procedures on vehicle registration, parking, moving regulations, and appeals.

Reference: Board Report 3246

Implemented: July 21, 1980

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.060

Office Doors / Windows

The purpose of this policy is to allow visibility into offices to promote the safety of Rock Valley College faculty, staff and students.

- I. Office doors with a single glass pane and/or upper glass pane in doors with two panes and/or walls with a door-length pane glass within three feet of the door must remain clear in accordance with the following:
 - A. Four-inch strip (or width of glass if less than 4 inches wide), from top to bottom, shall be clear of coverings of any type.
 - B. Remainder of upper glass pane may be covered with posters, curtains, etc., providing the covering is approved by the Divisional Vice President.
- II. Lower glass pane in two-pane doors: no coverings of any type shall be permitted.
- III. Any variation must allow clear view into an office and must be approved by the Divisional Vice President.
- IV. No coverings of any type shall be permitted on exterior glass panes of offices.

Reference: Administrative Policy 231

Implemented: July 1, 1988

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.070

Weapons / Concealed Carry

I. Statement of Purpose

Rock Valley College hereby establishes this Concealed Carry Policy (hereafter referred to as the "Policy") pursuant to the 2013 Illinois Firearm Concealed Carry Act, 430 ILCS 66/1 et seq. (the "IFCCA"). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry firearms or weapons on the College campus in accordance with the College's authority to promulgate rules and regulations under the IFCCA.

II. Implementation

Rock Valley College will have procedures to implement this policy regarding the 2013 Illinois Firearm Concealed Carry Act, 430 ILCS 66/1 et seq., and in conformance with any federal or state law.

Reference: Attorney Resolution 314

Implemented: April 8, 2014

Revised:

RVC Board Policy 2:20.080

Communicable Diseases

Rock Valley College places a high priority on the need to prevent the spread of chronic, communicable diseases. The College is committed to educating its staff, students, and the community about protection from and control of communicable diseases, as defined by the Illinois Department of Public Health in the Illinois Control of Communicable Diseases Code, 77 Ill. Admin. Code 690.10.

The College shall develop consistent procedures for student and employee absence due to a communicable disease as described under Section 690.30 and Section 690.200 of the Illinois Control of Communicable Diseases Code.

Reference: Board Report 6642

Implemented: August 23, 2009

Revised: April 8, 2014

RVC Board Policy 2:20.090

Hazardous Materials / Hazardous Communications

Rock Valley College will develop and maintain a procedure defining appropriate hazardous material documentation, communication, and disposal in accordance with pertinent statutes and regulations.

Reference: Board Report 6618

Implemented: May 26, 2009

Revised: April 8, 2014

RVC Board Policy 2:20.100

Campus Demonstrations

Rock Valley College respects the rights of individuals to self-expression and to demonstrate that expression peacefully. The Illinois Campus Demonstrations Policy Act, 110 ILCS 10/1 et seq., establishes that the College's Administration is responsible for establishing rules and regulations for maintaining decorum and order on the campuses of the institution.

The College shall develop procedures outlining rules and regulations to maintain order on the College's campuses, ensuring that the civil rights of others are not infringed, and establishing methods to secure the reasonable operation of College activities in accordance with all applicable statutes and regulations, including but not limited to the Illinois Campus Demonstrations Policy Act.

Reference: Board Report 6617

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.110

Campus Trespass Policy

Rock Valley College is a public institution of higher education that is generally open to the public. At the same time, the College is committed to safeguarding its students, employees and visitors, to ensuring the safe operation of College programs and activities, and to protecting College assets. In that regard, the College reserves the right to establish expectations and parameters governing visitors' presence on College property. The College further reserves the right to restrict a visitor's access to some or all College property, where the visitor fails to refrain from any conduct that may adversely affect the College's educational function or disrupt or interfere with the rights of others to pursue their education, conduct their College duties and responsibilities, or participate in the College's activities.

The Administration, in consultation with the College Police Department, shall develop procedures outlining the circumstances under which a visitor's access to or presence on College property may be restricted, and the process for issuing a no-trespass order to such visitor for a definite period of time, to be determined on a case-by-case basis.

Nothing in this Policy precludes the College from issuing a no trespass directive to a currently enrolled student pursuant to the College's existing policies and procedures governing students, including but not limited to the Student Code of Conduct and the Code of Conduct for Visitors and Guests.

Reference: Board Report 7673

Implemented: December 17, 2019

Revised:

Rock Valley College

RVC Board Policy 2:20.120

Service and Other Animals Policy

It is the policy of Rock Valley College to ensure that all individuals with disabilities who require the assistance of a service animal have an equal opportunity to access College property, courses, programs, and activities. The College Administration shall establish Procedures implementing this Policy.

Except as set forth in the Procedures implementing this Policy, service animals will be permitted to accompany individuals with disabilities in all public areas of the College. For purposes of this Policy, "service animal" is defined as set forth in the Americans with Disabilities Act ("ADA"). The support provided by the service animal must be directly related to the individual's disability. Service animals whose sole function is to provide comfort or emotional support do not qualify as service animals under this Policy.

Service animals must be under the control of the handler at all times. Service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents the use of these devices or unless these devices interfere with the service animal's safe and effective performance of the tasks it has been trained to perform. In such cases, the individual must still maintain control of the service animal by means of voice, signal, or other effective controls.

Students in need of a service animal on campus must contact Disability Support Services to request and manage their accommodations, including the need for a service animal on campus. Employees in need of a service animal on campus must contact Human Resources to request a reasonable accommodation allowing the presence of a service animal in the workplace.

Animals that do not satisfy the above criteria are strictly prohibited from all Rock Valley College property.

The College reserves the right to remove and/or exclude any service animal from College property for legitimate and legally permissible public health or safety reasons.

In implementing this Policy, Rock Valley College complies with the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Service Animal Access Act/White Cane Law, and all other federal and State laws pertaining to service animals and/or accommodations for individuals with disabilities.

Reference: Board Report 7788

Implemented: February 23, 2021

Revised:

RVC Board Policy 2:30.010

Conducting Institutional Research

Rock Valley College will develop procedures which ensure that research conducted at, for, or through the College properly protects the rights of research participants and safeguards the College.

Reference: Board Report 6201

Implemented: October 26, 2004

Revised: April 8, 2014

RVC Board Policy 2:30.020

Acceptable Use Policy for Information Technology Systems

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the acceptable use of Information Technology (IT) systems and resources, in order to protect the rights and privileges of the users of the IT systems, to ensure compliance with all applicable laws and regulations and to safeguard the College. All such systems shall be used only in accordance with this policy and the associated procedures. It shall be the responsibility of all users of College IT systems to be familiar with, understand and comply with this policy and related procedures.

Reference: Board Report 6612

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:30.030

Computer Equipment

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the use of computer hardware and software.

Computing equipment shall be defined as, but not exclusive to, PC's, Mac's, switches, servers, blades, data projectors, computer accessories or other equipment necessary to run or access the College network. Certain guidelines, access, security and maintenance should be adhered to with this equipment.

Reference: Board Report 6643

Implemented: August 25, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:30.040

Grants Policy

A consistent process for grant acquisition and administration will be implemented to help achieve Rock Valley College strategic initiatives and standards of accountability.

Reference: Board Report 6219

Implemented: January 25, 2005

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:30.050

Rock Valley College Donations and Foundation

The Rock Valley College Foundation ("Foundation") solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College to support its educational mission. The College looks to the Foundation for funding of scholarships to support students in their pursuit of academic and career goals. Broad-based initiatives being conducted by the Foundation will support facilities improvements and will form a means of financial support for future program and facility needs.

There are many reasons advantageous to both the College and Foundation for centralizing all private donations for the benefit of the College through the Foundation.

These include:

1. The tracking and reporting of all gifts and/or pledges in compliance with the various Illinois governmental agencies, the Not-for-Profit Act, and professional fund-raising organizations of which Rock Valley is a member.
2. The issuance of the required tax deductibility information to each donor.
3. Appropriate appreciation and recognition of all donors.

Accordingly, the Board of Trustees approves and encourages the channeling of private (third-party) donations, both monetary and in-kind, to the Foundation.

Reference: Board Report 5789, 6904

Implemented: May 15, 2000; May 22, 2012

Revised: April 8, 2014

RVC Board Policy 2:30.060

Cyber and Information Security Policy

The Rock Valley College (RVC) Board of Trustees authorizes the Administration to develop and implement procedures to ensure the confidentiality, integrity, and availability of RVC's information assets by providing protection against malicious or criminal actions, theft, fraud, and accidental threats, and also for responding to cyber incidents and attacks.

Cyber security and information security threats take advantage of weaknesses in technology, people, and processes in order to gain unauthorized access to the RVC network or to confidential, private, and/or proprietary information. These incidents may cause harm by interrupting or impairing the RVC network, disseminating or using the information, or other cyber-related attacks. RVC manages cyber security risk to safeguard its mission and protect the interest of the people whose personal information it holds.

Management of cyber security risk requires concerted effort across all of RVC and cannot be considered just an aspect of Information Technology.

Reference: Board Report 8120

Implemented: December 19, 2023

Revised:

Rock Valley College

RVC Board Policy 2:40.010

Facilities and Grounds Rental

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the acceptable use of the College Facilities and Grounds in order to encourage community organizations to use College facilities. Consistent with this position, the Board encourages use of College facilities by community groups at such times as the facilities and grounds are not required for College activities. Reservations will be considered on a first-come, first-served basis after College priorities have been satisfied. Rental requests will be handled through the Office of Facilities Planning Operations and Maintenance. The College reserves the right to deny the rental of any or all parts of the College facilities and/or grounds.

Reference: Board Report 6477

Implemented: November 27, 2007

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:40.020

College Facility Development and Preservation

Rock Valley College shall provide safe, functional, clean, economically operating and aesthetically pleasing campuses using federal, state, or local guidelines; assuring that the physical plant, buildings, as well as grounds receive the necessary care, maintenance, and repair not only to extend their useful life to the College, but also to ensure that the integrity of the appearance of campuses is maintained.

Rock Valley College Board of Trustees shall authorize the Administration to implement a procedure regarding College facility development and preservation.

Reference: Board Report 6613

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:40.030

Fleet Management

Rock Valley College will provide safe, economical fleet equipment to meet College maintenance and transportation needs.

Rock Valley College Board of Trustees shall authorize Administration to implement a procedure regarding fleet management.

Reference: Board Report 6614

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:40.040

Shipping and Receiving

The purpose of the Rock Valley College campus-wide policy on shipping and receiving is to acknowledge that the establishment of central locations for Shipping and Receiving will best meet the requirements of the College. Rock Valley College has established central locations for the processing of inter-campus and external mailings related to the College's official business following Federal mailing guidelines.

It is the policy of the College to establish central locations for Shipping and Receiving to mitigate costs, ensure safety and meet personnel needs. Commitment to the fixed asset management policy and procedures is implemented through the Mail and Distribution Center (MDC). The MDC is a restricted service that distributes and processes the College's official mail. The College prohibits the use of MDC for personal or the private gain of employees or non-College groups. The College also prohibits the delivery of College property to any location not established by the College. Delivery and pickup by any vendor at other campus buildings is not permissible without preauthorization of the MDC.

Reference: Administrative Policy Manual 3.70.020, #194, 195

Implemented: March 8, 1982

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:40.060

Disposal of Assets

Rock Valley College will follow prevailing statutes to dispose of public assets. The Board of Trustees allows the College, to the extent permitted by the prevailing statutes, to dispose of public assets which include, but are not limited to, the following categories integral to the operation or administration of the College: all equipment (scientific, office, audio visual, fitness, maintenance, communication, administrative), furniture, computers, software, vehicles, and all other items owned by the College. The Office of Business Services will facilitate the disposal procedures.

The disposal of all land, buildings, and building improvements owned or leased by the College must have Board of Trustees approval and are excluded from this Policy.

Reference: Board Report 4255

Implemented: March 21, 1988

Revised: April 8, 2014



Board Policy Manual

Rock Valley College District #511

Approved: April 8, 2014 - Individual policies revised as needed

Last Revision Date:

~~June 25, 2024 - Policies of the Board~~

~~October 22, 2024 - Article 1 – Board of Trustees Bylaws~~

~~{Insert Date} – Article 2 - Operations~~

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RockValleyCollege

RVC Board Policy 2:10.010

Internal/External Communications and Marketing

The Administration is authorized to implement guidelines for internal/external communications and marketing initiatives.

Reference: Board Report 6223

Implemented: January 25, 2005

Revised: April 8, 2014

Deleted: to increase accuracy, clarity, and timelines of communication processes

Commented [AK1]: BR6223 and date confirmed.
AK

Rock Valley College

RVC Board Policy 2:10.020

Compliance with the Illinois Freedom of Information Act

The Board of Trustees recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act ("FOIA" or the "Act") [\(5 ILCS 140/1 et seq.\)](#), and affirms that it is the policy of the College to comply with the Act. |

The College President shall designate one or more officials or employees of the College to serve as its Freedom of Information Officer(s), and shall develop and implement administrative procedures to effect compliance with the Act.

Reference: Board Report 6679

Implemented: January 26, 2010

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:10.030

Abused and Neglected Child Reporting; Minors on Campus

The Board of Trustees recognizes the obligations set forth in the Abused and Neglected Child Reporting Act ("ANCRA") (325 ILCS 5/1 *et seq.*) and Article II of the Juvenile Court Act of 1987 ("JCA") (705 ILCS 405/2-1 *et seq.*).

Deleted: Rock Valley College shall fully comply with

Mandated Reporters: ANCRA provides that all personnel of institutions of higher education are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services ("DCFS") whenever there is **reasonable cause** to believe that a child with whom they have contact in their professional capacity may be **abused or neglected**.

Students enrolled in an academic program leading to a position as a child care worker, school service personnel, and/or education degree, as well as medical personnel, including but not limited to residents and interns, are also mandated reporters pursuant to ANCRA.

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to ANCRA.

Immunity for Good Faith Reports: ANCRA provides immunity for anyone who makes a report in good faith.

No Retaliation: Retaliation against any employee, student, volunteer, or other individuals who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ANCRA is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion, and/or other sanctions.

Deleted: In addition to the mandated reporting requirements under ANCRA, under the requirements of Article II of the JCA, which addresses the responsibilities of supervision of a minor and their welfare, if a mandated reporter has reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, as those terms are defined under Article II of the JCA, that mandated reporter must immediately report to DCFS.

Procedures to implement this policy will be published through the College's Human Resources Department and made available in that office, the Student Affairs office, and the College's website.

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Minors on Campus: The College recognizes that minors may accompany adults during visits to campus. Rock Valley College's practice is to be respectful and supportive of the families and children of students, employees, and visitors. As an institution of higher education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students and the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

Commented [AK3R2]: YES, this has been completed. On the website and intranet.

RVC is an equal opportunity educator and employer.

In general, the College does not supervise minors outside of officially sanctioned programs and activities, and neither the College, nor its employees, agents, or students may accept responsibility to do so on behalf of the College. The College accepts neither responsibility, nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus. Responsibility and liability lie completely with the minor's parent or responsible adult.

Deleted: It is the position of the College that non-enrolled minors represent a potential disruption to the learning environment.

Minors shall not be present at an employee's workplace or accompany a student to his/her classes (e.g., office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the College President or appropriate vice president for College planned special events.

Deleted: Non-enrolled minors are not permitted in classrooms or other student work areas.

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No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the College, in campus buildings, on campus grounds, or in a vehicle.

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Unattended minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g., child's age, address, behavior, etc.).

Reference: Board Report 6926, 7988

Implemented: August 28, 2012

Revised: April 8, 2014, October 25, 2022

Commented [AK4]: BRs and dates are correct. AK

RVC Board Policy 2:10.035

Prohibiting Sex-Based Misconduct

I. Policy Statement

Rock Valley College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation, gender-related identity and expression, pregnancy, and other protected characteristics related to sex under federal, state, or local law. The College prohibits all forms of sex-based misconduct, including, but not limited to, sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of protected characteristics under its under its Non-Discrimination-Students Policy and Equal Employment Opportunity Policy.

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act ("VAWA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Employees or students found to have engaged in prohibited misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College. Contractors, visitors, and any other third parties found to have engaged in prohibited misconduct will be addressed in accordance with the authority of the College in the context of the relationship of the third-party to the College.

II. Title IX Compliance

As required under Title IX and its implementing regulations, the College does not discriminate on the basis of sex and prohibits sex discrimination in the education programs and activities that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Dean of Students and Executive Director of Human Resources as the Title IX Coordinator(s), who are responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

RVC is an equal opportunity educator and employer.

Commented [AK5]: Previously published as Board Policy 3:10.020 Human Resources

Commented [HJ6]: @RVC - We want to flag that this policy is now in line with the 2020 Title IX regulations. You should also have procedures implementing this policy, which should also be reviewed to ensure compliance with the 2020 regulations. We can provide our template procedures if you do not already have those as part of our compliance package released in 2024.

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III. Retaliation Prohibited

Retaliation, including intimidation, threats, coercion, adverse educational or employment actions, or discrimination against any person because they have, in good faith, reported or disclosed alleged discrimination, filed a complaint, or otherwise participated or declined to participate in an investigation into allegations of discrimination, is strictly prohibited.

IV. Implementing Procedures

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

- The application and scope of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct and a definition of consent;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources;
- Rights and options for assistance by the College, law enforcement, a medical facility, or a crisis center following an incident of sex-based misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against an elected official by;
- Responsibilities of College employees with regard to reporting, forwarding, and/or keeping confidential allegations of discrimination, as applicable;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Potential sanctions that may be imposed following the implementation of the College's grievance procedures and limits on those sanctions;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator(s), Department of Human Resources, campus law enforcement, Responsible Employees and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other sex-based misconduct, or involved in the referral or provision of services to survivors.

Reference: Board Report(s) 6924, 7318, 7325, 7493, 7770

Implemented: August 29, 2012 (3:10.020) April 8, 2014 (4:10.020)

Revised: April 8, 2014 (3:10.020); August 23, 2016; March 27, 2018; November 24, 2020

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RVC Board Policy 2:10.040

Registered Sex Offenders Compliance Policy

The Federal Campus Sex Crimes Prevention Act of 2000, [42 U.S.C. 14071\(j\)](#), provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education.

As of January 1, 2012, the Illinois Sex Offender Registration Act, 730 ILCS 150/[1 et seq.](#), requires that any sex offender or sexual predator that will be employed at or enrolled in classes at higher education institutions must register with the campus police.

Rock Valley College will have procedures to implement this policy regarding Registered Sex Offenders in conformance with federal, state, and other legal requirements including the Campus Sex Crimes Prevention Act and the Illinois Sex Offender Act.

Reference: Board Report 6941

Implemented: October 23, 2012

Revised: April 8, 2014

Commented [LS7]: @AK: only revisions are to citations.

Deleted: Section 1601 of PL 106-386

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Rock Valley College

RVC Board Policy 2:10.050

Official College Holidays

The following holidays are official Rock Valley College holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth National Freedom Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

The Board of Trustees reserves the right to designate additional days as days on which the College is closed.

Reference: Board Report 4510, [Board Report](#) #7897

Implemented: February 19, 1990

Revised: January 25, 2022

Rock Valley College

RVC Board Policy 2:10.060

Identity Theft Protection

Rock Valley College Board of Trustees authorizes the Administration to implement an Identity Theft Prevention Program in compliance with the Fair and Accurate Credit Transactions Act of 2003: [16 C.F.R. Part 681](#) (Federal Trade Commission Rule) and to implement policies to comply with the [Safeguards Rule: 16 CFR Part 314](#).

The purpose of this Identity Theft Prevention Program is to detect the warning signs - or "red flags" - of identity theft in our day-to-day operations, take steps to prevent the crime, and mitigate the damage it inflicts. This Program establishes reasonable policies and procedures to facilitate the [identification](#), detection, and [response](#) of identity theft in connection with new and established Covered Accounts.

The [Federal Trade Commission's](#) Red Flags Rule, apply to [creditors, including the College based on the College's offering of institutional loans to students and a plan for payment of tuition](#), and the Red Flag Rules impose obligation on those creditors that maintain Covered Accounts, [specifically the obligation to maintain a written Identity Theft Prevention Program](#). A Covered Account, under the Red Flags Rule, is basically a consumer account that involves multiple payments or transactions, such as a loan that is billed or payable monthly. The term Covered Account is also other accounts where there is a reasonably foreseeable risk to consumers or the safety and soundness of the credit from identity theft.

The Program applies to the creation, modification and access to Identifying Information of customers to the College. This Program does not replace or repeal any previously existing policies or programs addressing some or all of the activities that are the subject of this Program. This Program acts as a supplement to existing policies and programs.

Reference: Board Report 6594

Implemented: April 28, 2009

Revised: April 8, 2014

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Rock Valley College

RVC Board Policy 2:10.070

Records Retention

In accordance with the Local Records Act, 50 ILCS 205/1 [et seq.](#), Local Records Commission, Illinois State Archives, and Office of the Secretary of State, Rock Valley College shall follow, all procedures for handling and disposing of both paper and electronic files.

Reference: Attorney Resolution 314

Implemented: April 8, 2014

Revised:

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Rock Valley College

RVC Board Policy 2:10.080

Alcohol Served at Events

Rock Valley College will allow alcohol to be served only at specific events each year. Each event must be approved by the College President [or their designee](#). Only beer and wine products will be allowed, and all procedures for proper insurance and approval will be required prior to the event.

All Local, State and Federal regulations regarding the serving of alcohol will be followed.

The Administration is authorized to adopt and maintain a procedure on the use of alcohol at College events.

Reference: Board Report 6609

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:10.090

Smoking Compliance Policy

The Smoke Free Illinois Act, 410 ILCS 82/1 et seq., prohibits smoking within 15 feet of any public place as defined by the Smoke Free Illinois Act which includes the College.

The Smoke-Free Campus Act, 110 ILCS 64/1 et seq., prohibits smoking on campuses of a State-supported institution of higher education.

Rock Valley College will establish procedures which inform occupants of campus of the restrictions and provide for adequate enforcement. Violators may be fined in accordance with the Smoke Free Illinois Act, the Smoke-Free Campus Act, and Rock Valley College Administrative Procedures.

Reference: Board Report 6485; 6942; Attorney Report 343

Implemented: December 18, 2007; October 23, 2012; June 23, 2015

Revised: July 1, 2015

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Commented [LS8]: 110 ILCS 64/15(d) requires that the College create and post on its website a smoke-free campus map indicating the location where smoking is prohibited. Based on public records, we cannot locate. @AK - can you confirm compliance?

Also, 110 ILCS 64/20 requires that the BoT create a community task force and coordinate to implement the notice program. @AK - same question as above.

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Rock Valley College

RVC Board Policy 2:10.095

Drug-Free Schools and Communities Act Policy

Commented [AK9]: Add as a NEW policy per Robbins Schwartz attorneys

Commented [LS10]: @AK: per our comments on Article 3, we recommend adding a Workplace Policy, a campus-wide policy.

I. Policy Statement

Rock Valley College is committed to maintaining a safe and healthy work environment for all students, employees, and community members. In compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and the federal Drug-Free Schools and Communities Act Amendments of 1989, the College has enacted and maintains a drug-free campus policy.

It is the policy of the College that the use, possession, distribution, manufacture, or sale of, or intoxication by illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcoholic beverages (unless authorized as set forth herein) on the premises of any College building or facility, in College-owned vehicles, during work or school hours or while attending any College-related activity is hereby prohibited. Exceptions for alcoholic beverages for special events must be approved by the College's President and in accordance with the Illinois Liquor Control Act of 1934 and any applicable local ordinances.

For purposes of this policy, the terms "controlled substances" or "drugs" shall be defined as the term "controlled substances" is defined in Schedules I through V of Section 202 of the Federal Controlled Substances Act (21 USC § 812).

II. Prohibited Conduct

The use, possession, distribution, manufacture, or sale of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs or alcoholic beverages (unless authorized as set forth herein) by students and employees on College property or while participating in any of its activities is prohibited. Faculty, staff, students, and visitors are also prohibited from being under the influence of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcohol (unless authorized as set forth herein) on the premises of any College building or facility, in College-owned vehicles, while on call, or otherwise during work or school hours, regardless of when and/or where the use occurred.

III. Disciplinary Sanctions

Any student or employee who violates this Policy is subject to all applicable Rock Valley College disciplinary sanctions as outlined in the Student Code of Conduct and/or the Employee Handbook. Any community member who violates this Policy will be subject to removal from the College property or event and may be referred to the appropriate law enforcement agency.

IV. Drug and Alcohol Abuse Prevention Program

Rock Valley College shall develop and implement a program to educate students and employees on dangers associated with the use of illegal drugs, controlled substances, cannabis and its derivatives, and alcohol. Procedures shall be established to prevent the

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Commented [HJ11]: RVC - this program is required for all institutions of higher education by the Drug-Free Schools and Communities Act. It is possible you already have such a program in place. If so, it needs to be publicly accessible online. If you need assistance with developing this program or understanding the requirements of the DFSCA, we would be happy to assist.

use, possession, distribution, manufacture, and sale of illegal drugs, controlled substances, cannabis and its derivatives, and alcohol by students, employees, and visitors.

V. Compassionate Use of Medical Cannabis Program Act

In compliance with the Compassionate Use of Medical Cannabis Program Act, the College will not discriminate against any person based solely on their status as a registered qualifying patient. The College will enforce its drug-free workplace policies in a non-discriminatory manner. Notwithstanding the foregoing, this policy prohibits the use or possession of medically prescribed cannabis in the workplace and on campus, and/or being under the influence of cannabis, as a qualifying patient under the Illinois Compassionate Use of Medical Cannabis Program Act during the workday, on College property, in College-owned vehicles, and while participating in College-sponsored activities.

Reference:

Implemented:

Revised:

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RVC Board Policy 2:10.100

Acceptance of Contributions

Rock Valley College may identify financial needs for special projects, program development, and other educational endeavors that cannot be met through available funding sources. The college may seek external resources to meet identified needs. In addition, [in accordance with all other policies and procedures](#), the Board of Trustees may accept contributions to the College to meet financial, [programmatic, and capital](#) needs.

Reference: Board Report 8119

Implemented: April 8, 2014

Revised: December 19, 2023

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RVC Board Policy 2:10.110

Information Technology Compliance

Rock Valley College will comply with all federal, state and local laws with regard to the use of Information Systems and electronic data transmissions, including archiving, storage, and use of said systems and data.

Reference: Board Report 6612
Implemented: May 26, 2009
Revised: April 8, 2014

Deleted: within the College network

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Rock Valley College

RVC Board Policy 2:10.120

Americans With Disability Act (ADA)

Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, Section 504 of the Rehabilitation Act of 1973; 28 Code of Federal Regulations Part 35, and other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities. The ADA requires that people with disabilities be provided equal opportunities in public accommodations, employment, transportation, telecommunications, and participation in educational programs as those available to others. Rock Valley College is committed to complying with all relevant and applicable state and federal laws.

Non-discrimination includes making reasonable accommodations in accordance with applicable College procedures. Rock Valley College will endeavor, in compliance with state and federal law, to make such reasonable accommodations, unless those accommodations fundamentally alter the nature of the service, program, or activity, or would place an undue hardship on the College.

Rock Valley College prohibits retaliation against any individual who reports concerns regarding discrimination on the basis of disability, who cooperates with or participates in any investigation of allegations of disability discrimination, or any individual who is perceived to have engaged in any of these actions.

Rock Valley College understands that a welcoming environment for students, employees, and the community is fundamental to achieving its mission. Therefore, Rock Valley College is committed to building and maintaining a community that improves opportunities for all, including all qualified individuals with disabilities. This commitment is an expectation of our College's shared values, consistent with an intellectual community that celebrates individual differences.

Rock Valley College will establish procedures for employees, students, facilities, and technology regarding compliance with the ADA and other applicable state and federal laws, including information on submitting requests for accommodations.

Reference: Board Report 8129

Implemented: January 30, 2024

Revised:

RVC is an equal opportunity educator and employer.

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Commented [AK13]: RVC's ADA Coordinator and Risk Manager believe the original language as implemented on BR 8129, January 30, 2024 is better. Why was it changed?

Commented [LS14R13]: We would recommend keeping these revisions.

First, ADA tracks Title VII (equal opportunity), where Title VII uses the phrase "equal," rather than the "same." Additionally, equal and the same are not by definition the same.

Additionally, in terms of "everyday activities," again the revisions track the College's legal obligations. The phrase "everyday activities" may create additional obligations/liabilities for the College. ADA only requires the college to be responsible for public accommodations, transportation, employment, telecommunications, and education programs. We recommend that the policy is specific on how the College complies with ADA to ensure that it is complete, rather than

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Deleted: and applicable state and federal laws

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Commented [AK15]: In light of current situation with Trump Administration, should references to

Commented [LS16R15]: In considering both the OCR's recent priorities on enforcement and the

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Commented [LS17]: @RVC: please advise whether you want to keep this language in this Section,

Commented [AK18R17]: Yes, RVC wants to keep this language in this Section. It should also be

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RVC Board Policy 2:10.130

Commented [AK19]: Add as a NEW board policy recommended by Robbins Schwartz attorneys

Non-Discrimination and Anti-Harassment

Rock Valley College is committed to maintaining an educational environment free from discrimination and harassment. In accordance with applicable state and federal laws, the College prohibits all forms of discrimination and harassment, including discriminatory and/or harassing conduct by or towards any of its students, employees, vendors, officers, officials, board members volunteers, agents, or visitors on campus.

This policy's prohibitions may extend to conduct that occurs on campus, in any College related setting, or any off-campus College event or activity, such as during trips, conferences, meetings, athletic contests, and College-related social events.

The College strongly urges the reporting of all incidents of discrimination and harassment. Reports of discrimination and harassment, other than reports of sexual harassment, will be handled pursuant to this policy.

Members of the College who violate this policy will be subject to discipline, up to and including termination, expulsion, and/or permanent removal from College property.

Reference:

Implemented:

Revised:

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RVC Board Policy 2:20.010

Health and Safety Standard

Rock Valley College shall maintain a healthy learning and working environment by complying with federal, state, and local environmental health and safety standards.

The Board of Trustees authorizes the Administration to implement a procedure regarding health and safety standards.

Reference: Board Report 6616

Implemented: May 26, 2009

Revised: April 8, 2014

RVC is an equal opportunity educator and employer.



RVC Board Policy 2:20.015

Violence and Disruptive Behavior

Rock Valley College is committed to maintaining an educational environment free from violence, threats of violence, and disruptive behavior.

Violence and threats of violence include, but are not limited to, gestures or communications which a reasonable person would interpret as threatening physical harm to persons or property. Disruptive behavior is behavior which compromises the efficient and orderly operations of the College.

The College reserves the right to remove individuals from campus who are acting inconsistent with this policy. Further, individuals acting inconsistent with this policy may be subject to disciplinary action and/or criminal penalties. All members of the campus community are responsible for reporting conduct inconsistent with this Policy.

The College will take reasonable precautions to minimize the potential for workplace violence and disruptive behavior. Individuals should immediately notify the Rock Valley College Police Department of any potentially threatening, disruptive, or uncomfortable situation.

Reference: Board Report 6221

Implemented: January 25, 2005

Revised: April 8, 2014

Commented [AK20]: Move from Board Policy 3:10.070 Human Resources recommended by Robbins Schwartz attorneys

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Rock Valley College

RVC Board Policy 2:20.020

Rock Valley College Police Department

The Rock Valley College Police Department ("Police Department") is created in accordance with the Illinois Public Community College Act, 110 ILCS 805/3-42.1. The officers of the Police Department are peace officers in accordance with the Act. Therefore, they are granted the same authority as police officers in cities and sheriffs in counties, including the power to make arrests on view or warrants of violations of State statutes and city or county ordinances.

The Police Department provides service, assistance, and protection of life and property, enforces the laws of the State of Illinois, and cooperates with and assists local law enforcement agencies in accordance with applicable statutes and mutual aid agreements.

The Police Department shall maintain a procedure manual which reflects current best practices and model procedures within the law enforcement profession. Officers shall be authorized to carry weapons, including firearms. All members of the Police Department shall receive training and maintain certification in accordance with applicable statutes.

Reference: Board Report 6616

Implemented: May 26, 2009

Revised: April 8, 2014

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Rock Valley College

RVC Board Policy 2:20.030

Emergency Closing of Campus Plan

The Board of Trustees of Rock Valley College authorizes the Administration to institute an Emergency Closing of Campus Plan to maintain and enhance safety and security at the College during emergency or inclement conditions and to proactively address safety and security issues that may impact the College main campus and other [College-owned or operated facilities](#). The purpose of this plan is to present a process, which the College President or his/her designee will use to determine the need to close the College or any portion thereof. The plan shall include communication processes to notify employees and students of any closing.

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Reference: [Attorney Resolution 314](#)

Implemented: [April 8, 2014](#)

Revised:

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RVC Board Policy 2:20.040

Emergency Response Plan Policy

The Board of Trustees of Rock Valley College shall authorize the Administration to institute an Emergency Response Plan that will protect the interest, safety and health of all employees, students and guests in the event of an emergency.

Reference: Board Report 6457

Implemented: August 28, 2007

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.050

Campus Traffic Code

The Administration is authorized to adopt and maintain procedures on vehicle registration, parking, moving regulations, and appeals.

Reference: Board Report 3246

Implemented: July 21, 1980

Revised: April 8, 2014

Commented [AK22]: Need to add 2:20.050 Campus Traffic Code to this packet. BR 3246, July 1, 1980, Revised April 8, 2014.

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Rock Valley College

RVC Board Policy 2:20.060

Office Doors / Windows

The purpose of this policy is to allow visibility into offices to promote the safety of Rock Valley College faculty, staff and students.

- I. Office doors with a single glass pane and/or upper glass pane in doors with two panes and/or walls with a door-length pane glass within three feet of the door must remain clear in accordance with the following:
 - A. Four-inch strip (or width of glass if less than 4 inches wide), from top to bottom, shall be clear of coverings of any type.
 - B. Remainder of upper glass pane may be covered with posters, curtains, etc., providing the covering is approved by the Divisional ~~Vice~~ President.
- II. Lower glass pane in two-pane doors: no coverings of any type shall be permitted.
- III. Any variation must allow clear view into an office and must be approved by the Divisional ~~Vice President~~.
- IV. No coverings of any type shall be permitted on exterior glass panes of offices.

Reference: ~~Administrative Policy~~ 231

Implemented: ~~July 1~~, 1988

Revised: April 8, 2014

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Rock Valley College

RVC Board Policy 2:20.070

Weapons / Concealed Carry

I. Statement of Purpose

Rock Valley College hereby establishes this Concealed Carry Policy (hereafter referred to as the "Policy") pursuant to the 2013 Illinois Firearm Concealed Carry Act, 430 ILCS 66/1 et seq. (the "**JFCCA**"). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry firearms or weapons on the College campus in accordance with the College's authority to promulgate rules and regulations under the **JFCCA**.

II. Implementation

Rock Valley College will have procedures to implement this policy regarding the 2013 Illinois Firearm Concealed Carry Act, 430 ILCS 66/1 et seq., and in conformance with any federal or state law.

Reference: Attorney Resolution 314

Implemented: April 8, 2014

Revised:

RVC is an equal opportunity educator and employer.

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Commented [AK23]: Logan, COO Rick Jenks, a 30-year law enforcement officer, changed this. Is it 430 ILCS 66/1 or 66/5? Rick also moved the previous verbiage to the administrative procedures for this policy.

Commented [LS24R23]: When you use "et seq." the citation continues beyond the cited section through the rest of the statute. Here, citing to 66/1 allows us to include the title of the Act in addition to everything after in the Act, rather than just the definitional section in 66/5.

As Rick says, this is really "legal beagle," but I switched to 66/1 for consistency and to include the title.

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Deleted: <#>Persons Covered by this Policy¶
This Policy applies to all employees, students, persons conducting business, or individuals visiting the College campus, as the term "campus" is defined in this Policy. Visitors include, but are not limited to, prospective students, former students and their representatives. All persons on the College's campus are covered by this Policy.¶
Prohibited Activities¶
Weapons or Firearms¶

The College maintains a weapons and firearms-free Campus. "Campus" means the College's campus at 3301 N. Mulford Road, Rockford, Illinois and includes all sites, whether owned, leased or controlled by the College where College programs, activities and classes are held. No person covered by this Policy, unless authorized by law or specifically exempted by federal or state law or College regulation, is authorized to possess a weapon or firearm while engaged in College-related business or ...

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Moved up [2]: <#>organization property owned by the College and all College-officially- recognized organization property

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Commented [LS35]: [23] for sake of completeness, there's no note on confirmation of BR and date on this one.

Commented [AK36R35]: Confirmed approval of Attorney Resolution 314 on 4/8/2014.

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Rock Valley College

RVC Board Policy 2:20.080

Communicable Diseases

Rock Valley College places a high priority on the need to prevent the spread of chronic, communicable diseases. The College is committed to educating its staff, students, and the community about protection from and control of communicable diseases, as defined by the Illinois Department of Public Health in the Illinois Control of Communicable Diseases Code, 77 Ill. Admin. Code 690.10.

The College shall develop consistent procedures for student and employee absence due to a communicable disease as described under [Section 690.30 and](#) Section 690.200 of the Illinois Control of Communicable Diseases Code.

Reference: Board Report 6642

Implemented: August 23, 2009

Revised: April 8, 2014

Deleted: including the protocol by which the College informs the Winnebago County Health Department of such communicable disease



RVC Board Policy 2:20.090

Hazardous Materials / Hazardous Communications

Rock Valley College will develop and maintain a procedure defining appropriate hazardous material documentation, communication, and disposal in accordance with pertinent statutes and regulations.

Reference: Board Report 6618

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:20.100

Campus Demonstrations

Rock Valley College respects the rights of individuals to self-expression and to demonstrate that expression peacefully. The Illinois Campus Demonstrations Policy Act, 110 ILCS 10/1 [et seq.](#), establishes that the College's Administration is responsible for establishing rules and regulations for maintaining decorum and order on the campuses of the institution.

The College shall develop procedures outlining rules and regulations to maintain order on the College's campuses, ensuring that the civil rights of others are not infringed, and establishing methods to secure the reasonable operation of College activities in accordance with all applicable statutes and regulations, including but not limited to the Illinois Campus Demonstrations Policy Act.

Reference: Board Report 6617

Implemented: May 26, 2009

Revised: April 8, 2014

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Rock Valley College

RVC Board Policy 2:20.110

Campus Trespass Policy

Rock Valley College is a public institution of higher education that is generally open to the public. At the same time, the College is committed to safeguarding its students, employees and visitors, to ensuring the safe operation of College programs and activities, and to protecting College assets. In that regard, the College reserves the right to establish expectations and parameters governing visitors' presence on College property. The College further reserves the right to restrict a visitor's access to some or all College property, where the visitor fails to refrain from any conduct that may adversely affect the College's educational function or disrupt or interfere with the rights of others to pursue their education, conduct their College duties and responsibilities, or participate in the College's activities.

Deleted: a determination has been made that the visitor engaged in, or is reasonably likely to engage in: (a) criminal activity; (b) a violation of College policy; and/or (c) conduct that may reasonably be deemed to be threatening, disruptive and/or violent.

The Administration, in consultation with the College Police Department, shall develop procedures outlining the circumstances under which a visitor's access to or presence on College property may be restricted, and the process for issuing a no-trespass order to such visitor for a definite period of time, to be determined on a case-by-case basis.

Nothing in this Policy precludes the College from issuing a no trespass directive to a currently enrolled student pursuant to the College's existing policies and procedures governing students, including but not limited to the Student Code of Conduct and the Code of Conduct for Visitors and Guests.

Reference: Board Report 7673

Implemented: December 17, 2019

Revised:

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RVC Board Policy 2:20.120

Commented [AK39]: Previously published as 3:10.270, Article 3 Human Resources. Move to Article 2 recommended by Robbins Schwartz.

Service and Other Animals Policy

It is the policy of Rock Valley College to ensure that all individuals with disabilities who require the assistance of a service animal have an equal opportunity to access College property, courses, programs, and activities. The College Administration shall establish Procedures implementing this Policy.

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Except as set forth in the Procedures implementing this Policy, service animals will be permitted to accompany individuals with disabilities in all public areas of the College. For purposes of this Policy, "service animal" is defined as set forth in the Americans with Disabilities Act ("ADA"). The support provided by the service animal must be directly related to the individual's disability. Service animals whose sole function is to provide comfort or emotional support do not qualify as service animals under this Policy.

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Service animals must be under the control of the handler at all times. Service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents the use of these devices or unless these devices interfere with the service animal's safe and effective performance of the tasks it has been trained to perform. In such cases, the individual must still maintain control of the service animal by means of voice, signal, or other effective controls.

Students in need of a service animal on campus must contact Disability Support Services to request and manage their accommodations, including the need for a service animal on campus. Employees in need of a service animal on campus must contact Human Resources to request a reasonable accommodation allowing the presence of a service animal in the workplace.

Animals that do not satisfy the above criteria are strictly prohibited from all Rock Valley College property.

The College reserves the right to remove and/or exclude any service animal from College property for legitimate and legally permissible public health or safety reasons.

In implementing this Policy, Rock Valley College complies with the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Service Animal Access Act/White Cane Law, and all other federal and State laws pertaining to service animals and/or accommodations for individuals with disabilities.

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Reference: Board Report 7788

Implemented: February 23, 2021

Revised:

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RVC Board Policy 2:30.010

Conducting Institutional Research

Rock Valley College will develop procedures which ensure that research conducted at, for, or through the College properly protects the rights of research participants and safeguards the College.

Reference: Board Report 6201

Implemented: October 26, 2004

Revised: April 8, 2014

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Commented [AK40]: Confirmed BR 6201

RockValleyCollege

RVC Board Policy 2:30.020

Acceptable Use Policy for Information Technology Systems

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the acceptable use of Information Technology (IT) systems and resources, in order to protect the rights and privileges of the users of the IT systems, to ensure compliance with all applicable laws and regulations and to safeguard the College. All such systems shall be used only in accordance with this policy and the associated procedures. It shall be the responsibility of all users of College IT systems to be familiar with, understand and comply with this policy [and related procedures](#).

Reference: Board Report 6612

Implemented: May 26, 2009

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:30.030

Computer Equipment

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the use of computer hardware and software.

Computing equipment shall be defined as, but not exclusive to, PC's, Mac's, switches, servers, blades, data projectors, computer accessories or other equipment necessary to run or access the College network. Certain guidelines, access, security and maintenance should be adhered to with this equipment.

Reference: Board Report 6643

Implemented: August 25, 2009

Revised: April 8, 2014

Commented [AK41]: BR 6643 and date confirmed.

Rock Valley College

RVC Board Policy 2:30.040

Grants Policy

A consistent process for grant acquisition and administration will be implemented to help achieve Rock Valley College strategic initiatives and standards of accountability.

Reference: Board Report 6219

Implemented: January 25, 2005

Revised: April 8, 2014

Commented [AK42]: BR 6219 is correct

Rock Valley College

RVC Board Policy 2:30.050

Rock Valley College Donations and Foundation

The Rock Valley College Foundation ("Foundation") solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College to support its educational mission. The College looks to the Foundation for funding of scholarships to support students in their pursuit of academic and career goals. Broad-based initiatives being conducted by the Foundation will support facilities improvements and will form a means of financial support for future program and facility needs.

There are many reasons advantageous to both the College and Foundation for centralizing all private donations for the benefit of the College through the Foundation.

These include:

1. The tracking and reporting of all gifts and/or pledges in compliance with the various Illinois governmental agencies, the Not-for-Profit Act, and professional fund-raising organizations of which Rock Valley is a member.
2. The issuance of the required tax deductibility information to each donor.
3. Appropriate appreciation and recognition of all donors.

Accordingly, the Board of Trustees approves and encourages the channeling of private (third-party) donations, both monetary and in-kind, to the Foundation.

Reference: Board Report 5789, 6904

Implemented: May 15, 2000; May 22, 2012

Revised: April 8, 2014

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Deleted: **References:** Board Report 5789, 6904¶
March 27, 2012 Memorandum of Understanding
between Rock Valley College and Rock Valley
College Foundation¶
Implemented: May 15, 2000¶
May 22, 2012¶
Revised: April 8, 2014¶

Rock Valley College

RVC Board Policy 2:30.060

Cyber and Information Security Policy

The Rock Valley College (RVC) Board of Trustees authorizes the Administration to develop and implement procedures to ensure the confidentiality, integrity, and availability of RVC's information assets by providing protection against malicious or criminal actions, theft, fraud, and accidental threats, and also for responding to cyber incidents and attacks.

Cyber security and information security threats take advantage of weaknesses in technology, people, and processes in order to gain unauthorized access to the RVC network or to confidential, private, and/or proprietary information. ~~These incidents may~~ cause harm by interrupting or impairing the RVC network, disseminating or using the information, or other cyber-related attacks. RVC manages cyber security risk to safeguard its mission and protect the interest of the people whose personal information it holds.

Management of cyber security risk requires concerted effort across all of RVC and cannot be considered just an aspect of Information Technology.

Reference: Board Report 8120

Implemented: December 19, 2023

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Rock Valley College

RVC Board Policy 2:40.010

Facilities and Grounds Rental

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the acceptable use of the College Facilities and Grounds in order to encourage community organizations to use College facilities. Consistent with this position, the Board encourages use of College facilities by community groups at such times as the facilities and grounds are not required for College activities. Reservations will be considered on a first-come, first-served basis after College priorities have been satisfied. Rental requests will be handled through the Office of Facilities Planning Operations and Maintenance. The College reserves the right to deny the rental of any or all parts of the College facilities and/or grounds.

Reference: Board Report 6477

Implemented: November 27, 2007

Revised: April 8, 2014

Rock Valley College

RVC Board Policy 2:40.020

College Facility Development and Preservation

Rock Valley College shall provide safe, functional, clean, economically operating and aesthetically pleasing campuses using federal, state, or local guidelines; assuring that the physical plant, buildings, as well as grounds receive the necessary care, maintenance, and repair not only to extend their useful life to the College, but also to ensure that the integrity of the appearance of campuses is maintained.

Rock Valley College Board of Trustees shall authorize the Administration to implement a procedure regarding College facility development and preservation.

Reference: Board Report 6613
Implemented: May 26, 2009
Revised: April 8, 2014

- Commented [AK44]: Need an administrative procedure for this. Assigned to Janet Taylor (use Facilities Master Plan as basis)
- Commented [LS45R44]: same procedure comment.
- Commented [AK46]: BR 6613 is correct.
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Rock Valley College

RVC Board Policy 2:40.030

Fleet Management

Rock Valley College will provide safe, economical fleet equipment to meet College maintenance and transportation needs.

Rock Valley College Board of Trustees shall authorize Administration to implement a procedure regarding fleet management.

Reference: Board Report ~~6614~~

Implemented: May 26, 2009

Revised: April 8, 2014

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Rock Valley College

RVC Board Policy 2:40.040

Shipping and Receiving

The purpose of the Rock Valley College campus-wide policy on shipping and receiving is to acknowledge that the establishment of central locations for Shipping and Receiving will best meet the requirements of the College. Rock Valley College has established central locations for the processing of inter-campus and external mailings related to the College's official business following Federal mailing guidelines.

It is the policy of the College to establish central locations for Shipping and Receiving to mitigate costs, ensure safety and meet personnel needs. Commitment to the fixed asset management policy and procedures is implemented through the Mail and Distribution Center (MDC). The MDC is a restricted service that distributes and processes the College's official mail. The College prohibits the use of MDC for personal or the private gain of employees or non-College groups. The College also prohibits the delivery of College property to any location not established by the College. Delivery and pickup by any vendor at other campus buildings is not permissible without preauthorization of the MDC.

Reference: Administrative Policy Manual 3.70.020, #194, 195

Implemented: March 8, 1982

Revised: April 8, 2014

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Rock Valley College

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RVC Board Policy 2:40.050¶
Mail Service¶
Rock Valley College aims to establish central locations for the processing of inter- campus and external mailings related to the College's official business following Federal mailing guidelines. The Mail Distribution Center (MDC) is a restricted service that distributes and processes the College's official mail. The College prohibits the use of MDC for personal or the private gain of employees or non-College groups.¶
Implemented: March 24, 2009¶
Revised: April 8, 2014¶

Moved up [1]: Rock Valley College aims central locations for the processing of inter- campus and external mailings related to the College's official business following Federal mailing guidelines. The Mail Distribution Center (MDC) is a restricted service that distributes and processes the College's official mail. The College prohibits the use of MDC for personal or the private gain of employees or non-College groups.¶
Implemented: March 24, 2009¶
Revised: April 8, 2014¶

Rock Valley College

RVC Board Policy 2:40.060

Disposal of Assets

Rock Valley College will follow prevailing statutes to dispose of public assets. The Board of Trustees allows the College, to the extent permitted by the prevailing statutes, to dispose of public assets which include, but are not limited to, the following categories integral to the operation or administration of the College: all equipment (scientific, office, audio visual, fitness, maintenance, communication, administrative), furniture, computers, software, vehicles, and all other items owned by the College. The Office of Business Services will facilitate the disposal procedures.

The disposal of all land, buildings, and building improvements owned or leased by the College must have Board of Trustees approval and are excluded from this Policy.

Reference: Board Report 4255

Implemented: March 21, 1988

Revised: April 8, 2014

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Commented [AK50]: BR 4255 is correct.

ROCK VALLEY COLLEGE 2025 - AT A GLANCE CAMPUS FACILITY EVENTS					
Date	Event	Staff	Student	Athletic	Community
September					
9/2/2025	Fall Professional Development Day - PEC Gym, 8am	x			
9/3/2025	Women's & Men's Soccer Game - Soccer Field, 2pm & 4pm	x	x	x	x
9/4/2025	Volleyball Game - PEC Gym, 6pm	x	x	x	x
9/6/2025	Men's Basketball High School Showcase - PEC Gym, 10am	x	x	x	x
9/7/2025	Veteran Drop-in Center Car Show - WTC & PKLT 02, 10am	x	x		x
9/8/2025	First Generation Speaker Series - SSC Atrium, 12pm	x	x		
9/9/2025	What's the Tea Tuesday - SSC 1124, 2pm	x	x		
9/10/2025	ACT College & Career Readiness Workshop - SSC Atrium, 8am				x
9/10/2025	Volleyball Game - PEC Gym, 4pm	x	x	x	x
9/10/2025	Men's Soccer Game - Soccer Field, 4pm	x	x	x	x
9/10/2025	Massage Therapy Graduation - SSC Atrium, 6pm	x	x		x
9/12/2025	Respiratory Care Conference - SSC Atrium, 7:30am	x	x		x
9/13/2025	Volleyball Game - PEC Gym, 2pm	x	x	x	x
9/15/2025	Hispanic Heritage Month Kick off - SSC Atrium, 11:30am	x	x		x
9/17/2025	Women's & Men's Soccer Game - Soccer Field, 2pm & 4pm	x	x	x	x
9/17/2025	NIU Engineering @ RVC Job Fair - WTC Lobby, 3:30pm	x	x		x
9/18/2025	BSU & BMCI Recruitment Cookout - SSC Gazebo Grounds, 4pm	x	x		
9/20/2025	Lifescape Senior Expo - PEC Gym, 9am	x	x		x
9/20/2025	Tom Lombardo Tree Dedication - WTC Grounds & Lobby, 1pm	x	x		x
9/22/2025	WEI EKG & Pharmacy Tech Orientation - JCSM 0200, 4pm	x	x		
9/22/2025	Women's Soccer Game - Soccer Field, 4pm	x	x	x	x
9/23/2025	What's the Tea Tuesday - SSC 1124, 2pm	x	x		
9/24/2025	Wellness Wednesday - PEC 0110, 1pm	x	x		
9/24/2025	Men's Soccer Game - Soccer Field, 3pm	x	x	x	x
9/24/2025	Volleyball Game - PEC Gym, 6pm	x	x	x	x
9/25/2025	State University Transfer Day - ERC Commons, 11am	x	x		x
9/25/2025	DAP Club Goalball - SSC Atrium, 2pm	x	x		
9/25/2025	Volleyball Game - PEC Gym, 6pm	x	x	x	x
9/25 - 09/28	Night's Dream Shakespeare Production - BST Grounds, 7:30pm	x	x		x
9/26/2025	Night's Dream Shakespeare Production - BST Grounds, 9am & 12pm	x	x		x
9/26/2025	Boone County Council on Aging ATC Tour - ATC 1300, 1pm				x
9/27/2025	Members Alliance Community Celebration - Grounds, 11am	x	x		x
9/27/2025	Men's & Women's Soccer Game - Soccer Field, 12pm & 2pm	x	x	x	x
9/30/2025	ISAC Financial Aid Applications Training - SSC Atrium, 8:30am	x	x		x
October					
10/1/2025	Fashion Design Workshop - WTC 2610, 1:30pm	x	x		x
10/1/2025	Women's & Men's Soccer Game - Soccer Field, 2pm & 4pm	x	x	x	x
10/1/2025	IACAC College Night - PEC Gym, 6pm	x	x		x
10/2/2025	Dental Hygiene Education Booth, SSC Hub, 11am	x	x		
10/02 - 10/04	Night's Dream Shakespeare Production - BST Grounds, 7:30pm	x	x		x
10/3/2025	Night's Dream Shakespeare Production - BST Grounds, 9am & 12pm	x	x		x
10/3/2025	RVC Invite Volleyball Tournament - PEC Gym, 12pm	x	x	x	x
10/4/2025	Making Strides Against Breast Cancer - Walking Path, 8am	x	x		x
10/4/2025	RVC Invite Volleyball Tournament - PEC Gym, 9am	x	x	x	x
10/4/2025	Cars for CASA Fundraiser - ATC PKLT, 12pm				x
10/5/2025	Out of the Darkness Walk - Walking Path, 10am	x	x		x
10/5/2025	Women's Soccer Game - Soccer Field, 1pm	x	x	x	x
10/6/2025	First Generation Speaker Series - SSC Atrium, 12pm	x	x		

ROCK VALLEY COLLEGE 2025 - AT A GLANCE CAMPUS FACILITY EVENTS					
Date	Event	Staff	Student	Athletic	Community
October (cont.)					
10/7/2025	What's the Tea Tuesday - SSC 1124, 2pm	x	x		
10/7/2025	First Tuesday Lecture - SSC Atrium, 5:30pm	x	x		x
10/8/2025	WEI Midterm Popcorn Pop-in - JCSM 0200, 3pm	x	x		
10/8/2025	Volleyball Game - PEC Gym, 6pm	x	x	x	x
10/9/2025	National Manufacturing Day Student Expo - ATC, 8am	x	x		x
10/9/2025	Phlebotomy Pinning Ceremony - HSC Lobby, 6pm	x	x		x
10/11/2025	RVC Men's Basketball 2025 Jamboree - PEC Gym, 8am	x	x	x	x
10/12/2025	RVC Women's Basketball 2025 Jamboree - PEC Gym, 7am	x	x	x	x
10/13/2025	New Student Visit Day - SSC Atrium, 3pm	x	x		
10/14/2025	HHM Panel Discussion - SSC Atrium, 12pm	x	x		
10/15/2025	Volleyball Game - PEC Gym, 6pm	x	x	x	x
10/16/2025	RVC Golden Eagle Family Breakfast - SSC Atrium, 8am	x	x		
10/17/2025	Brother to Brother Conference - SSC, ERC, CLI, 9am	x	x		
10/18/2025	Men's & Women's Soccer Game - Soccer Field, 12pm & 2pm	x	x	x	x
10/19/2025	Volleyball Game - PEC Gym, 12pm & 4pm	x	x	x	x
10/21/2025	What's the Tea Tuesday - SSC 1124, 2pm	x	x		
10/22/2025	Rockford Mass Transit District Promotion - SSC Hub, 10am				x
10/22/2025	PICU Transfer Fair - SSC Atrium, 10am	x	x		x
10/22/2025	Men's Soccer Game - Soccer Field, 5pm	x	x	x	x
10/22/2025	Volleyball Game - PEC Gym, 6pm	x	x	x	x
10/23/2025	Theatre Department Fall Play - ERC PAR, 1pm	x	x		x
10/23/2025	WEI Fall Career Fair - SSC Atrium, 2pm	x	x		x
10/24/2025	Men's Soccer Game - Soccer Field, 2pm	x	x	x	x
10/24/2025	Theatre Department Fall Play - ERC PAR, 7pm	x	x		x
10/25/2025	Theatre Department Fall Play - ERC PAR, 4pm & 7pm	x	x		x
10/29/2025	Wellness Wednesday - SSC Atrium, 1pm	x	x		
10/30/2025	DAP Club Goalball - SSC Atrium, 2pm	x	x		
10/30/2025	Volleyball Game - PEC Gym, 6pm	x	x	x	x
10/30/2025	WEI Halloween Trunk or Treat - PKLT 01, 5pm	x	x		x
10/31/2025	CEB Fall Symposium - SSC Atrium, 11:30am	x	x		

Personnel Report

A. Appointments

Dr. Yahaira Hall, Dean of College Readiness & Learner Supports, ADM, Grade S, \$92,000, effective September 15, 2025.

B. Departures

Dr. Cassi Paslick, Geoscience Professor, Full-Time Faculty, retirement effective May 31, 2026.

Howard J. Spearman, Ph.D.
President